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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

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MEMORANDUM
HR #14-25

March 14, 2025

TO: DHRM Listserv Recipients

FROM: Bachera Washington, Administrator
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – FORESTRY FLEET
COORDINATOR SERIES

Attached are revised proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Deputy Administrator Keisha I. Harris at kiharris@admin.nv.gov no later than April 11, 2025.

If no written objections are received in this office by April 11, 2025, action will be taken to implement the changes, and a report will be made to the Human Resources Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #07-25
Posting Expires: April 11, 2025

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.804	Forestry Fleet Coordinator	36	B	<i>1.804</i>	<i>Forestry Fleet Coordinator</i>	<i>36</i>	<i>B</i>

Basis for Recommendation

At the request of the Nevada Division of Forestry (NDF), within the Department of Conservation & Natural Resources (DCNR), the Division of Human Resource Management (DHRM) conducted a review of the Minimum Qualifications, Special Requirements section of the classification specification for Forestry Fleet Coordinator. The Forestry Fleet Coordinator coordinates and supervises the statewide operational activities of the Nevada Division of Forestry's (NDF) Fleet Program.

In coordination with Subject Matter Experts from NDF and Analysts within DHRM it is recommended that the Special Requirement for a valid Nevada Class A or B driver's license at the time of appointment and as a condition of continuing employment be removed as the position in this series is not required to operate vehicles requiring this licensure.

This recommended change will allow agencies more flexibility in the hiring process by broadening the applicant pool which will then increase the number of total applicants that would be eligible for employment.

Throughout the review management and staff within NDF, DCNR and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes to the class specifications.

Changes to the class specification are noted as follows: additions in blue and deletions in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 515 East Musser Street, Suite 101; in Las Vegas, go to 7251 Amigo Street, Suite 120. You may also view the recommendations and specifications online at https://hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/ . For additional information call (775) 684-0137.

Objections to the proposed new classification must be received in writing by April 11, 2025. Objections should be addressed to Keisha I Harris, Deputy Administrator, Compensation and Classification Section of the Division of Human Resource Management, 515 East Musser Street, Suite 101, Carson City, Nevada 89701-4298.

POSTING DATE: March 14, 2025



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FORESTRY FLEET COORDINATOR	36	B	1.804

The Forestry Fleet Coordinator coordinates and supervises the statewide operational activities of the Nevada Division of Forestry’s (NDF) Fleet Program to include, but not limited to: supervision of personnel; purchase, maintenance, and repair of all equipment which includes light, medium, and heavy vehicles and movable maintenance, forestry, and natural resource equipment; fuel for use by all agency vehicles, equipment, and tools including other non-rental equipment; purchase parts, materials, and supplies; develop, review, revise, and implement policies and procedures related to vehicle and equipment use within the agency; and oversee the management and accountability of the agency’s property inventory.

Assist in the formulation and development of policies and programs; compile technical data; consult with field personnel; assess needs; develop goals, objectives, and timeframes; write specifications; design and plan activities; coordinate resources available; and formulate annual work plans for implementation.

Manage contracts, leases, and agreements; develop, evaluate, monitor, and mediate procurement and implementation of service contracts; assess contract provisions, successes, and the need for future modifications; maintain appropriate records and prepare reports.

Gather and evaluate information for budget review and requests; summarize program descriptions; prepare justifications; assess requests in terms of statutory requirements; prepare justifications for new personnel and equipment; monitor budget and cost effectiveness to meet program objectives and increase efficiency.

Review, evaluate and oversee program operations; review reports and statistics; analyze information regarding new technology and methods available; conduct field inspections; assess program quality and results; develop and recommend alternative approaches; develop and revise emergency procedures as needed; prepare summary reports.

Organize, coordinate, and oversee specialized programs and activities for statewide implementation; manage the statewide preventive maintenance program; prepare and administer bid specifications for automobiles, trucks, and equipment, including parts and repairs, for fleet maintenance operations; prepare new vehicles and equipment for distribution to Fire, Camp, and Natural Resource programs; manage all statewide specialty equipment.

Manage and provide oversight for the Federal Excess Property Program (FEPP), to include acquisition, build-up, and disposal of the FEPP property; establish and maintain current records for all NDF’s vehicles and equipment to include type, license or property number, assigned location and budget account, mileage and type of services performed; prepare equipment property transfers and excess property forms and submit to the Forestry Program Manager or the State Office for approval; conduct/manage annual inventory of all agency Capital Equipment and submit results to Department of Administration; maintain an accurate inventory of the Division’s assets using appropriate databases; ensure equipment/maintenance shops are maintaining inventory control of all shop supplies and materials utilizing appropriate fleet database; prepare purchase orders for tools, manuals, supplies and services as needed.

May supervise professional, technical, and/or administrative staff as assigned to include performance appraisals, work performance standards, scheduling, work assignment and review, training, and discipline.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT[S]:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * ~~[The position requires a valid Nevada Class A or B driver's license at the time of appointment and as a condition of continuing employment.]~~

INFORMATIONAL NOTE:

- * Incumbents may be required to obtain and maintain certification as an Agency Certified Contract Manager.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, public administration, or related field and two years of professional experience which included responsibility for planning, organizing, and directing the operations of an equipment repair facility(s) or managing fleet operations in a government setting; developing operating procedures; reviewing specifications for bids; and budget development; one year which included supervision of staff; **OR** graduation from high school or equivalent education and four years of professional experience as described, one year which included supervision of staff; **OR** two years of experience as an Equipment Mechanic IV in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See *Special Requirement[s]* and *Informational Note[s]*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: principles and practices of equipment utilization and fleet management; inventory procurement and management. **General knowledge of:** principles and practices of management and supervision; budget development and oversight. **Ability to:** plan, organize and coordinate one or more statewide maintenance facilities; establish goals, objectives and timetables consistent with the division's mission; develop and implement policies and procedures; analyze problems and develop and recommend effective solutions; develop and justify budgetary requests; perform statistical and cost management analysis; supervise staff; coordinate and implement training of staff located at all statewide maintenance facilities; negotiate contracts, leases and agreements; read, interpret and explain technical documents applicable to assigned programs; communicate effectively both verbally and in writing; establish and maintain cooperative working relationships with federal, State and local entities, and private contractors.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: Division goals principles and practices of State budgeting and purchasing; State and agency administrative rules, policies, and procedures; federal and State laws, rules and regulations pertaining to the Division's operations; and principles and practices of supervision. **Ability to:** prepare and monitor an annual budget; supervise staff including hiring, training, assigning, and reviewing work, establishing work schedules and priorities, administering discipline and evaluation performance.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

1.804

ESTABLISHED: 12/8/23UC
REVISED: 4/11/25UC