

Joe Lombardo
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Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR# 41- 25

October 20, 2025

TO: HRC Commissioners
HR Officers
DHRM Listserv Recipients
HR Managers
State of Nevada Public

FROM: Bachera Washington, Administrator *Bachera Washington*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – SKILLED TRADES
APPRENTICE SERIES, SUPPLY TECHNICIAN SERIES, CRIMINAL
INVESTIGATOR SERIES, ACCOUNTING ASSISTANT SERIES, REVIEW
APPRAISER SERIES, STUDENT WORKER SERIES, AND MANAGER,
ENVIRONMENTAL PROGRAMS

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 November 19, 2025.

If no written objections are received in this office by November 19, 2025, action will be taken to effect the changes, and a report will be made to the Human Resources Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **Posting #05-26**
Posting Expires: **November 19, 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:

Basis for Recommendation

Subject Matter Experts from the Division of Human Resource Management (DHRM) are recommending revisions of the class (job) specification design, formatting, structure, language, and job title hierarchy. It is also recommended that the job duties be condensed.

The DHRM worked with management and subject matter experts to ensure the main duties and responsibilities of the job titles within the series remain consistent with the job's intent. The grade levels have not changed; however, it is recommended that the trainee level be removed as positions are not classified at the trainee level. Additionally, the minimum qualifications are revised pursuant to Assembly Bill 547 (2025), Nevada Revised Statute 284, removing the Bachelor degree requirement, unless required by statute or licensure. The assigned EEO-4 code has not changed.

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 and in Las Vegas, go to 7251 Amigo Street, Suite 120. You may send a copy request to class.comp@admin.nv.gov. For additional information call (775) 684-0150.

Objections to the proposed classification changes must be received in writing through, mail (515 East Musser Street, Suite 101, Carson City, NV 89701-4298) or email (class.comp@admin.nv.gov) by November 19, 2025. Objections should be addressed to Keisha I. Harris, Deputy Administrator, Classification and Compensation Section of the Division of Human Resource Management.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.326	Equipment Mechanic-In-Training IV	29	H		<i>Abolish</i>		
9.328	Equipment Mechanic-In-Training III	28	H		<i>Abolish</i>		
9.330	Equipment Mechanic-In-Training II	27	H		<i>Abolish</i>		
9.332	Equipment Mechanic-In-Training I	25	H		<i>Abolish</i>		
9.465	Craft Worker-In-Training IV	29	H		<i>Abolish</i>		
9.466	Craft Worker-In-Training III	28	H		<i>Abolish</i>		
9.467	Craft Worker-In-Training II	27	H		<i>Abolish</i>		
9.468	Craft Worker-In-Training I	25	H		<i>Abolish</i>		
	<i>New</i>			9.410	<i>Skilled Trades Apprentice</i>	29	<i>H</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
2.811	Supply Technician IV	31	F	2.811	<i>Supervisor II, Supply Technician</i>	31	<i>F</i>
2.819	Supply Technician III	29	F	2.819	<i>Supervisor I, Supply Technician</i>	29	<i>F</i>

2.824	Supply Technician II	27	F	2.824	<i>Supply Technician II</i>	27	F
2.836	Supply Technician I	25	F	2.836	<i>Supply Technician I</i>	25	F
2.827	Supply Assistant	23	F	2.827	<i>Supply Assistant</i>	23	F

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.241	Supervisory Criminal Investigator II	43	D		<i>Abolish</i>		
13.242	Supervisory Criminal Investigator I	43	D	13.242	<i>Supervisor, Criminal Investigator</i>	43	D
13.243	Criminal Investigator III	41	D	13.243	<i>Criminal Investigator</i>	41	D
13.244	Criminal Investigator II	39	D		<i>Abolish</i>		
13.245	Criminal Investigator I	37	D		<i>Abolish</i>		

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
2.300	Accounting Assistant IV	29	F	2.300	<i>Supervisor, Accounting Assistant</i>	29	F
2.301	Accounting Assistant III	27	F	2.301	<i>Senior Accounting Assistant</i>	27	F
2.303	Accounting Assistant II	25	F	2.303	<i>Accounting Assistant II</i>	25	F
2.306	Accounting Assistant I	23	F	2.306	<i>Accounting Assistant I</i>	23	F

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.422	Review Appraiser	37	B	7.422	<i>Review Appraiser</i>	37	B
7.421	Review Appraiser Intern II	35	B		<i>Abolish</i>		
7.423	Review Appraiser Intern I	33	B		<i>Abolish</i>		
7.424	Review Appraiser Trainee	31	B		<i>Abolish</i>		

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
2.131	Student Worker	10	F	2.131	<i>Student Worker</i>	10	F

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.809	Chief, Environmental Programs	44	A	6.809	<i>Manager, Environmental Programs</i>	44	A

POSTING DATE: October 20, 2025



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SKILLED TRADES APPRENTICE	29	H	9.410

JOB SUMMARY

Skilled Trades Apprentices receive training and complete a variety of assignments directly related to a job title in the skilled trades.

JOB DUTIES

1. Receive on-the-job training in both a classroom setting and in practical field exercises.
2. Participate in classes, complete coursework and assignments, and take written examinations.
3. Service, repair, and maintain assigned trades equipment.
4. Serve as an assistant to the skilled trades staff and complete instructional assignments.
5. Perform duties applicable to the occupation.
6. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

No experience or education required.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Proper grammar, punctuation, and spelling; operation of computer equipment for entering, retrieving, and accessing information; mathematical computation.
- Relevant tools and equipment; applicable health and safety regulations; manual labor.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Read, understand, implement, and explain federal and State laws, regulations, and agency policies and procedures; read and understand equipment manuals, applicable codes, blueprints, and diagrams; work cooperatively with others; follow verbal and written instructions.
- Evaluate information, problems, and goals; think clearly and rationally; diagnose situations correctly and act quickly; understand and follow verbal and written instructions and directions.
- Safely operate and maintain hand and power tools, materials, and equipment; perform work relevant to assigned trades.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)

- | | | | | |
|---|--|--|--|---|
| ☒ standing | ☐ running | ☒ lifting, 50 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 50 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 50 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 50 lbs | ☒ stretching | ☐ smelling |

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- | | |
|---|--|
| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |
| ☒ Ability to complete tasks with numerous interruptions | ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

Please note this section is for the sole purpose of complying with the ADAAA "Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SUPPLY ASSISTANT	23	F	2.827
SUPPLY TECHNICIAN I	25	F	2.836
SUPPLY TECHNICIAN II	27	F	2.824
SUPERVISOR I, SUPPLY TECHNICIAN	29	F	2.819
SUPERVISOR II, SUPPLY TECHNICIAN	31	F	2.811

JOB SUMMARY

Supply Technicians participate in the procurement, receipt, storage, issuing, shipment, property control, inventory, and recordkeeping for a wide variety of assets.

JOB DUTIES

SUPPLY ASSISTANT

1. Receive, inspect, store, issue and fill orders, ship, inventory, and maintain records of wide variety of supplies, services, food, forms, materials, parts, equipment, property, or expendable stores and supplies.
2. Procure items up to pre-established monetary limits and specifically delegated purchasing authority
3. Pack and return damaged goods and incorrect items and notify vendor of return status.
4. Reorder stocked items and conduct limited item or service specific procurement under supervisory review.
5. Deliver or pick up property, equipment, expendable stores, and supplies.
6. Prepare and process purchase orders and requisitions.
7. Utilize a credit card to obtain a limited variety of well-defined repair services or items.
8. Contact vendors to determine availability and price and follow up with vendors when problems occur.
9. Operate materials handling and/or safety equipment such as a forklift, pallet jack, and/or dolly.
10. Input, update, and retrieve data and produce reports.
11. May repair equipment, perform regular maintenance, or send to outside vendor for repair or maintenance.
12. Dispose of obsolete and excess items by following applicable processes.
13. May set up and dismantle special equipment.
14. Procurement work is reviewed by the supervisor before a purchase is made.
15. Guidelines and manuals are explicit and directly applicable to the work.
16. Problems that are new or complex in nature are forwarded to the supervisor.
17. Perform related duties as assigned.

SUPPLY TECHNICIAN I

1. Duties performed at the previous level, AND:
2. Focus of the work is complex item specific purchasing for a range of supplies, equipment, materials, forms, parts, and services on a regular basis.
3. Coordinate with requesting party to clarify and develop item specifications.
4. Locate specific items, evaluate terms of warranties, and identify acceptable substitutions.
5. Initiate informal bid process, negotiate price, terms, and delivery, and make final determination.
6. Originate purchases using a credit card, purchase order, or requisition within standard purchasing authority.
7. Maintain property inventory records, affix identification tags, record property movement or disposition, and

SUPPLY ASSISTANT	23	F	2.827
SUPPLY TECHNICIAN I	25	F	2.836
SUPPLY TECHNICIAN II	27	F	2.824
SUPERVISOR I, SUPPLY TECHNICIAN	29	F	2.819
SUPERVISOR II, SUPPLY TECHNICIAN	31	F	2.811

conduct periodic physical inventory

8. Frequently encounter problems in locating supply sources and must search beyond the local area for items.
9. Purchases are based on requests received from authorized agency staff or through the review of stock.
10. Procurement duties vary and include different or unrelated processes and methods.
11. Perform related duties as assigned.

SUPPLY TECHNICIAN II

1. Duties performed at the previous levels, AND:
2. Interpret and federal and State laws, regulations, rules and agency policies and procedures.
3. Ensure compliance with fire, safety, health, or security standards.
4. Perform the most complex purchasing duties and make final decisions regarding the purchase of items.
5. Exercise a significantly higher level of direct purchase authority than Supply Technician I positions.
6. Function as either a supervisor and oversee a single warehouse or on an ongoing basis purchase a wide variety of items.
7. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
8. Oversee a single warehouse which serves several institutions for a State agency.
9. Make changes in procedures which will improve the quality of work and better meet the needs of the agency.
10. Establish appropriate inventory and reorder levels and establish delivery schedules and priorities.
11. Purchase a wide variety of items such as chemicals, heavy and light duty equipment, parts, tools, safety equipment, highway maintenance and construction supplies, furniture, equipment, clothing, surplus property, and fuel.
12. Perform related duties as assigned.

SUPERVISOR I, SUPPLY TECHNICIAN

1. Duties performed at the previous levels, AND:
2. Responsible for the operation of a regional warehouse which serves several divisions with diverse needs.
3. Oversee and participate in the most complex purchasing activities.
4. Draft and recommend operating policies and procedures.
5. Initiate the purchase of equipment and services as budgeted for the warehouse.
6. Prepare and monitor the operational budget and recommend non-recurring expenditures.
7. Interpret and apply information to specific problems for which there may be no clear-cut precedent.
8. Perform research, factual comparisons, and examination of detailed information to resolve problems.
9. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
10. Perform related duties as assigned.

SUPERVISOR II, SUPPLY TECHNICIAN

1. Duties performed at the previous levels, AND:
2. Responsible for the operation of a central warehouse facility that supplies an agency's regional warehouses statewide.
3. Manage, monitor, maintain, and train staff to use computerized perpetual inventory systems.
4. Establish stocking levels and reorder points for supplies purchased, stored, and distributed.
5. Assist in the audit of regional warehouses, report findings, and recommend improvements.

SUPPLY ASSISTANT	23	F	2.827
SUPPLY TECHNICIAN I	25	F	2.836
SUPPLY TECHNICIAN II	27	F	2.824
SUPERVISOR I, SUPPLY TECHNICIAN	29	F	2.819
SUPERVISOR II, SUPPLY TECHNICIAN	31	F	2.811

6. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

SUPPLY ASSISTANT

Six or more months of applicable experience as described in the job duties, graduation from high school or equivalent education, or a combination of experience and education.

SUPPLY TECHNICIAN I

One or more years of applicable experience as described in the job duties, graduation from high school or equivalent education, or a combination of experience and education.

SUPPLY TECHNICIAN II

Two or more years of applicable experience as described in the job duties, graduation from high school or equivalent education, or a combination of experience and education.

SUPERVISOR I, SUPPLY TECHNICIAN

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred, graduation from high school or equivalent education, or a combination of experience and education.

SUPERVISOR II, SUPPLY TECHNICIAN

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience, graduation from high school or equivalent education, or a combination of experience and education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

SUPPLY ASSISTANT

Knowledge of:

- Basic calculator functions; storekeeping methods and procedures; methods and costs of available shipping; basic computer functions and keyboarding techniques; recordkeeping related to storekeeping; storekeeping equipment such as forklift, pallet jack, and dolly; inventory methods.

Skill in:

- Packaging a variety of supplies and materials for shipment.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

SUPPLY ASSISTANT	23	F	2.827
SUPPLY TECHNICIAN I	25	F	2.836
SUPPLY TECHNICIAN II	27	F	2.824
SUPERVISOR I, SUPPLY TECHNICIAN	29	F	2.819
SUPERVISOR II, SUPPLY TECHNICIAN	31	F	2.811

- Systematically arrange similar kinds of stock and/or property into groups or categories according to established criteria; perform mathematical calculations.
- Establish and maintain cooperative working relationships with others; read and understand catalogs, instructions, forms, and other materials commonly used in a supply/procurement environment; complete standard forms; lift and move heavy objects.

SUPPLY TECHNICIAN I

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Purchasing regulations, policies, and procedures; physical inventory procedures, records, and controls; proper handling, storage, and shipment of hazardous materials; data entry techniques; customer service techniques; researching and developing specifications for technical equipment and supplies.

Ability to:

- Order inventory utilizing State and/or vendor computerized systems; use technical reference manuals, guides, and other informational resource materials related to supply/procurement work; maintain records and write correspondence relating to procurement; perform minor repairs to furniture and equipment.
- Prepare general item-specific specifications; communicate with vendors and requestors regarding the price, availability, terms, and delivery of supplies and materials; read, interpret, and disseminate information regarding fire and safety laws and regulations applicable to materials stocked and purchased; follow-up on orders to ensure timely delivery of materials and supplies purchased.

SUPPLY TECHNICIAN II

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Market value of a variety of items; recordkeeping related to inventory control; fire and safety laws and regulations; laws and regulations applicable to materials stocked and purchased; principles of effective supervision and training.

Ability to:

- Analyze technical computer data related to purchasing and stores operations; negotiate with vendors regarding desired quality, warranty, price, and delivery date of supplies and materials; review inventories and identify and research discrepancies; prepare purchasing specifications for equipment and supplies.
- Train and provide work direction to others.

SUPERVISOR I, SUPPLY TECHNICIAN

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Warehouse operations and postal regulations; applicable regulations, policies, and procedures; budget preparation and maintenance.

SUPPLY ASSISTANT	23	F	2.827
SUPPLY TECHNICIAN I	25	F	2.836
SUPPLY TECHNICIAN II	27	F	2.824
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SUPERVISOR II, SUPPLY TECHNICIAN	31	F	2.811

Ability to:

- Analyze personnel, equipment, operating, and travel needs and expenses for budget preparation; assist the supervisor in compiling data for budget preparation.
- Coordinate, review, and recommend improvements in storeroom operations; evaluate product data and make buy-rent and stock-purchase recommendations; draft and recommend storeroom operating policies and procedures.
- Perform general research, make factual comparisons, examine detailed information, and reach logical conclusions and decisions.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR II, SUPPLY TECHNICIAN

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Computerized perpetual inventory systems; methods and techniques used to perform inventory and procedural audits; distribution methods used to transport materials and equipment to regional warehouses throughout the State.

Ability to:

- Develop and write processes, procedures, and training for a computerized perpetual inventory system; communicate and demonstrate new processes and techniques in a group setting.
- Organize and write procedural and inventory audit findings; recommend procedure/process improvement based on audit findings; determine appropriate inventory and reorder levels to maximize the availability of equipment and materials purchased and stored at a central location; develop and assign delivery schedules.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the

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SUPPLY TECHNICIAN I	25	F	2.836
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possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)

- | | | | | |
|---|--|--|--|---|
| ☒ standing | ☐ running | ☒ lifting, 50 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 50 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 50 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 50 lbs | ☒ stretching | ☐ smelling |

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- | | |
|---|--|
| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |
| ☒ Ability to complete tasks with numerous interruptions | ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

Please note this section is for the sole purpose of complying with the ADAAA "Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CRIMINAL INVESTIGATOR	41	D	13.243
SUPERVISOR, CRIMINAL INVESTIGATOR	43	D	13.242

JOB SUMMARY

Criminal Investigators conduct criminal, administrative, and intelligence investigations and analysis of suspected criminal violations of federal and/or State laws.

JOB DUTIES

CRIMINAL INVESTIGATOR

1. Perform research, search crime scenes, take photographs and fingerprints, sketch diagrams, take videos, and document investigative activities.
2. Perform covert activities, participate in undercover operations, conduct surveillance.
3. Transport, secure, prepare, preserve, and analyze evidence.
4. Develop and maintain case files, logs, and reports.
5. Gather evidence, formulate facts and leads, conduct interviews, establish patterns, trends, and probable cause, determine motives, and support enforcement actions.
6. Develop final case reports for criminal prosecution.
7. Prepare, obtain, and execute affidavits, search and arrest warrants, subpoenas, and other legal documents.
8. Outline and summarize violations, document evidence, statements, and submit reports.
9. Provide testimony in a court of law and administrative hearings.
10. Conduct training on agency services, functions, and programs for a variety of groups.
11. Develop and establish relationships with other law enforcement agencies for the purpose of sharing intelligence information.
12. Perform special security assignments such as dignitary protection, high risk prisoner transport, extraditions, and other escorts.
13. May perform investigate tasks on a federal, State, and/or local task force.
14. Perform related duties as assigned.

SUPERVISOR, CRIMINAL INVESTIGATOR

1. Duties required at the previous level, AND:
2. Review requests for investigative services from a variety of law enforcement or criminal justice agencies and make determinations to accept or deny requests.
3. Review information for possible criminal activity, employee misconduct, validity of information, and jurisdiction.
4. Determine if requests are criminal, administrative, or preliminary inquiry based on research, applicable law, and policy.
5. Review investigative reports, forms, case assignments, and activities.
6. Oversee and/or perform specialized investigations dealing with sensitive, high profile, or difficult cases.
7. Develop, implement, and interpret policies, procedures, goals, and objectives.
8. Maintain the case management system and compile and prepare agency and federal task force reports.

CRIMINAL INVESTIGATOR	41	D	13.243
SUPERVISOR, CRIMINAL INVESTIGATOR	43	D	13.242

9. Serve as a liaison with local law enforcement agencies, the judicial system, and the surrounding community.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

CRIMINAL INVESTIGATOR

Three or more years of applicable experience as described in the job duties and based on the assigned agency, Certification as a Category I, II, or III Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

SUPERVISOR, CRIMINAL INVESTIGATOR

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and based on the assigned agency, Certification as a Category I, II, or III Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

CRIMINAL INVESTIGATOR

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, codes, ordinances, collective bargaining agreements and agency policies and procedures; operation, structure, function, and practices of various law enforcement and criminal justice agencies; laws of arrest, rules of evidence, searches and seizures, confiscation of stolen property, legal rights of citizens, and court procedures; where to obtain needed information or documents required to substantiate or negate suspected criminal violations.
- Methods, principles, standards, and techniques applicable to criminal and civil investigations; interviewing and interrogation techniques; specialized terminology within the assigned area; general law enforcement principles and practices; investigative principles, practices, and techniques
- General office procedures, methods and equipment; use of force; the appropriate use and care of equipment such as firearms, handcuffs, radios, and surveillance equipment

Skill in:

- Writing complex investigative reports, search warrants, arrest warrants and other reports.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Conduct surveillance activities utilizing appropriate equipment and techniques; perform a variety of investigative functions; recognize emergencies or dangerous situations and take appropriate action; gain the confidence of others, reason persuasively, and take corrective action; provide in-service training to other staff; assist in the development of agency policies, procedures, goals, and objectives.
- Establish and maintain effective working relationships with others; secure facts by personal contact, observation, and checking of records; obtain and serve legal documents, arrest warrants, subpoenas, and affidavits; read and interpret court orders, legal documents, complaints, or judgments.

CRIMINAL INVESTIGATOR	41	D	13.243
SUPERVISOR, CRIMINAL INVESTIGATOR	43	D	13.242

- Recognize and develop evidence for presentation in a court of law; testify effectively in court; analyze situations and take effective action; maintain composure in the face of resistance, indifference, or hostility; discuss and explain agency policies and procedures to individuals of various backgrounds.
- Conduct interviews to obtain needed information; obtain and verify facts, statements, and incidents; weigh facts impartially and accurately; interpret and apply various laws, policies, and procedures.
- Perform research; efficiently and effectively organize information and data; select, prepare, and maintain needed and required records or documents; present information and findings in a clear and concise manner.
- Write concise, logical, and grammatically correct reports; speak on a one-to-one basis using appropriate vocabulary and grammar; record information quickly and accurately.

SUPERVISOR, CRIMINAL INVESTIGATOR

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Principles and practices of supervision, mentoring, and training; recordkeeping.

Ability to:

- Maintain good working relationships with other law enforcement agencies, government officials, the judicial system, and the public; provide in-service training to staff.
- Develop, interpret, and implement policies, procedures, and laws; assist in the development of program goals, objectives, plans, and budgets; communicate program goals, policies, and procedures to staff, law enforcement agencies, the judicial system, and the public; collect, organize, verify, and analyze investigative data.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Brief executive level staff, legislative officials, or other policy making officials on investigative operations, conflicts of policy, issues with investigative practices, as to assist with the making of laws, policies, or regulations.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

CRIMINAL INVESTIGATOR
SUPERVISOR, CRIMINAL INVESTIGATOR

41 D 13.243
43 D 13.242

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)*

- | | | | | |
|---|--|--|--|--|
| ☒ standing | ☒ running | ☒ lifting, 20 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 20 lbs | ☐ tasting | ☒ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 20 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 20 lbs | ☒ stretching | ☒ smelling |

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

- | | |
|---|--|
| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |
| ☒ Ability to complete tasks with numerous interruptions | ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ACCOUNTING ASSISTANT I	23	F	2.306
ACCOUNTING ASSISTANT II	25	F	2.303
SENIOR ACCOUNTING ASSISTANT	27	F	2.301
SUPERVISOR, ACCOUNTING ASSISTANT	29	F	2.300

JOB SUMMARY

Accounting Assistants supervise and participate in the performance of clerical accounting work in the maintenance of accounts and accounting records for State agencies.

JOB DUTIES

ACCOUNTING ASSISTANT I

1. Receive, review, verify, and process accounts payable and receivable documents.
2. Receive payments, match payment to receivable due, and prepare receipts.
3. Review timesheets for completeness, authorized signatures, correct calculation of hours, adequate leave balances, and attachment of required documentation.
4. Verify charges and bill the appropriate account, apprise debtor of their liability, and assist in collection of past due accounts.
5. Balance account information, verify totals with back-up data, identify discrepancies, and identify and refer adjustments and/or correct records.
6. Develop spreadsheets for tracking, organizing, and reporting account related data.
7. Perform data input and record, organize, track, report, and verify financial information.
8. Reconcile bank statements, identify exceptions, and resolve routine problems.
9. Compose correspondence and provide financial, accounting data, and other information.

ACCOUNTING ASSISTANT II

1. Duties described at the previous level, AND:
2. Process budget and accounting documents by encoding accounting distribution data.
3. Verify budget authority for expenditures, accuracy of billing claims, and authorized signatures.
4. Transfer accounting data to appropriate accounts, journals, or ledgers to summarize agency and/or program financial accounting information.
5. Assign a budgetary account code and post to revenue and receivable accounts.
6. Maintain and monitor revenue and expenditure accounts and notify management when revenues fall below projected levels.
7. Prepare and make daily deposits and balance monies, journals, and deposit forms.
8. Reconcile internal accounting records and reports to Controller's reports and balance and prepare documents to make reconciliation.
9. Serve as liaison with central pay center staff, investigate and correct errors, prepare time adjustment sheets, enter payroll data, and maintain related records.
10. Access account information to respond to inquiries from clients or vendors.
11. Perform related duties as assigned.

ACCOUNTING ASSISTANT I	23	F	2.306
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SENIOR ACCOUNTING ASSISTANT

1. Duties described at the previous level, AND:
2. Extract and gather information from a variety of internal and external sources and select which sources to use when information is conflicting.
3. Provide detailed supporting documentation for grant reports, work programs, and budget preparation.
4. Compile, organize, display, and summarize data to facilitate analyses and identify interrelationships.
5. Calculate, verify, and prepare documentation for overtime, call-back, shift differential, standby pay, requests for hand typed checks, and special pay.
6. Interpret and explain regulations, policies, procedures, and guidelines.
7. Review, resolve, and reconcile work done by others and provide technical assistance to staff to resolve problems.
8. Authorize payments within designated authority.
9. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
10. Assist in developing procedures to implement or improve work processes.
11. Perform related duties as assigned.

SUPERVISOR, ACCOUNTING ASSISTANT

1. Duties described at the previous levels, AND:
2. Plan, organize, and coordinate work unit activities.
3. Determine priorities to meet deadlines and reporting requirements.
4. Respond to and resolve the most difficult clerical accounting questions and confer with accounting personnel regarding significant problems.
5. Research and evaluate the applicability of past practices and precedents to current circumstances.
6. Compile and organize data used in budget preparation, revenues and expenditures, and purchases and assist in budget maintenance.
7. Identify and correct errors and discrepancies in the work products of subordinate staff, research questionable or inconsistent data, and assess errors made in relation to established procedures.
8. Develop and implement procedural changes and/or additional training to eliminate or minimize errors.
9. Ensure proper recording, coding, and reporting of clerical accounting information.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

ACCOUNTING ASSISTANT I

One or more years of applicable experience as described in the job duties, graduation from high school or equivalent education, or a combination of experience and education.

ACCOUNTING ASSISTANT II

Two or more years of applicable experience as described in the job duties, graduation from high school or equivalent education, or a combination of experience and education.

ACCOUNTING ASSISTANT I	23	F	2.306
ACCOUNTING ASSISTANT II	25	F	2.303
SENIOR ACCOUNTING ASSISTANT	27	F	2.301
SUPERVISOR, ACCOUNTING ASSISTANT	29	F	2.300

SENIOR ACCOUNTING ASSISTANT

Three or more years of applicable experience as described in the job duties, graduation from high school or equivalent education, or a combination of experience and education.

SUPERVISOR, ACCOUNTING ASSISTANT

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred, graduation from high school or equivalent education, or a combination of experience and education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

ACCOUNTING ASSISTANT I

Knowledge of:

- Standard processes, procedures and methods used to reconcile accounts; spreadsheets used for bookkeeping and accounts maintenance.
- Sources of information within an organization; tracking, organizing, and reporting data.
- Writing standard memoranda, letters, and report narratives.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Recognize problems or discrepancies in accounts and research a problem or question.
- Perform math calculations; review numerical data and documents to ensure accuracy and completeness.
- Retrieve account information from a computer or manual bookkeeping system; compose routine memoranda, letters and reports; format a computer spreadsheet following instructions.
- Use courtesy, tact and diplomacy when working with co-workers, outside agencies, vendors, and the public.

ACCOUNTING ASSISTANT II

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; accounts payable and receivable procedures.
- Clerical accounting and financial recordkeeping; applicable accounting codes.
- Payroll practices and procedures; tracking, organizing, and reporting accounting related data.

Ability to:

- Identify and apply established budgetary and financial recordkeeping requirements for the maintenance of accounts.
- Compile and summarize data for agency reports; distribute expenditures to subordinate accounts.
- Use established formulas to complete accounting documents and develop spreadsheets; prepare and

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process travel arrangements and claims.

- Recognize problems or discrepancies in payroll, accounts payable or accounts receivable data, and payroll coding, and resolve and make corrections.

SENIOR, ACCOUNTING ASSISTANT

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Processing agency accounting documents; budgeting and funding; recording, tracking, organizing, and reporting data.
- Bookkeeping methods and procedures related to monitoring contracts and grant spending.

Ability to:

- Compile and interpret data, prepare reports and recommendations; understand legal contracts and grants.
- Plan, implement, and monitor clerical accounting methods and procedures; explain guidelines, policies, and procedures.
- Review accounts documents prepared by others; reconcile accounts using automated systems.

SUPERVISOR, ACCOUNTING ASSISTANT

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Principles and practices of supervision and training; budget preparation and monitoring; automated systems and applications typically used to support financial recordkeeping and reporting.

Ability to:

- Develop financial and statistical reports in conjunction with agency budget requests; resolve problems and data discrepancies; determine work priorities and adjust assignments to meet demanding timelines.
- Develop procedures to implement requirements, regulations, or other changes in work processes.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.

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3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)

- | | | | | |
|---|--|--|--|---|
| ☒ standing | ☐ running | ☒ lifting, 20 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 20 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 20 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 20 lbs | ☒ stretching | ☐ smelling |

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- | | |
|---|--|
| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |
| ☒ Ability to complete tasks with numerous interruptions | ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
REVIEW APPRAISER	37	B	7.422

JOB SUMMARY

Review Appraisers prepare and review appraisals for transportation projects, appraise residential, commercial, industrial, or other special purpose property, and assist with establishing values for property management functions.

JOB DUTIES

1. Appraise the fair market value of real property including commercial, industrial, residential, and other types of property.
2. Review appraisals conducted by others to establish just compensation and ensure compliance with federal and State laws and regulations, agency policies and procedures, and industry standards.
3. Select the appropriate approach for appraisals, research and document the approach used, and reach conclusions regarding the value of properties.
4. Prepare determinations of just compensation for the acquisition of rights-of-way or disposal of excess properties.
5. Prepare acquisition cost and market rent estimates.
6. Consult and advise department staff, affected parties, and others concerning property valuations.
7. Respond to technical questions, provide information, and make presentations.
8. Prepare and maintain records, working files, required forms, and other documentation related to the appraisal process.
9. Participate in court proceedings for condemnation actions.
10. Participate in meetings regarding proposed projects.
11. Interpret legal and engineering documents, highway construction plans, and other property related documents for preparing or reviewing real property appraisals.
12. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and Licensure as a Certified General Appraiser issued by the Nevada State Real Estate Division.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws and regulations, agency policies and procedures, and industry standards; real estate and title law, various construction types, materials, and building methods used throughout the State to determine building class and quality.
- Real estate and real estate transactions, analysis and appraisal of properties including definitions and

principles, foundations of appraisal, the three approaches to value, the nature of value, and the valuation process, real property ownership interests, methods of extracting pertinent information from sources for use in the valuation process, and real estate economics including the impact of market conditions on property values.

- Applicable eminent domain principles, practices, and considerations including damages and/or special benefits; city and neighborhood trends, inspection techniques of improved properties, adequate review and understanding of legal descriptions and title encumbrances.
- Data collection on a macro- and micro-economic level; data collection techniques for land and improved properties, reconciling data of appraisal of larger parcels, appraisal of excess property for purposes of establishing market value and market rent estimates, review concepts including administration and professional standards.

Skill in:

- Application of professional appraisal approaches and techniques.
- Drawing final value conclusions and justifying and documenting those conclusions for negotiation or condemnation.
- Conducting field inspections of subject properties.
- Preparing accurate field reports, cost estimates, and market rent studies for acquisition, disposal, or property management.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Analyze data and prepare reports and other documents.
- Read and interpret legal and engineering documents applicable to preparing or reviewing real property appraisals.
- Communicate effectively in explaining ideas, proposals, recommendations, and findings; analyze problems and develop logical solutions; establish and maintain positive and effective working relationships with others; interact cooperatively with property owners, consultants, co-workers, and others using tact, courtesy, and diplomacy.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*

(Check all that apply)

- | | | | | |
|---|--|--|--|---|
| ☒ standing | ☐ running | ☒ lifting, 50 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 50 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 50 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 50 lbs | ☒ stretching | ☐ smelling |

Indicate any other requirements which are essential to the successful performance of this job:

(Check all that apply)

- | | |
|---|--|
| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |
| ☒ Ability to complete tasks with numerous interruptions | ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STUDENT WORKER	10	F	2.131

JOB SUMMARY

Student Workers perform a variety of routine and repetitive duties which require basic skills and can be learned in a short time.

JOB DUTIES

1. Answer telephone calls and route non-routine calls to appropriate individuals.
2. Type routine correspondence and other materials.
3. Process mail by opening and distributing to appropriate sections or individuals.
4. Check documents for completeness.
5. Inventory, categorize, label, code, batch, scan, and file various materials.
6. Operate standard office machines.
7. Assist with miscellaneous projects.
8. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

No experience required and enrollment in high school or equivalent educational program.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Basic English and math.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Read, write, and understand simple written materials; interact with others using common courtesy; follow verbal and written instructions; learn the practices and procedures of the employing agency; work cooperatively with others.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a

condition of continuing employment.

3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)

- | | | | | |
|---|--|--|--|---|
| ☒ standing | ☐ running | ☒ lifting, 20 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 20 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 20 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 20 lbs | ☒ stretching | ☐ smelling |

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- | | |
|---|--|
| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |
| ☒ Ability to complete tasks with numerous interruptions | ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

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STATE OF NEVADA
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JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MANAGER, ENVIRONMENTAL PROGRAMS	44	A	6.809

JOB SUMMARY

Managers, Environmental Programs coordinate, plan, direct, and manage environmental activities related to air quality, environmental or drinking water quality, mining regulation and reclamation, management of waste, chemical hazards and sustainable materials, environmental planning and/or environmental remediation.

JOB DUTIES

1. Plan, organize, and direct environmental programs related to natural or physical science, environmental science or studies, engineering, water infrastructure, or other closely related fields.
2. Establish and review goals, objectives, schedules, policies, procedures, work plans, budgets, and applications for federal grants.
3. Establish organizational structures, provide programmatic direction and guidance, and develop and implement long term strategies.
4. Formulate programmatic regulations to meet statutory authorities, or regulations to generate fees.
5. Evaluate fee revenues to ensure their adequacy to support environmental regulatory programs.
6. Establish and monitor program policies for accurate processing of bills, contract payments, travel claims, other expenditures, and for the management of consultant contracts and agreements.
7. Represent the agency at various hearings, meetings, conferences, public news media interviews, and city and county council meetings to provide information and answer questions.
8. Coordinate communications with stakeholders to coordinate activities, solve problems, and negotiate solutions.
9. Communicate with the public on program inquiries or complaints.
10. Provide programmatic and technical assistance to staff and various committees.
11. Evaluate laws, regulations, studies, reports, scientific or engineering principles, technical data, or other sources of information to apply judgement, draw conclusions to provide direction to staff and/or make recommendations to department leaders.
12. Direct the application of federal and State laws and regulations to accurately conduct compliance and enforcement actions.
13. Serve as an expert witness in lawsuits and other court matters.
14. Identify needed statutory amendments, assist in the preparation of bill draft requests and fiscal notes.
15. Review, monitor, and research applicable bills that impact the agency, inform management of possible implications, and recommend a course of action.
16. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
17. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years supervisory/managerial experience, graduation from high school or equivalent education, or a combination of experience and education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies, procedures, goals, and objectives; federal, State, and local agencies involved in environmental protection; legal procedures as applied to the enforcement of pollution control; industry standards.
- Environmental terminology; environmental assessment; program development and implementation; scientific principles and practices and current technology of the assigned program area; various scientific disciplines for the review of written technical data and presentations, including those by expert witnesses at hearings.
- Environmental impact associated with the release of toxic chemicals and biological agents; principles of economics to analyze impacts of decisions on the regulated community; applied principles of ecological mitigation techniques in the natural and/or social science disciplines.
- Principles and practices of management, supervision, and training; collective bargaining agreements; budget preparation, monitoring, revenue projections, and the approval of expenditures; data processing.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Make decisions and establish priorities; interpret and enforce agency policies and rules; assess statutes and regulations and prepare and justify proposed amendments; identify relevant concerns, factors, patterns of operation, tendencies and relationships; respond to anticipated and unanticipated changes to reach organizational goals and objectives.
- Write accurate analytical, narrative, statistical, and/or technical reports and correspondence; estimate project costs; prepare and administer budgets; estimate revenues derived from State appropriated funds, federal grants, permit fees, and penalties.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, regulated community, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.

- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)

- | | | | | |
|---|--|--|--|--|
| ☒ standing | ☐ running | ☒ lifting, 20 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 20 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 20 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 20 lbs | ☒ stretching | ☒ smelling |

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- | | |
|---|--|
| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |
| ☒ Ability to complete tasks with numerous interruptions | ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

Please note this section is for the sole purpose of complying with the ADAAA "Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.