

Joe Lombardo
Governor



Joy Grimmer
Director

Mandy Hagler
Deputy Director

Bachera Washington
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR# 06-26

February 20, 2026

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 – LIVESTOCK INSPECTOR, NSHE EXECUTIVE ASSISTANT, PSYCHOLOGIST SERIES, MANAGER PRIMARY CARE WORKFORCE, MEDICAL PRACTITIONER, MANAGER HEALTH PROGRAM, SAFETY SPECIALIST CONSULTATION SERIES, SAFETY REPRESENTATIVE, LOSS CONTROL, COMMERCIAL VEHICLE SAFETY INSPECTOR SERIES, TAXICAB VEHICLE INSPECTOR SERIES, MANUFACTURED HOUSING INSPECTOR SERIES, LOSS CONTROL COORDINATOR, MANAGER EMERGENCY MANAGEMENT PROGRAMS, DEPUTY FIRE CHIEF, FIRE BATTALION CHIEF, FIREFIGHTER/DRIVER OPERATOR AND FIREFIGHTER CREW CHIEF 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 6, 2026.

If no written objections are received in this office by April 6, 2026, 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 #15-26
Posting Expires: April 6, 2026

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.

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 entry/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 April 06, 2026. 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
1.511	Livestock Inspector	25	C	<i>1.511</i>	<i>Livestock Inspector</i>	<i>25</i>	<i>C</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
2.209	Executive Assistant	31	F	<i>2.209</i>	<i>NSHE Executive Assistant</i>	<i>31</i>	<i>F</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.171	Psychological Assistant	41	B	-	<i>Abolish</i>		
10.170	Licensed Psychologist I	44	B	<i>10.170</i>	<i>Psychologist</i>	<i>44</i>	<i>B</i>
10.168	Licensed Psychologist II	45	A	<i>10.168</i>	<i>Supervisor, Psychologist</i>	<i>45</i>	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.200	Primary Care Workforce Development Manager	40	B	<i>10.200</i>	<i>Manager, Primary Care Workforce</i>	<i>40</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.229	Mid-Level Medical Practitioner	43	B	<i>10.229</i>	<i>Medical Practitioner</i>	<i>43</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.232	Health Program Manager I	37	A	<i>10.232</i>	<i>Manager I, Health Program</i>	<i>37</i>	<i>A</i>
10.217	Health Program Manager II	39	A	<i>10.217</i>	<i>Manager II, Health Program</i>	<i>39</i>	<i>A</i>
10.230	Health Program Manager III	41	A	<i>10.230</i>	<i>Manager III, Health Program</i>	<i>41</i>	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.523	Safety Associate, Consultation	30	B	-	<i>Abolish</i>		
11.522	Safety Representative, Consultation	32	B	<i>11.522</i>	<i>Safety Specialist, Consultation</i>	<i>32</i>	<i>B</i>
11.521	Safety Specialist, Consultation	35	B	<i>11.521</i>	<i>Senior Safety Specialist, Consultation</i>	<i>35</i>	<i>B</i>
11.517	Safety Supervisor, Consultation	37	B	-	<i>Abolish</i>		

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.544	Safety Representative, Loss Control	32	B	<i>11.544</i>	<i>Safety Representative, Loss Control</i>	<i>32</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.554	Commercial Vehicle Safety Inspector I	31	G	-	<i>Abolish</i>		
11.553	Commercial Vehicle Safety Inspector	33	G	<i>11.553</i>	<i>Commercial Vehicle Safety Inspector</i>	<i>33</i>	<i>G</i>
11.551	Commercial Vehicle Safety Inspector III	35	B	<i>11.551</i>	<i>Supervisor, Commercial Vehicle Safety Inspector</i>	<i>35</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.550	Taxicab Vehicle Inspector I	30	C	<i>11.550</i>	<i>Taxicab Vehicle Inspector</i>	<i>30</i>	<i>C</i>
11.552	Taxicab Vehicle Inspector II	32	C	<i>11.552</i>	<i>Supervisor, Taxicab Vehicle Inspector</i>	<i>32</i>	<i>C</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.561	Manufactured Housing Inspector I	31	C	-	<i>Abolish</i>		
11.560	Manufactured Housing Inspector II	32	C	<i>11.560</i>	<i>Manufactured Housing Inspector</i>	<i>32</i>	<i>C</i>
11.559	Manufactured Housing Inspector III	34	C	<i>11.559</i>	<i>Supervisor, Manufactured Housing Inspector</i>	<i>34</i>	<i>C</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.565	Agency Loss Control Coordinator	35	B	<i>11.565</i>	<i>Loss Control Coordinator</i>	<i>35</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.603	Emergency Management Programs Manager	39	B	<i>11.603</i>	<i>Manager, Emergency Management Programs</i>	<i>39</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.701	Deputy Fire Chief (Air National Guard)	38	D	<i>11.701</i>	<i>Deputy Fire Chief</i>	<i>38</i>	<i>D</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.702	Assistant Fire Chief (Air National Guard)	36	D	<i>11.702</i>	<i>Fire Battalion Chief</i>	<i>36</i>	<i>D</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.705	Firefighter/Driver Operator (Air National Guard)	32	D	<i>11.705</i>	<i>Firefighter/Driver Operator</i>	<i>32</i>	<i>D</i>
11.703	Crew Chief (Air National Guard)	34	D	<i>11.703</i>	<i>Firefighter Crew Chief</i>	<i>34</i>	<i>D</i>

POSTING DATE: February 20, 2026



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>
LIVESTOCK INSPECTOR	25	C	1.511

JOB SUMMARY

Livestock Inspectors collect blood, milk, and tissue samples from livestock to identify bovine brucellosis and other diseases.

JOB DUTIES

1. Collect and draw blood samples, number bleeding tubes, prepare test charts.
2. Identify animals, record information on charts, and check for and report noncompliance with animal identification requirements.
3. Vaccinate cattle, verify age of female calves, restrain animals, clean ear, apply vaccination tattoo and ear tag, and record and complete vaccination record.
4. Identify, restrain, and capture animals infected with or exposed to brucellosis, brand for exposure or infection, and apply appropriate ear tags.
5. Complete forms for shipment or entry and distribute reporting forms to prevent exposure to healthy cattle.
6. Obtain milk specimens from commercial milk producers and bulk milk tanks from dairy farms or creameries.
7. Collect tissue samples from infected animals, prepare specimen collection bags and ice chests, and select appropriate tissues during the butchering process.
8. Obtain skin scrapings from suspicious skin lesions, place them in appropriate containers, and label.
9. Complete required forms and records.
10. Participate in animal compliance activities, promote human treatment of animals, and report noncompliance.
11. Protect samples collected from deterioration and package for shipment.
12. Monitor livestock movements into and through the State.
13. Coordinate with other brand inspectors, Nevada Highway Patrol, and other stakeholders.
14. Perform field testing of sera at livestock auctions.
15. Perform related duties as assigned

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One year of applicable experience as described in the job duties and graduation from high school or equivalent 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 and procedures.
- Accepted animal husbandry practices; safety precautions around livestock; performing official livestock diagnosis tests; diseases and parasites common to livestock.

Skill in:

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

Ability to:

- Identify sex and breeds of livestock; handle livestock around corrals and chutes; gather and accurately record and report information.
- Identify cattle by brand or identifying marks; extract blood and tissue samples; take skin scrapes; age cattle; vaccinate livestock; use branding irons, tattoo and ear tag pliers.

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.



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>
NSHE EXECUTIVE ASSISTANT	31	F	2.209

JOB SUMMARY

NSHE Executive Assistants provide the highest level of administrative and secretarial support to a dean or executive in the Nevada System of Higher Education (NSHE).

JOB DUTIES

1. Assist in resolving administrative questions and issues not requiring the direct attention of the executive.
2. Act as a liaison in conferring with managers, government officials, and representatives of other organizations.
3. Interpret regulations and rules related to program activities.
4. Transmit directives, instructions, and assignments and follow-up on status of assignments with department staff.
5. Read and screen incoming correspondence and reports, assess their importance, resolve issues, and follow-up to ensure responses are timely and in conformance to established standards.
6. Receive and screen incoming telephone calls and visitors, evaluate requests and inquiries, determine which are priority matters, and provide requested information or make referrals to appropriate staff.
7. Make decisions to contact the executive at off-site locations in critical situations.
8. Monitor media coverage and alert the executive to new developments or articles of interest.
9. Coordinate and facilitate the executive's calendar.
10. Arrange conferences, meetings, and hearings for commissions, boards, or other bodies.
11. Make travel, lodging, and meeting room arrangements.
12. Ensure agendas, background information, minutes, and other pertinent materials are prepared and distributed and maintain official records of such meetings in the form of tapes, minutes, or other media.
13. Compose correspondence and prepare reports and financial records.
14. Respond to requests for information regarding programs and activities, provide data, and communicate the activities, views, and commitments of the executive.
15. Respond to inquiries from external entities and exercise discretion in disseminating information.
16. Describe programs, functions, and activities and explain established regulations, policies, and legislative proposals.
17. Evaluate new regulations or legislative proposals and potential ramifications to inform, update, or advise departmental and outside personnel.
18. Assign studies or projects to program managers based on the executive's instructions.
19. Participate in staff meetings and record and transcribe meeting minutes.
20. Conduct research and studies relating to operations and procedures and assist in budget preparation.
21. Gather, analyze and interpret data to develop recommendations on problems affecting programs, operations, and procedures.
22. Confer with managers regarding historical precedents, actions and justifications.
23. Ensure the implementation of new procedures and inform managers of changes.
24. Organize and maintain confidential records and files for the executive, ensure the security of privileged information in accordance with federal and State laws and regulations, and authorize access to information

as appropriate.

25. Participate in the development and enhancement of automated systems, equipment, and networks within the organization.
26. Plan, organize, coordinate, and oversee special projects and assignments.
27. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
28. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent 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 and procedures; mission, function, programs, and activities of the assigned agency.
- Functions and operation of an administrative office; records maintenance; administrative and clerical procedures and systems.
- Communication and public relations techniques.
- State purchasing; budgeting and fiscal management.

Skill in:

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

Ability to:

- Provide administrative assistance and secretarial support to a college/university executive.
- Communicate clearly and convey detailed and complex information to others on behalf of the executive.
- Perform specialized program support duties which require analytical and creative thinking; plan, develop, and implement production goals, processes, and procedures.
- Manage the executives' calendar.
- Receive and respond to inquiries involving complex and sensitive issues which directly impact staff, operations, and activities; make operational decisions related to program support activities and office management.
- Review, apply, and explain laws, regulations, requirements, restrictions and standards to program clientele, representatives of external entities, internal work groups, and others.
- Research and investigate questions and issues requiring the review and consideration of historical data, current developments, and probable outcomes.
- Compose correspondence, announcements, training materials, narrative summaries and reports, proposals and recommendations, and other written materials.
- Compile and analyze records, and numerical and descriptive information from forms, applications, contracts, spreadsheets, invoices and other materials.
- Assist staff in resolving computer and software related problems and malfunctions.

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.

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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>
PSYCHOLOGIST	44	B	10.170
SUPERVISOR, PSYCHOLOGIST	45	A	10.168
*This job series will be moved to unclassified next session.			

JOB SUMMARY

Psychologists provide psychological testing, evaluation, psychotherapy, counseling, and consultation to individuals in residential, correctional, inpatient and outpatient settings, and/or facilities.

JOB DUTIES

PSYCHOLOGIST

1. Administer, score, and interpret diagnostic and projective tests to provide evaluation and diagnoses.
2. Write comprehensive psychological reports detailing results, observations, findings, and recommendations.
3. Document services provided in applicable charts.
4. Provide crisis intervention services.
5. De-escalate hostile or physically aggressive individuals and refer them to resources or arrange for admission.
6. Participate in treatment meetings to discuss the status and progress of individuals and recommend treatment.
7. Develop treatment plans or individualized functional analysis.
8. Provide individual, family, and group therapy and substance abuse counseling.
9. Conduct psycho-sexual evaluations on sex offenders, diagnostic classification, and provide summary reports.
10. Review psychosocial assessments to monitor treatment effectiveness and determine program eligibility.
11. Consult with treating physicians and ensure service delivery goals are met and documentation is compliant.
12. Record information for billing purposes and recommend third-party payments.
13. Provide court testimony.
14. Plan, develop, and coordinate program services.
15. Participate in committees and facility activities in developing service delivery needs assessments, policies, and procedures.
16. Write and administer grants and participate in accrediting and quality review programs.
17. Develop and conduct presentations or training programs.
18. Perform related duties as assigned

SUPERVISOR, PSYCHOLOGIST

1. Duties performed at the previous level, AND:
2. Provide clinical and administrative oversight.
3. Oversee a psychological services program or unit and establish goals and objectives.
4. Develop budgets, work plans, and administrative reports.
5. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
6. Perform related duties as assigned.

PSYCHOLOGIST	44	B	10.170
SUPERVISOR, PSYCHOLOGIST	45	A	10.168

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

PSYCHOLOGIST

One or more years of applicable experience as described in the job duties and current Licensure as a Psychologist issued by the State of Nevada Board of Psychological Examiners.

SUPERVISOR, PSYCHOLOGIST

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and current Licensure as a Psychologist issued by the State of Nevada Board of Psychological Examiners.

KNOWLEDGE, SKILLS, AND ABILITIES

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

PSYCHOLOGIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- American Psychological Association Code of Ethics; reference books on psychological treatment and diagnostic and statistical manuals; theories, principles, and practices of psychological testing and interpretation of test results.
- Types, etiology, and treatment of mental disorders; clinical assessment methods; detailed therapeutic principles and techniques used in providing psychological services to clients with mental illness, intellectual, and related disabilities; psychopharmacology; crisis intervention techniques; agency and community resources; normal and abnormal human behavior and development; educational and learning disorders; client rights and confidentiality of information.

Skill in:

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

Ability to:

- Conduct program development projects; implement clinical review systems; administer, score, and interpret psychological tests; communicate test results in written and verbal form; diagnose mental illness, intellectual, and related disabilities; assess client behavior and develop goals for therapy; facilitate individual, group, and family counseling sessions.
- Establish and maintain effective working relationships with clients, inmates, co-workers, and the public; conduct clinical and mental status evaluations and interviews.

SUPERVISOR, PSYCHOLOGIST

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

Knowledge of:

- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.

PSYCHOLOGIST
SUPERVISOR, PSYCHOLOGIST

44 B 10.170
45 A 10.168

- Principles and practices of management to plan, organize, delegate, oversee, and evaluate services; quality improvement principles and techniques.
- Advocacy issues regarding mental illness, intellectual disabilities, dual diagnosis, and substance abuse; psychotropic medication, desired effects, common side effects, and drug interactions.

Ability to:

- Resolve clinical issues resulting from conflicting policies or regulations; establish goals and objectives; develop and recommend budgets, work plans, and administrative reports; communicate complex ideas and problems interdepartmentally; develop programs to meet specific agency needs.
- Integrate results from test instruments and develop appropriate treatment methods and goals.
- 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.
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)*

PSYCHOLOGIST
SUPERVISOR, PSYCHOLOGIST

44 B 10.170
45 A 10.168

- | | |
|---|--|
| ☒ 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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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>
MANAGER, PRIMARY CARE WORKFORCE *This job title will be moved to unclassified next session.	40	B	10.200

JOB SUMMARY

Managers, Primary Care Workforce plan, develop, organize, coordinate, direct, and evaluate planning and program development for the recruitment and retention of primary care professionals.

JOB DUTIES

1. Plan, organize, direct, control, and coordinate resources and personnel.
2. Direct the development of management programs and associated policies and procedures.
3. Develop goals and objectives and plan and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Evaluate program implementation, tools, and indicators of performance.
5. Analyze programs, identify areas for improvement, and implement solutions.
6. Review and analyze information to identify shortages by location and health care specialty.
7. Identify challenges, research strategies, and implement solutions.
8. Develop and prepare comprehensive analytical, narrative, and statistical reports.
9. Collaborate, coordinate, and perform outreach with federal, State, regional, and community partners.
10. Coordinate discussion groups to develop recommendations to expand the health and social services workforce.
11. Analyze and propose legislative changes for program management, draft amendments and provide testimony.
12. Monitor progress of projects and submit interim and final project reports.
13. Review and evaluate operational efficiency and compliance.
14. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
15. Manage federal grants, State funds, program application fees, and Memorandums of Understanding.
16. Oversee contract administration, negotiate statewide licensing agreements and contracts, and hire contract staff.
17. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
18. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
19. Identify, approve, and direct training needs, recommendations, and the instruction of methods and practices.
20. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
21. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
22. 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 and graduation from high school or equivalent 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 and procedures; political and social context; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources; teambuilding and group dynamics.
- Governmental accounting and budgeting; statistical methodology; supervisory principles and practices; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.
- Workforce development principles and practices related to the health care and social service fields.
- J-1 Visa Waiver Program, Health Professional Shortage Area and Medically Underserved Area/Population designations, National Health Service Corps programs, and other health related workforce development and incentive programs.
- Medicaid and Medicare reimbursement policies; professional licensure and certification requirements; graduate medical education programs; scope of practice requirements.

Skill in:

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

Ability to:

- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical and professional documents.
- Communicate effectively with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- 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.
- 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 |

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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>
MEDICAL PRACTITIONER	43	B	10.229
*This job title will be moved to unclassified next session.			

JOB SUMMARY

Medical Practitioners provide medical care to patients, diagnose patient conditions, and prescribe medication.

JOB DUTIES

1. Oversee patient care in a variety of settings and agency locations.
2. Assess health, record and interpret medical histories, conduct physical exams, initiate diagnostic procedures, devise treatment plans and oversee implementation, and ensure adherence to medical standards.
3. Evaluate patients' psychological and physical conditions, consult with other healthcare professionals, and refer care to others.
4. Review and evaluate response to health problems and adjust programs of treatment.
5. Develop, implement, and evaluate clinic protocols.
6. Coordinate and conduct reproductive health program activities.
7. Prescribe and dispense medications, monitor for side effects, and adjust regimens.
8. Utilize approved digital order entry system for prescribing medications.
9. Assess and prioritize patients in emergencies and provide medical interventions to stabilize conditions.
10. Maintain detailed records of findings, diagnoses, treatments, and medication changes and generate reports, records, and summaries utilizing current International Classification of Diseases (ICD) coding system.
11. Offer patient education and counseling to promote healthy habits.
12. Adhere to community and accreditation standards for maintaining hygienic environments.
13. Perform minor surgical procedures as authorized within established protocols.
14. Perform related duties as assigned

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Current licensure as a Physician Assistant issued by the Nevada State Board of Medical Examiners or licensure as an Advanced Practice Registered Nurse, Family Nurse Practitioner, or Adult Nurse Practitioner issued by the Nevada State Board of Nursing.

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 and procedures.
- Human anatomy and advanced pathophysiology and pharmacology; current medical terminology; medical diagnoses and major signs and symptoms, including familiarity with applicable diagnostic and procedure manuals; physical examination methods and techniques.
- Practices, methods, and procedures used in the facility to which assigned; medication protocols including

therapeutic effects, side effects, toxicity, and common dosages; medical diagnosis and treatment of acute and chronic conditions; community health standards; universal precautions and infection control techniques and procedures; ICD coding system.

- Minor surgical procedures within protocols, scope of license, and as allowed under the Physician Assistant's scope of practice or within the Advanced Practice Registered Nurse's scope of practice; documentation processes.

Skill in:

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

Ability to:

- Interview patients to elicit information concerning medical history, illnesses, health, symptoms, and complaints; clinically assess, diagnose, and treat illnesses and health conditions; properly interpret results of examinations, laboratory tests, and X-rays; utilize ICD coding system.
- Develop, implement, and evaluate a medical care plan; provide patient education and counseling; prepare and maintain medical records, charts, reports, and summaries; provide emergency medical treatment; maintain patient confidentiality.
- Develop and maintain effective working relationships with medical colleagues, preceptors, and patients; deal effectively with personnel and staffing issues; delegate appropriate assignments to subordinate staff.

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
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MANAGER I, HEALTH PROGRAM	37	A	10.232
MANAGER II, HEALTH PROGRAM	39	A	10.217
MANAGER III, HEALTH PROGRAM	41	A	10.230

***This job series will be moved to unclassified next session.**

JOB SUMMARY

Managers, Health Program plan, develop, organize, coordinate, direct, and evaluate programs related to maternal, child and family health, nutrition, disease control, and/or other health programs.

JOB DUTIES

MANAGER I, HEALTH PROGRAM

1. Plan, organize, direct, control, and coordinate resources and personnel.
2. Direct the development of management programs and associated policies and procedures.
3. Develop goals and objectives and plan and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Compile and analyze data related to performance indicators, quality assurance, and related information.
5. Ensure appropriate records and reports are prepared, maintained, and submitted.
6. Research, develop, write, administer, and maintain grant proposals and processes.
7. Develop and conduct surveys and assessments.
8. Design, formulate, establish, and implement methods, standards, and data collection techniques to evaluate program outcomes and success.
9. Analyze, prepare, and present data to stakeholders and adjust priorities based on agency and program needs.
10. Coordinate with stakeholders to identify health needs, issues, and gaps in service.
11. Coordinate and participate in task forces and other work groups.
12. Analyze and propose legislative changes for program management, draft amendments and provide testimony.
13. Conduct public education, outreach campaigns, and promotional activities.
14. Prepare, justify, implement, and monitor program budgets.
15. Negotiate contracts for services and prepare, review, and monitor service contracts.
16. Develop and prepare comprehensive analytical, narrative, and statistical reports.
17. Conduct or attend meetings, conferences, and make presentations to a variety of groups as required.
18. Manage programs related to health education and prevention.
19. Track, analyze, and report health-related data for compliance.
20. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
21. Perform related duties as assigned.

MANAGER II, HEALTH PROGRAM

1. Oversee long-range, broad-based planning and policy development for a statewide program involved in health service delivery to at-risk populations with significant health issues, nutritional deficiencies, or other

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health related problems.

2. Perform related duties as assigned.

MANAGER III, HEALTH PROGRAM

1. Control and administer multiple complex funding sources and budgets.
2. Oversee staff engaged in providing services through a regional Early Intervention Services program.
3. Serve as a regional manager of the Health Care Quality and Compliance Bureau and carry out policy and management directives.
4. Assist the Child, Family, and Community Wellness Bureau Chief in administration of the bureau and manage the Communicable Disease, Chronic Disease, and Office of Minority Health sections and the Children With Special Health Care Needs program and billing functions.
5. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

MANAGER I, HEALTH PROGRAM

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

MANAGER II, HEALTH PROGRAM

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

MANAGER III, HEALTH PROGRAM

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

MANAGER I, HEALTH PROGRAM

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; political and social context; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources; teambuilding and group dynamics.
- Governmental accounting and budgeting; statistical methodology; supervisory principles and practices; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.
- Principles, practices, and current trends in planning, organizing, delivering, evaluating, and managing a public health program; health programs, agencies, and initiatives related to disease prevention, health promotion, and health awareness.

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MANAGER III, HEALTH PROGRAM	41	A	10.230

Skill in:

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

Ability to:

- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical and professional documents.
- Communicate effectively with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- 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.
- 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.

MANAGER II, HEALTH PROGRAM

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

Ability to:

- Organize, coordinate, and direct the activities of professional staff and clinicians in a specified health program; administer multiple program activities; resolve complex issues and problems related to health service delivery.
- Analyze workload indicators, organizational structures, conduct cost/benefit studies, and make recommendations to facilitate the delivery of services to clients.
- Increase the optimum level of professional services available to clients; monitor performance levels and analyze a variety of written and statistical information.

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MANAGER III, HEALTH PROGRAM

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

Ability to:

- Coordinate and integrate clinic services with federal, State, and local programs and resources; participate in presentations, special committees, and statewide conferences.
- Plan, organize, coordinate, and manage health, social, and other services for children who have, or may be at risk for developmental delays and/or chronic diseases.
- Manage the activities, services, staff, and physical facilities of a regional Early Intervention Services program; coordinate the services of multiple therapeutic disciplines.

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 |

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MANAGER III, HEALTH PROGRAM	41	A	10.230

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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>
SAFETY SPECIALIST, CONSULTATION	32	B	11.522
SENIOR SAFETY SPECIALIST, CONSULTATION	35	B	11.521

JOB SUMMARY

Safety Specialists, Consultation promote and consult on recognized safety practices for a single State agency, a regulatory program directed toward external entities, or in the State's Risk Management Division.

JOB DUTIES

SAFETY SPECIALIST, CONSULTATION

1. Conduct surveys of employer sites at the employer's request and conduct pre-inspection reviews.
2. Identify potential hazards and recognized control and abatement procedures.
3. Meet with employees to discuss visit's purpose, rights and responsibilities, and other pertinent information.
4. Review and evaluate written workplace safety programs for compliance, specificity, comprehensiveness, and implementation effectiveness.
5. Evaluate and analyze overall working and environmental conditions and work processes for compliance.
6. Sample common health hazards when identified hazards are imminently dangerous and take necessary steps to ensure employees are removed from danger.
7. Discuss the adequacy of workplace safety programs, identified hazards, standards not met, the feasibility of engineering controls and abatement alternatives, and issue non-penalty citations as appropriate.
8. Influence employers to take preventive or corrective actions and assign abatement periods in which serious regulatory violations must be corrected.
9. Make recommendations to enhance safety management systems.
10. Communicate with employers to promote change in management philosophy, organizational culture, work processes, and other areas.
11. Document findings and recommendations in comprehensive reports.
12. Provide informal on-site instruction on a variety of topics.
13. Perform related duties as assigned.

SENIOR SAFETY SPECIALIST, CONSULTATION

1. Duties performed at the previous level, AND:
2. Conduct activities for a regulatory program directed toward external entities.
3. Analyze management and workplace safety systems to identify the system breakdown which allowed a hazard to occur.
4. Conduct surveys or compliance inspections involving multiple disciplines and state-of-the-art processes.
5. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
6. Perform related duties as assigned.

SAFETY SPECIALIST, CONSULTATION	32	B	11.522
SENIOR SAFETY SPECIALIST, CONSULTATION	35	B	11.521

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

SAFETY SPECIALIST, CONSULTATION

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

SENIOR SAFETY SPECIALIST, CONSULTATION

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

SAFETY SPECIALIST, CONSULTATION

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Workplace safety issues; standard mechanical and scientific terminology, measures, and concepts relevant to workplace safety; practical application of statistical data and mathematics; principles and practices of industrial hygiene.
- Practical means to abate a broad range of known workplace hazards; fundamentals of engineering.

Skill in:

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

Ability to:

- Conduct surveys or compliance inspections in construction or general industry; identify workplace health hazards; research and understand applied technical information from a variety of scientific and mechanical disciplines; analyze operations, problems, and business practices; identify relevant factors and relationships; recognize alternatives and their implications; formulate logical and objective conclusions; physically conduct inspections requiring prolonged standing, walking, climbing, bending, twisting, stooping, and/or reaching.
- Communicate effectively and persuasively regarding survey findings and recommendations for improvement; establish and maintain cooperative working relationships; maintain composure in the face of resistance, indifference, and hostility; write organized and grammatically correct reports and correspondence.

SENIOR SAFETY SPECIALIST, CONSULTATION

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

Ability to:

- Perform comprehensive surveys or compliance inspections in all industry classifications; originate feasible means of abatement in unique situations.
- Motivate employers to take proactive steps to achieve workplace safety; deliver presentations to defend findings and recommendations; understand and communicate the rationale behind a wide variety of safety

SAFETY SPECIALIST, CONSULTATION
SENIOR SAFETY SPECIALIST, CONSULTATION

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35 B 11.521

and health standards; analyze management and workplace safety systems to identify the system breakdown which allowed a hazard to occur.

- 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.
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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SAFETY SPECIALIST, CONSULTATION	32	B	11.522
SENIOR SAFETY SPECIALIST, CONSULTATION	35	B	11.521

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>
SAFETY REPRESENTATIVE, LOSS CONTROL	32	B	11.544

JOB SUMMARY

Safety Representatives, Loss Control serve as safety inspectors, consultants, and trainers in a State agency's internal workplace safety and health or loss control program.

JOB DUTIES

1. Develop training programs and curriculum and instruct staff on a variety of loss control and safety topics.
2. Inspect the workplace for possible safety and health issues.
3. Enforce safety and liability policies and procedures and recommend means of abatement.
4. Investigate accidents and injuries and document facts and findings in case files.
5. Consult with leadership on minimizing costs, treating or eliminating risk, and controlling future losses.
6. Research information and counsel leadership on safety issues, trends, investigations, and recommend improvements.
7. Analyze loss information to determine accident trends and provide effective solutions.
8. Make public presentations to promote knowledge of safety issues.
9. Maintain databases to track injuries and accidents and prepare and submit reports on activities.
10. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent 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 and procedures; occupational safety and health issues and principles of industrial hygiene; hazard identification and mitigation.

Skill in:

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

Ability to:

- Analyze accident and injury data to identify training needs or appropriate corrective action; interpret and apply health and safety laws and regulations; analyze management and workplace safety systems; implement reasonable and feasible abatement solutions.
- Conduct comprehensive surveys, investigations, and compliance inspections; investigate accidents and

injuries and document facts and findings in case files; maintain databases to track injuries and accidents; assess health and safety hazards in a variety of work environments.

- Establish and maintain positive working relationships; communicate effectively with agency supervisors, managers, and employees regarding survey findings and recommendations; deliver presentations; understand and communicate the rationale behind a wide variety of safety and health standards; write clear and concise guidelines, procedures, inspection reports, training materials, correspondence, and other materials.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- 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.

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
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
COMMERCIAL VEHICLE SAFETY INSPECTOR	33	G	11.553
SUPERVISOR, COMMERCIAL VEHICLE SAFETY INSPECTOR	35	B	11.551

JOB SUMMARY

Commercial Vehicle Safety Inspectors perform mechanical inspections on commercial vehicles and review records to ensure compliance with federal and State motor carrier laws and regulations.

JOB DUTIES

COMMERCIAL VEHICLE SAFETY INSPECTOR

1. Conduct mechanical inspections and diagnoses on commercial vehicles.
2. Identify deficiencies in relation to the U.S. Department of Transportation's North American Standard for Driver-Vehicle Inspection and ensure correction of unsafe conditions.
3. Set up inspection schedules and identify systemic deficiencies in maintenance and repair procedures.
4. Provide training in applicable mechanical inspection laws, regulations, and procedures.
5. Maintain records and prepare reports on inspections and technical assistance provided.
6. Conduct mechanical inspections at roadside checkpoints, make determination on vehicle safety, and issue inspection certifications.
7. Place unsafe vehicles out of service, require repairs within certain time frames, and identify corrective action.
8. Re-inspect vehicles and make recommendations to refer violators to the U.S. Department of Transportation.
9. Inspect records regarding registrations, driver logs, licenses, and medical certificates.
10. Perform on-site audits of records.
11. Conduct inspections of commercial vehicles transporting hazardous materials and ensure compliance.
12. Conduct mechanical inspections when serious injury accidents may result in legal proceedings.
13. Disassemble and assemble vehicle components to preserve the chain of evidence.
14. Testify in court as a technical witness.
15. Perform related duties as assigned.

SUPERVISOR, COMMERCIAL VEHICLE SAFETY INSPECTOR

1. Duties required at the previous level, AND:
2. Oversee motor carrier safety audits and maintain the inspection program database.
3. Prepare and administer training budgets and administer grants.
4. Develop, schedule, and instruct courses for staff and the motor carrier industry.
5. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
6. Perform related duties as assigned.

COMMERCIAL VEHICLE SAFETY INSPECTOR	33	G	11.553
SUPERVISOR, COMMERCIAL VEHICLE SAFETY INSPECTOR	35	B	11.551

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

COMMERCIAL VEHICLE SAFETY INSPECTOR

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

SUPERVISOR, COMMERCIAL VEHICLE SAFETY INSPECTOR

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

COMMERCIAL VEHICLE SAFETY INSPECTOR

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; hazardous materials and procedures for their safe transportation; hazardous material packaging, bracing, and leakage control; mechanical systems.
- Conducting compliance reviews and safety audits; mechanic shop operations; operational impact of repairs and changes required by inspections.

Skill in:

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

Ability to:

- Conduct compliance reviews and safety audits; understand mechanic shop operations for intervention; issue orders to place vehicles out of service and/or requiring corrective action; maintain an appropriate balance of regulatory activities and service-oriented consultation and training.
- Advise and train trucking company owners and operators; develop reports and correspondence; read and interpret federal and State laws and regulations, mechanical specifications, driver logs, and maintenance and inspection reports; inspect and diagnose the full range of commercial vehicle mechanical systems; identify unsafe conditions; make evaluations of the mechanical safety of commercial vehicles; provide testimony in court.
- Communicate effectively to exchange information, issue repair notices, and defend decisions; make public presentations to provide training in regulatory and mechanical aspects of commercial vehicle safety; develop reports and correspondence.

SUPERVISOR, COMMERCIAL VEHICLE SAFETY INSPECTOR

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

Knowledge of:

- Training requirements for safety inspectors of commercial vehicles; vehicle size and weight enforcement plans and methods; procedures for incorporating federal motor carrier safety regulations into State requirements.

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- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.

Ability to:

- Coordinate and consolidate reports; provide technical guidance on motor carrier safety and hazardous material regulations; schedule and instruct classes for enforcement and industry personnel; prepare and administer training budgets and administer grants; act as liaison with federal agencies.
- 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.
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

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- | | |
|---|--|
| ☒ 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>
TAXICAB VEHICLE INSPECTOR	30	C	11.550
SUPERVISOR, TAXICAB VEHICLE INSPECTOR	32	C	11.552

JOB SUMMARY

Taxicab Vehicle Inspectors inspect mechanical and emission control standards, rate displays, taximeter accuracy, radio equipment, appearance, and other elements.

JOB DUTIES

TAXICAB VEHICLE INSPECTOR

1. Coordinate with taxicab companies' owners and shop supervisors to schedule quarterly inspections.
2. Inform companies about changes to laws, regulations, and rules.
3. Explain reasons for violation and out-of-service notices.
4. Inspect condition of tires, glass, exterior and interior, lights, cleanliness, numbers, and lettering.
5. Evaluate taxicabs under the hood and under the carriage.
6. Test-drive vehicles to test taximeter accuracy, brakes, steering, engine, drive train, structural soundness and noise, and speedometer and odometer condition and accuracy.
7. Inspect taxicab front suspension system, engine, transmission and drive train, and mounts.
8. Ensure brake linings are sufficiently thick to prevent contact with the brake drum or disk.
9. Inspect vehicles for proper maintenance and operation.
10. Verify the presence and reasonable efficiency of heating and air conditioning systems.
11. Ensure the safety of alternate fuel systems and other after-market equipment.
12. Inspect and/or investigate alleged or actual mechanical failures and vehicle complaints.
13. Complete inspection forms, issue applicable notices, re-inspect repaired defects, and clear notices.
14. Inspect taxicabs repaired and rebuilt after accidents and inspect new vehicles before being placed into service.
15. Complete and maintain applicable records and reports.
16. Perform related duties as assigned.

SUPERVISOR, TAXICAB VEHICLE INSPECTOR

1. Duties performed at the previous level, AND:
2. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
3. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

TAXICAB VEHICLE INSPECTOR

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

TAXICAB VEHICLE INSPECTOR	30	C	11.550
SUPERVISOR, TAXICAB VEHICLE INSPECTOR	32	C	11.552

SUPERVISOR, TAXICAB VEHICLE INSPECTOR

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

TAXICAB VEHICLE INSPECTOR

Knowledge of:

- Applicable federal and State laws, regulations, codes, and agency policies and procedures.
- Operation of mechanical and electronic taximeters; automotive propane fuel systems; automotive safety analysis; current mechanical operations of electrical, fuel, suspension, braking, air conditioning, emissions control systems, and on-board computer systems.

Skill in:

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

Ability to:

- Inspect vehicles for conformance to mechanical specifications; assess structural damage affecting alignment; research regulations, standards, and vehicle systems; identify violations and issue corresponding notices on site.
- Read, interpret, and apply laws and regulations; prepare and maintain reports, forms, and records; communicate effectively with taxicab companies in scheduling and conducting inspections and in requiring that discrepancies be corrected and/or repaired.

SUPERVISOR, TAXICAB VEHICLE INSPECTOR

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

Knowledge of:

- Principles and practices of supervision.

Ability to:

- Coordinate a Taxicab Vehicle Safety Inspection program that promotes safe practices in taxicab mechanic shops and safer taxicab vehicles on the road.
- 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.

TAXICAB VEHICLE INSPECTOR
SUPERVISOR, TAXICAB VEHICLE INSPECTOR

30 C 11.550
32 C 11.552

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
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MANUFACTURED HOUSING INSPECTOR	32	C	11.560
SUPERVISOR, MANUFACTURED HOUSING INSPECTOR	34	C	11.559

JOB SUMMARY

Manufactured Housing Inspectors inspect manufactured homes, commercial coaches, mobile homes, mobile home parks, and other manufactured buildings upon installation.

JOB DUTIES

MANUFACTURED HOUSING INSPECTOR

1. Review construction plans and specifications for manufactured buildings.
2. Inspect and certify facilities, production, and quality control processes of manufacturers.
3. Enforce code and regulatory compliance for projects involving manufactured structures.
4. Investigate complaints against manufactured housing dealers, manufacturers, mobile home parks, and others.
5. Determine jurisdiction, conduct inspections to identify problems, ensure remedial action is taken, and recommend disciplinary actions.
6. Research and report incidences of design flaws to the appropriate federal regulatory agency.
7. Inspect substandard conditions in mobile homes and parks, prepare reports, and oversee required upgrades.
8. Conduct investigations into violations of laws and/or regulations, gather evidence, coordinate hearings, and recommend legal action.
9. Assist in federal monitoring of manufacturing plants.
10. Participate in resolving discrepancies between federal and State codes and local jurisdictions' requirements.
11. Conduct on-site monitoring of manufacturers' inspection programs and performing production inspections as part of a federal monitoring team.
12. Prepare detailed reports on complaints, inspections, and/or compliance investigations.
13. Check plans and specifications for buildings and enclosed components built in a factory for delivery in Nevada for compliance and arrange contracts with out-of-state inspectors for construction inspection.
14. Inspect manufactured homes and buildings, issue compliance certificates, and oversee park construction.
15. Review manufacturers' quality control procedures, physically inspect facilities and production processes, and certify factories for shipping into Nevada.
16. Enforce agency standards for mobile home park construction, review and approve or disapprove the developer's application and plans, oversee development projects, and provide final agency approval.
17. Maintain logs and statistical reports.
18. Perform related duties as assigned.

SUPERVISOR, MANUFACTURED HOUSING INSPECTOR

1. Duties performed at the previous level, AND:
2. Plan, organize, direct, and supervise manufactured housing inspection, code compliance, and consumer complaint activities.
3. Collaborate with stakeholders to ensure industry compliance, consistency, and awareness.
4. Conduct seminars and provide technical support and training.

MANUFACTURED HOUSING INSPECTOR	32	C	11.560
SUPERVISOR, MANUFACTURED HOUSING INSPECTOR	34	C	11.559

5. Ensure compliance with applicable federal and State laws, regulations, and agency policies and procedures.
6. Participate in budget development and monitor expenses.
7. Contribute to policy and procedure development,
8. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
9. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

MANUFACTURED HOUSING INSPECTOR

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

SUPERVISOR, MANUFACTURED HOUSING INSPECTOR

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

MANUFACTURED HOUSING INSPECTOR

Knowledge of:

- Applicable federal, State, local, and industry laws, regulations, standards, codes, and agency policies and procedures; legal principles and practices as applied to enforcing violations of State law.
- Investigative principles and practices; quality control principles and practices during construction and/or prior to installation.

Skill in:

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

Ability to:

- Recognize and correct code non-compliance in plans submitted; inspect manufactured housing installations for safety and compliance; evaluate and analyze evidence which may be conflicting and reach sound conclusions; apply laws, regulations, policies, and procedures.
- Read, interpret, and compare building and facility construction plans and specifications; recognize conditions likely to result in failure of a building system; perform mathematical calculations.
- Enforce regulations tactfully and fairly; interview complainants, licensees, and witnesses to determine facts; investigate complaints and determine whether violations have occurred; review business records as part of compliance investigations; physically inspect manufactured housing installations, including climbing and crawling in confined spaces.

SUPERVISOR, MANUFACTURED HOUSING INSPECTOR

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

MANUFACTURED HOUSING INSPECTOR	32	C	11.560
SUPERVISOR, MANUFACTURED HOUSING INSPECTOR	34	C	11.559

Knowledge of:

- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.

Ability to:

- Develop regulations, policies, and procedures; collaborate and build partnerships with manufacturers, installers, and other stakeholders to ensure compliance; coordinate and communicate effectively with governmental officials and other stakeholders.
- 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.
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

MANUFACTURED HOUSING INSPECTOR	32	C	11.560
SUPERVISOR, MANUFACTURED HOUSING INSPECTOR	34	C	11.559

- | | |
|---|--|
| ☒ 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>
LOSS CONTROL COORDINATOR	35	B	11.565

JOB SUMMARY

Loss Control Coordinators plan, implement, and manage a Workplace Safety and Health and/or Loss Control Program to reduce the cost, severity, and frequency of industrial accidents and illnesses and ensure compliance.

JOB DUTIES

1. Oversee workplace safety and health inspection, training, accident investigation, and program development.
2. Oversee the internal workers' compensation claims review and investigation processes.
3. Coordinate and manage the Early Return to Work program and its responsibilities.
4. Develop and implement workplace safety programs for the agency.
5. Analyze a variety of policies, procedures, practices, surveys, accident reports, workers' compensation claims, and other risk indicators to identify areas needing attention.
6. Oversee the operation of agency safety committees.
7. Perform and/or oversee worksite safety and health inspection and accident investigation activities.
8. Research problem areas to recommend and develop corrective action plans.
9. Develop and present a safety training program, identify needs, develop courses, identify instructors, and evaluate instructor performance.
10. Review workers' compensation claims to determine validity and to reduce the agency's exposure.
11. Design and implement reporting systems to quantify workplace safety data, identify trends, and illustrate financial and operational impacts to the agency.
12. Produce analytical, narrative, and statistical reports.
13. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent 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 and procedures; references, codes, and standards used in the occupational safety and health field; workers' compensation claims processing and related programs, such as Early Return to Work.
- Current workplace safety and health issues; safety engineering practices; principles and practices of loss control and risk management as related to workplace injuries and illnesses.

Skill in:

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

Ability to:

- Evaluate results of workplace safety and health programs and modify to improve effectiveness; develop and administer ongoing workplace safety training programs to meet agency needs and regulatory requirements; develop and monitor budgetary requests and monitor expenditures; develop and implement recordkeeping and reporting systems to meet program needs.
- Identify workplace hazards and violations of accepted standards; propose reasonable means of abatement; make preliminary evaluations of whether workplace conditions could have caused specific injuries and illnesses; define problems or objectives, identify relevant factors and relationships, recognize alternatives and their implications, and formulate logical and objective conclusions.
- Develop support for the goals of occupational safety and health among agency managers and employees; effectively present agency position on disputed workers compensation claims in formal hearings; research and interpret information from a variety of scientific and mechanical disciplines; establish and maintain cooperative working relationships; train others in a variety of technical workplace safety and health topics; write organized and grammatically correct reports and correspondence.

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
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MANAGER, EMERGENCY MANAGEMENT PROGRAMS	39	B	11.603

JOB SUMMARY

Managers, Emergency Management Programs plan, develop, organize, coordinate, direct, and evaluate programs, personnel, and other resources to satisfy emergency preparedness mandates and initiatives associated with federal grant programs and operational functions of the State Emergency Operations Center.

JOB DUTIES

1. Organize programs to achieve goals and objectives to protect lives, property, and the environment.
2. Develop strategic plans for the continuity of operations to sustain services and aid in emergencies.
3. Manage training and preparedness exercises for major natural, man-made, or technological disasters.
4. Oversee planning, operations, intergovernmental and interlocal agreements, special projects, and programs for saving lives, protecting property, and preserving the environment.
5. Ensure commitments are met to receive Federal Emergency Management Agency and other funds.
6. Develop, revise, and review comprehensive State and local emergency and/or disaster plans.
7. Maintain emergency management programs that provide preparedness activities and response capabilities.
8. Liaise with federal, State, and local government officials in negotiating terms and conditions of agreements.
9. Ensure assistance is provided to governmental agencies in sustaining emergency management capabilities.
10. Obtain cooperation and coordination in developing and/or sustaining programs and functions for activities.
11. Coordinate statewide compliance with National Incident Management System requirements.
12. Oversee radiological materials transport safety preparedness, resource typing, and uniform credentialing of first responders' programs.
13. Ensure federal guidelines and requirements are reflected within grant-funded programs, processes, and plans.
14. Maintain appropriate funding levels to support programs.
15. Prepare, review, and submit required fiscal reports and expenditures.
16. Analyze and propose legislative changes, draft amendments, and provide testimony.
17. Develop, implement, and oversee policies, procedures, goals, and objectives for applicable program areas.
18. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
19. Prepare and submit analytical, narrative, and statistical reports on activities.
20. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
21. 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 and graduation from high school or equivalent 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 and procedures; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision, training, public administration, organization, and management.
- State, county, and municipal regulations governing emergency management, search and rescue, incident command structures, and emergency response protocols; emergency plan development and revision; management of comprehensive emergency preparedness, support, mitigation, response, recovery, and prevention programs, processes, and functions.
- Intergovernmental and interlocal agreements; program development and maintenance; emergency response organizations; incident command systems; function of an emergency operations center; emergency management training, planning, exercises, evaluation, and emergency communications; abatement and improvement planning and program development.

Skill in:

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

Ability to:

- 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.
- 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 |

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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>
DEPUTY FIRE CHIEF	38	D	11.701

JOB SUMMARY

Deputy Fire Chiefs administratively support and assist in the management of fire protection operations, functions, and readiness programs for the Air National Guard.

JOB DUTIES

1. Manage fire protection operations and readiness programs in line with Air Force instructions.
2. Coordinate activities of shift supervisors.
3. Develop, implement, and oversee policies, procedures, goals, and objectives.
4. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
5. Analyze and propose legislative changes, draft amendments and provide testimony.
6. Oversee budget development, administer the approved budget, and approve program adjustments.
7. Evaluate and recommend the purchase of equipment, apparatus, and supplies.
8. Monitor fire prevention activities of tenant organizations to ensure compliance with fire protection policies.
9. Meet regularly with tenants and key officials to review, develop, and implement fire prevention plans.
10. Provide fire consultancy services, interpret fire directives, and review fire prevention programs and instructions for compliance.
11. Review responses to emergencies and take actions to prevent recurrence.
12. Review the installation, maintenance, and use of alarm systems and communication devices
13. Provide service to tenant personnel needing assistance in fire prevention techniques and guidance.
14. Make administrative and technical recommendations to tenants and higher headquarters.
15. Conduct training on fire prevention standards and advanced fire protection topics.
16. Direct the development of contingency plans for emergencies.
17. Ensure coordination and communication with other public safety agencies for command structure, staffing, deployment, logistics, and communications.
18. Review construction or alteration plans for compliance, recommend changes, and advise contractors on fire prevention responsibilities.
19. Inspect tenant work for compliance and assist with facility acceptance processes.
20. Investigate fire scenes, determine cause, preserve evidence, and provide testimony before a board of inquiry.
21. Submit fire incident reports to higher headquarters.
22. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
23. 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 and current certification from the International Fire Service Accreditation

Congress (IFSAC), Pro Board, or equivalent accrediting institution as a Fire Officer III, Fire Instructor II and HAZMAT Incident Commander, and as an Emergency Medical Technician in the State of Nevada.

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 and procedures; organization and operations of the agency; State budgeting, accounting, and purchasing; principles and best practices of modern firefighting and fire prevention; fire suppression strategies, tactics, and procedures; principles and practices of administration, supervision, and training
- Development of long-range plans and objectives; maintenance, repair, purchase, and operation of a variety of fire suppression equipment and apparatus.

Skill in:

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

Ability to:

- Manage and direct fire suppression operations; respond to major emergency situations and assume or delegate command; provide expert fire consultative services; develop contingency plans for a wide variety of emergencies and natural disasters; plan and organize diversified programs in fire department administration, training, and fire prevention.
- Establish and maintain cooperative working relationships with others; read, interpret, explain, and implement regulations, rules, codes, policies, and procedures; prepare and manage the agency's budget.
- 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.
- 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, 75 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 75 lbs | ☐ tasting | ☒ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 75 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 75 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>
FIRE BATTALION CHIEF	36	D	11.702

JOB SUMMARY

Fire Battalion Chiefs plan, direct, and supervise firefighters on an assigned shift, respond to all fires, alarms, and other emergencies, and assume command until the arrival of the Fire Chief.

JOB DUTIES

1. Provide leadership to rescue personnel or fire victims from structural, crash, and wildland fires.
2. Direct crews in controlling and extinguishing fires and eliminating fire hazards.
3. Collaborate with external agencies to develop plans for events, incidents, and operations requiring support.
4. Develop techniques for entering structures and aircraft to rescue personnel or recover equipment in hazardous situations involving explosives, flammable liquids, oxidizers, chemicals, or radiological threats.
5. Provide extra precautionary measures during high-risk and hazardous operations.
6. Balance personnel assignments to maintain optimal shift coverage.
7. Interpret and enforce Air Force Major Command and base level guidance, changes in operations and revisions, and fire protection organizations required to comply with such guides.
8. Maintain records and prepare reports.
9. Inspect staff, quarters, equipment, and apparatus, and perform daily musters
10. Ensure operational readiness and adherence to standards.
11. Oversee the vehicle maintenance program.
12. Coordinate training on fire suppression and rescue methods and ensure training requirements are met.
13. Assist in the development, implementation, and oversight of policies, procedures, goals, and objectives.
14. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
15. Analyze and propose legislative changes, draft amendments and provide testimony.
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

Four or more years of applicable experience as described in the job duties with a minimum of two years supervisory/managerial experience and current certification from the International Fire Service Accreditation Congress (IFSAC), Pro Board, or equivalent accrediting institution as a Fire Officer III, Fire Inspector II, Fire Instructor II, HAZMAT Incident Commander, and as an Emergency Medical Technician in the State of Nevada.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Air fire, crash, and rescue principles and practices; rescue and egress techniques for all types of aircraft;

structural rescue; Air National Guard policies and procedures; principles of training and supervision; locations and equipment assigned to the Air National Guard base; water delivery and hydrant systems.

- National Fire Protection Association standards, safety regulations, and insurance requirements related to training; interagency mutual aid agreements; mitigation, isolation, and evacuation techniques used in hazardous materials emergencies.

Skill in:

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

Ability to:

- Exercise authority during rescue and fire suppression operations; plan, organize, and deploy personnel and equipment in emergency situations; develop and implement emergency response plans appropriate to the situation; conduct inspections and investigations.
- 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.
- 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, 75 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 75 lbs | ☐ tasting | ☒ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 75 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 75 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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Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FIREFIGHTER/DRIVER OPERATOR	32	D	11.705
FIREFIGHTER CREW CHIEF	34	D	11.703

JOB SUMMARY

Firefighters respond to emergency incidents involving civilian, commercial, military aircraft, structure and wildland fires, auto accidents, medical emergencies, hazardous materials incidents, aerospace ground equipment fires, and a variant of other emergency incidents for the Air National Guard.

JOB DUTIES

FIREFIGHTER/DRIVER OPERATOR

1. Provide protection for jet engine jet stand emergencies, defueling and abnormal fuel transfers, explosives handling, welding operations, air-med evacuations, and flammable liquid spills.
2. Initiate rescue egress operations by safe tying aircraft systems, accessing aircraft, removing crew and others, and performing salvage, ventilation, and overhaul.
3. Respond to aircraft emergencies, structural fires, and wildland fires.
4. Implement and perform appropriate firefighting operations and measures.
5. Respond to medical emergencies, assess injuries, monitor vital signs, triage victims, remove from danger, and stabilize.
6. Resolve and mitigate hazardous material incidents, identify substances, estimate quantity, rescue victims, prescribe safety zones, and establish a command post.
7. Maintain vehicles, tools, and equipment through preventive maintenance and inspections.
8. Conduct fire prevention inspections, provide analysis, assign risk codes, implement corrective actions, and monitor compliance.
9. Lead or participate in fire prevention education and training programs for the base population.
10. Oversee, conduct, or participate in on-the-job and classroom training on a variety of subjects, firefighting drills, live-firefighting exercises, and joint training with mutual aid providers.
11. Participate in wartime readiness and contingency operations and provide crash firefighting and rescue operations.
12. Participate in chemical warfare defense training.
13. Perform related duties as assigned.

FIREFIGHTER CREW CHIEF

1. Duties performed at the previous level; AND:
2. Act as the lead firefighter on a shift and recommend discipline or personnel action related to equipment maintenance and firefighting operations.
3. Assemble and submit information for inclusion in a variety of reports.
4. Provide leadership and command on incidents using the Incident Command System (ICS).
5. Conduct classroom and practical training in a variety of areas.
6. Determine fire detection and suppression system requirements and inspect, service, and test devices for proper function.

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7. Read and interpret plans, drawings, and specifications to identify and eliminate fire hazards.
8. Determine fire extinguisher distribution criteria.
9. Coordinate and conduct fire prevention education.
10. Prepare and maintain fire protection records, reports, and charts.
11. Submit training progress reports for crew members and recommend firefighting procedure improvements.
12. Maintain crew timecards and report any infractions.
13. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

FIREFIGHTER/DRIVER OPERATOR

Current certification from the International Fire Service Accreditation Congress (IFSAC), Pro Board, or equivalent accrediting institution as a Firefighter II, in Hazardous Materials Operation, and Airport Rescue Firefighter or as a Nationally Registered Emergency Medical Technician, Emergency Medical Technician in the State of Nevada, or higher.

FIREFIGHTER CREW CHIEF

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience and current certification from the International Fire Service Accreditation Congress (IFSAC), Pro Board, or equivalent accrediting institution as a Fire Officer I, Fire Inspector I, Fire Instructor I, HAZMAN Incident Commander, and certification as an Emergency Medical Technician in the State of Nevada.

KNOWLEDGE, SKILLS, AND ABILITIES

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

FIREFIGHTER/DRIVER OPERATOR

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Fire suppression tactics; characteristics and application of chemical fire retardants; pump operations and hydraulic systems; fire vehicle and equipment maintenance; fire behavior in various weather conditions.
- Crash/fire/rescue and structural and wildland firefighting principles and techniques; National Fire Codes and inspection procedures; Uniform Building and Fire Codes; applicable regulations and standards.

Skill in:

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

Ability to:

- Use and maintain fire, rescue, and extrication tools; operate power driven fire apparatus such as 4-wheel drive trucks, pumpers, crash trucks, and tenders and place in the most effective positions; inspect and maintain fire apparatus; inspect, repair, and maintain fire extinguishers and other first aid fire appliances; apply the principles of the Incident Command System to incidents; perform basic maintenance to vehicles and equipment; make observations and prepare reports.

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FIREFIGHTER CREW CHIEF

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

Knowledge of:

- Tactics and strategy used in firefighting; roads, buildings, terrain, and location of fire hydrants, alarm boxes, emergency exits, and off base roads; water distribution systems both on and off base.
- Advanced rescue and egress techniques for all types of aircraft and structural rescue; Air National Guard policies and procedures; special operations and equipment used when hazardous materials are present in emergency situations; emergency medical procedures; fire prevention codes and ordinances; fire chemistry; policies and procedures applicable to issuance of welding permits.

Ability to:

- Oversee the activities of a fire crew in any call-out situation; apply the principles of the ICS in incidents of moderate to high complexity; provide emergency medical treatment to injured persons; evaluate complex situations and request appropriate additional resources; take appropriate action in complex hazardous materials emergencies; make hazard and risk assessments.
- Provide firefighting training to assigned personnel; maintain records and prepare reports; inspect buildings and facilities, detect fire hazards and code violations, and institute corrective action; monitor and operate the computerized fire alarm system; inspect, test, and ensure proper operation of firefighting equipment; read and interpret building and construction plans; understand chemical, biological, and radiological terms.

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, 75 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 75 lbs | ☐ tasting | ☒ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 75 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 75 lbs | ☒ stretching | ☒ smelling |

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*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.