

Joe Lombardo
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Director

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Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR# 29-26

July 27, 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 – UNCONTESTED ACTION
POSTING NUMBER 19-26

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 August 24, 2026.

If no written objections are received in this office by August 24, 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 #19-26
Posting Expires: August 24, 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 August 24, 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
7.137	Accountant I	34	B	<i>7.137</i>	<i>Accountant</i>	<i>34</i>	<i>B</i>
7.136	Accountant II	36	B	<i>7.136</i>	<i>Senior Accountant</i>	<i>36</i>	<i>B</i>
7.135	Accountant III	38	B	<i>7.135</i>	<i>Supervisor, Accountant</i>	<i>38</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.139	Audit Manager	38	B	<i>7.139</i>	<i>Manager, Auditor</i>	<i>38</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.161	Auditor I	32	B	<i>7.161</i>	<i>Auditor I</i>	<i>32</i>	<i>B</i>
7.154	Auditor II	34	B	<i>7.154</i>	<i>Auditor II</i>	<i>34</i>	<i>B</i>
7.148	Auditor III	36	B	<i>7.148</i>	<i>Senior Auditor</i>	<i>36</i>	<i>B</i>
7.145	Audit Supervisor	37	B	<i>7.145</i>	<i>Supervisor, Auditor</i>	<i>37</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.509	Personnel Officer III	41	A	7.509	<i>Manager, Human Resources</i>	41	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.520	Personnel Analyst III	36	A	7.520	<i>Human Resources Business Partner</i>	36	<i>B</i>
7.514	Supervisory Personnel Analyst	38	B	7.514	<i>Supervisor, Human Resources Business Partner</i>	38	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.522	Personnel Officer I	36	A	7.522	<i>Human Resources Professional</i>	36	<i>A</i>
7.517	Personnel Officer II	38	A	7.517	<i>Supervisor, Human Resources Professional</i>	38	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.527	Personnel Analyst I	32	A	7.527	<i>Human Resources Analyst</i>	32	<i>A</i>
7.521	Personnel Analyst II	34	A	7.521	<i>Senior Human Resources Analyst</i>	34	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.536	Personnel Technician I	25	E	7.536	<i>Human Resources Generalist I</i>	25	<i>E</i>
7.535	Personnel Technician II	27	E	7.535	<i>Human Resources Generalist II</i>	27	<i>E</i>
7.532	Personnel Technician III	29	E	7.532	<i>Senior Human Resources Generalist</i>	29	<i>E</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
NEW				7.602	<i>Fiscal Analyst</i>	37	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.829	Sales & Promotion Rep 1	29	B	7.829	<i>Sales and Promotion Representative</i>	29	<i>B</i>
7.850	Sales & Promotion Rep 2	31	B	7.850	<i>Senior Sales and Promotion Representative</i>	31	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.504	Plans Examiner I – Fire and Life Safety	35	B	-	<i>Abolish</i>		
11.508	Plans Examiner II – Fire and Life Safety	36	B	<i>11.508</i>	<i>Fire and Life Safety Plans Examiner</i>	<i>36</i>	<i>B</i>
11.509	Plans Examiner III – Fire and Life Safety	38	B	<i>11.509</i>	<i>Supervisor, Fire and Life Safety Plans Examiner</i>	<i>38</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.506	Fire & Life Safety Inspector I	31	C	-	<i>Abolish</i>		
11.510	Fire & Life Safety Inspector II	33	C	<i>11.510</i>	<i>Fire and Life Safety Inspector</i>	<i>33</i>	<i>C</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.511	Program Coordinator – Occupational Safety and Health – DIR	40	B	<i>11.511</i>	<i>Safety Program Coordinator – Dir</i>	<i>40</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.534	Safety Manager I – Dir	40	A	-	<i>Abolish</i>		
11.512	Safety Manager II – Dir	41	A	<i>11.512</i>	<i>Manager, Safety</i>	<i>41</i>	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.513	Safety Representative, Railway	33	B	-	<i>Abolish</i>		
11.515	Safety Specialist, Railway	35	B	<i>11.515</i>	<i>Safety Specialist, Railway</i>	<i>35</i>	<i>B</i>
11.519	Safety Supervisor, Railway	37	B	-	<i>Abolish</i>		

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.533	Industrial Hygienist I – Dir	34	B	-	<i>Abolish</i>		
11.532	Industrial Hygienist II – Dir Option A: Consultation B: Enforcement	36	B	-	<i>Abolish</i>		
11.531	Industrial Hygienist III – Dir Option A: Consultation B: Enforcement	38	B	<i>11.531</i>	<i>Industrial Hygienist</i>	<i>38</i>	<i>B</i>
11.530	Industrial Hygienist IV – Dir	40	B	<i>11.530</i>	<i>Supervisor, Industrial Hygienist</i>	<i>40</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.557	Emission Control Technician I	28	C	-	<i>Abolish</i>		
11.555	Emission Control Technician II	30	C	<i>11.555</i>	<i>Emission Control Technician</i>	<i>30</i>	<i>C</i>
11.556	Supervising Emission Control Officer	33	B	<i>11.556</i>	<i>Supervisor, Emission Control Technician</i>	<i>33</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>11.561</i>	<i>Manufactured Housing Inspector</i>	<i>31</i>	<i>C</i>
11.560	Manufactured Housing Inspector II	32	C	-	<i>Abolish</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
12.320	Food Distribution Specialist I	31	B	<i>12.320</i>	<i>Food Distribution Specialist</i>	<i>31</i>	<i>B</i>
12.324	Food Distribution Specialist II	33	B	<i>12.324</i>	<i>Senior Food Distribution Specialist</i>	<i>33</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.380	Cadre Team Lader	27	E	<i>12.380</i>	<i>Cadre Team Leader</i>	<i>27</i>	<i>E</i>
12.382	Cadre Team Supervisor	29	E	<i>12.382</i>	<i>Supervisor, Cadre Team Leader</i>	<i>29</i>	<i>E</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.404	Rehabilitation Chief I	40	A	<i>12.404</i>	<i>Manager I, Rehabilitation Programs</i>	<i>40</i>	<i>A</i>
12.402	Rehabilitation Chief II	41	A	<i>12.402</i>	<i>Manager II, Rehabilitation Programs</i>	<i>41</i>	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.435	Veterans Service Program Manager	36	B	<i>12.435</i>	<i>Manager, Veterans Service Program</i>	<i>36</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.438	Veterans Service Officer Trainee	30	B	-	<i>Abolish</i>		
12.437	Veterans Service Officer I	32	B	<i>12.437</i>	<i>Veterans Service Representative</i>	<i>32</i>	<i>B</i>
12.436	Veterans Service Officer II	34	B	<i>12.436</i>	<i>Senior Veterans Service Representative</i>	<i>34</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.551	Division Administrator, Offender Management	44	A	<i>12.551</i>	<i>Manager, Offender Management</i>	<i>44</i>	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.554	Correction Classification and Planning Specialist	42	B	<i>12.554</i>	<i>Supervisor, Correctional Classification and Planning</i>	<i>42</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.571	Correctional Casework Specialist Trainee	32	B	-	<i>Abolish</i>		
12.565	Correctional Casework Specialist I	36	B	<i>12.565</i>	<i>Correctional Casework Specialist</i>	<i>36</i>	<i>B</i>
12.559	Correctional Casework Specialist II	38	B	<i>12.559</i>	<i>Senior Correctional Casework Specialist</i>	<i>38</i>	<i>B</i>
12.556	Correctional Casework Specialist III	40	B	<i>12.556</i>	<i>Supervisor, Correctional Casework Specialist</i>	<i>40</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.615	Parole & Probation Specialist I	29	E	-	<i>Abolish</i>		
12.614	Parole & Probation Specialist II	31	B	<i>12.614</i>	<i>Parole and Probation Specialist I</i>	<i>31</i>	<i>B</i>
12.616	Parole & Probation Specialist III	33	B	<i>12.616</i>	<i>Parole and Probation Specialist II</i>	<i>33</i>	<i>B</i>
12.618	Parole & Probation Specialist IV	35	B	<i>12.618</i>	<i>Senior Parole and Probation Specialist</i>	<i>35</i>	<i>B</i>
12.619	Parole & Probation Supervisor	36	B	<i>12.619</i>	<i>Supervisor, Parole and Probation Specialist</i>	<i>36</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.202	DPS Major	48	A	<i>13.202</i>	<i>DPS Major</i>	<i>48</i>	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.217	University Police Detective	42	D	<i>13.217</i>	<i>University Police Detective</i>	<i>42</i>	<i>D</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.238	AG Cybercrime Investigator I	41	D	-	<i>Abolish</i>		
13.237	AG Cybercrime Investigator II	43	D	<i>13.237</i>	<i>Cybercrime Investigator</i>	<i>43</i>	<i>D</i>

POSTING DATE: July 27, 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>
ACCOUNTANT	34	B	7.137
SENIOR ACCOUNTANT	36	B	7.136
SUPERVISOR, ACCOUNTANT	38	B	7.135

JOB SUMMARY

Accountants are responsible for preparing various financial statements and reports in accordance with Generally Accepted Accounting Principles (GAAP) and the standards of the Governmental Accounting Standards Board (GASB).

JOB DUTIES

ACCOUNTANT

1. Establish and maintain accounting systems and procedures for fiscal transactions, classification of expenditures, and current fund balances.
2. Compile and analyze information needed to develop complex and specialized financial statements found in year-end audit statements of financial positions.
3. Prepare and analyze working trial balances, identify and correct errors, and generate journal entries.
4. Generate balance sheets, income statements, and changes in fund balance statements from working trial balances.
5. Analyze fiscal data and reconcile or oversee the reconciliation of accounts and controller's reports.
6. Perform related duties as assigned.

SENIOR ACCOUNTANT

1. Duties performed at the previous level, AND:
2. Prepare notes to financial statements with supporting workpapers, tying in all amounts to the basic financial statement.
3. Establish internal accounting procedures for preparing financial statements and managing workflow.
4. Provide support regarding accounting problems and management information systems and provide advice, consultation, direction, and training.
5. Schedule and coordinate audits with independent auditors, prepare supporting work papers, and provide other assistance.
6. Review audit reports and write summaries of findings and recommendations, discuss audit findings with agency management, and implement audit recommendations.
7. Prepare various other financial reports for federal, private grant, or national repository purposes, and ad hoc reports for use by outside entities.
8. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
9. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
10. Perform related duties as assigned.

ACCOUNTANT	34	B	7.137
SENIOR ACCOUNTANT	36	B	7.136
SUPERVISOR, ACCOUNTANT	38	B	7.135

SUPERVISOR, ACCOUNTANT

1. Duties performed at the previous levels, AND:
2. Oversee the compilation and accurate reporting of funds.
3. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
4. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

ACCOUNTANT

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

SENIOR ACCOUNTANT

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

SUPERVISOR, ACCOUNTANT

Four or more years of applicable experience as described in the job duties with a minimum of one-year of 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.)

ACCOUNTANT

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- GAAP to include cost, managerial, and fund accounting principles and practices; spreadsheet and word processing software; principles and practices of bookkeeping.

Skill in:

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

Ability to:

- Perform complex reconciliations to determine accuracy of account balances; read, understand, and interpret manuals, policies, procedures, statutes, and administrative codes and regulations.

SENIOR ACCOUNTANT

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

Knowledge of:

- Governmental financial reporting standards; budgeting activities including preparation, justification,

ACCOUNTANT	34	B	7.137
SENIOR ACCOUNTANT	36	B	7.136
SUPERVISOR, ACCOUNTANT	38	B	7.135

maintenance, analysis, and status reporting.

- Automated and manual management reporting systems to create output formats and obtain accurate and complete financial information.

Skill in:

- Negotiating sensitive issues such as budgeting, contracts, and other fiscal transactions.

Ability to:

- Analyze and interpret financial reports and complex technical fiscal data; develop procedures and practices to increase work effectiveness.
- Develop bill draft requests, contracts, policies, and procedures for complex financial processes.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR, ACCOUNTANT

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

Knowledge of:

- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.
- State governmental legislative processes; supervisory principles and practices.
- Basis of accounting and measurement focus for all fund types and account groups.

Ability to:

- Prepare and analyze complex financial statements that include all fund types and account groups and notes to the financial statements; interpret and apply GASB pronouncements.
- 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.

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.

ACCOUNTANT	34	B	7.137
SENIOR ACCOUNTANT	36	B	7.136
SUPERVISOR, ACCOUNTANT	38	B	7.135

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>
MANAGER, AUDITOR	38	B	7.139

JOB SUMMARY

Manager, Auditors plan, develop, organize, coordinate, direct, and evaluate auditing functions of a department.

JOB DUTIES

1. Manage the department's auditing function.
2. Plan, organize, direct, control, and coordinate resources and personnel.
3. Direct the development of management programs and associated policies and procedures.
4. Develop goals, objectives, and long-range plans and organize staffing and other resources to meet the needs of new or changed programs and services.
5. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
6. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
7. Prepare analytical, audit, narrative, and statistical reports.
8. Establish, maintain, and implement audit systems, internal reporting, controls, and records systems.
9. Review audit and financial data and reports to identify and correct errors.
10. Review and evaluate operational efficiency and compliance.
11. Advise upper management in auditing and audit reporting.
12. Provide advice, consultation, direction, training, and support to agency staff, service providers, or external organizations.
13. Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
14. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
15. Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
16. Train, supervise, schedule, evaluate the performance of a team, and other supervisory duties as appropriate for managing people.
17. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five years of applicable experience as described in the job duties with a minimum of three years of 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; audit concepts; audit procedures to sufficiently review complex audits.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision, training, public administration, organization, and management.
- Governmental accounting and budgeting; statistical methodology; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.
- Automated and manual management reporting systems to create output formats and obtain accurate and complete financial information.

Skill in:

- Collection and presentation of evidence of audit findings.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Establish, administer, and maintain internal controls; evaluate and interpret audit reports; make independent decisions regarding audit findings and corrective recommendations.
- Assess the operational impact of legislation or audit recommendations.
- 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

- A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
- Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
- Some positions may require pre-employment screening for controlled substances.
- 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>
AUDITOR I	32	B	7.161
AUDITOR II	34	B	7.154
SENIOR AUDITOR	36	B	7.148
SUPERVISOR, AUDITOR	37	B	7.145

JOB SUMMARY

Auditors conduct audits on financial and/or tax accounts, records, activities, operations and/or internal controls of individuals, business organizations, State agencies, or other government jurisdictions subject to State taxation or regulation.

JOB DUTIES

AUDITOR I

1. Conduct entrance and exit interviews with representatives, clarify audit purpose, discuss findings, verify facts, and address questions.
2. Conduct investigations and audits based on the audit schedule and on suspected fraudulent activity by employees, contractors, and/or vendors.
3. Research audit history and perform audit steps for persons, organizations, and/or agencies.
4. Review financial and tax accounts, examine narrative and flowchart documentation, and interview personnel to assess compliance.
5. Prepare reports, conduct research, develop case files, formulate conclusions, and maintain evidence for potential litigation.
6. Perform related duties as assigned.

AUDITOR II

1. Duties performed at the previous level, AND:
2. Provide recommendations to enhance controls and procedures for standardization, system integrity, and ensure compliance with regulations.
3. Monitor audit recommendation implementation progress and adhere to established procedures and policies.
4. Represent evidence before State governing bodies and testify in court.
5. Facilitate the collection of delinquent contributions, recommend legal action, serve legal documents on tax assessments, execute judgment liens, and instruct law enforcement for asset seizure.
6. Perform related duties as assigned.

SENIOR AUDITOR

1. Duties performed at the previous levels, AND:
2. Conduct internal audits, evaluate systems and processes, mitigate risk, ensure reliability and integrity of financial and operational information, safeguard assets, and ensure compliance.
3. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.

AUDITOR I	32	B	7.161
AUDITOR II	34	B	7.154
SENIOR AUDITOR	36	B	7.148
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4. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
5. Perform related duties as assigned.

SUPERVISOR, AUDITOR

1. Duties performed at the previous levels, AND:
2. Review completed audits.
3. Resolve appeal determinations and represent cases before the hearing officer.
4. Determine audit inventory and select accounts to be audited.
5. Develop and deliver public training workshops.
6. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
7. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

AUDITOR I

Graduation from high school or equivalent education.

AUDITOR II

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

SENIOR AUDITOR

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

SUPERVISOR, AUDITOR

Three or more years of applicable experience as described in the job duties with a minimum of one-year of 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.)

AUDITOR I

Knowledge of:

- Accounting and financial record keeping principles and practices; accounting principles; audit techniques and procedures.

Skill in:

- Reading technical documents such as leases, rental agreements, purchase agreements, bids, and financial statements.
- Written English sufficient to compose reports and business correspondence.

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

Ability to:

- Communicate with a variety of individuals to effectively gather and transmit necessary information.

AUDITOR II

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

Knowledge of:

- Applicable federal and State laws, regulations, guidelines, and agency policies and procedures.
- Investigative procedures used to establish facts; report writing to delineate audit techniques utilized, facts discovered, and conclusions reached.

Skill in:

- Analyzing financial systems and making corrective recommendations.

SENIOR AUDITOR

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

Knowledge of:

- Data processing principles and methods of auditing computerized accounting systems.
- Court decisions and precedents relevant to the area of assignment.
- Administrative law procedures for administrative hearing; collection and presentation of evidence.

Skill in:

- Organizing and presenting evidence and documentation.
- Investigating laws, court cases, hearing officer decisions, and/or other relevant research materials.

Ability to:

- Review, edit, and enhance formal determination letters.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SUPERVISOR, AUDITOR

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

Knowledge of:

- Audit methodology to review and approve audit reports.
- Principles and practices of supervision and human resources.

Skill in:

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- Organizing the activities of others and delegating work to effectively accomplish goals and objectives.
- Determining correct mathematical methods or formulas to solve problems.
- Providing consultation and/or expert advice or testimony.

Ability to:

- Evaluate complex information against a set of standards; use logic to analyze or identify underlying principles, relationships, or facts associated with information to draw logical conclusions; review and/or edit documents for accuracy, completeness, and compliance; organize audits by type and size to maintain a high level of productivity; apply accounting principles and concepts to audit problems.
- 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.

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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SENIOR AUDITOR	36	B	7.148
SUPERVISOR, AUDITOR	37	B	7.145

- | | |
|---|--|
| ☒ 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>
MANAGER, HUMAN RESOURCES	41	A	7.509

JOB SUMMARY

Managers, Human Resources plan, develop, organize, coordinate, direct, and evaluate the human resources activities within a department or division or within a section of the Division of Human Resource Management.

JOB DUTIES

1. Plan, organize, direct, control, and coordinate resources and personnel.
2. Direct the development of management programs and associated policies, procedures, and work standards.
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. Plan, organize, review and evaluate human resources, recruitment and employment, agency payroll, classification, compensation, employee and labor relations, and Americans with Disabilities Act Amendments Act accommodation activities.
5. Develop and implement human resource systems and processes.
6. Assist in planning and coordinating and/or conducting major analytical projects related to human resource functional areas, monitor project status, and provide reports.
7. Perform job analysis, recruitment and/or selection activities.
8. Prepare analytical, narrative, and statistical reports.
9. Prepare, review, and submit regulatory filings, applications, and reports to relevant authorities.
10. Supervise the maintenance of records and files.
11. Organize special projects, prepare reports, and make presentations to various groups.
12. Identify, approve, and direct training needs, recommendations, and the instruction of methods and practices.
13. Represent the agency in meetings with other agencies, governmental agencies, business and professional organizations, employee organizations and the public.
14. Advise leadership on a wide variety of employee issues.
15. Investigate employee grievances and advise leadership on conflict resolution.
16. Serve as a liaison between various stakeholders, including federal, State, and local agencies to coordinate activities, resolve issues, and represent department interests.
17. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
18. Analyze and propose legislative changes for program management, draft amendments and provide testimony.
19. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
20. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
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 years of applicable experience as described in the job duties with a minimum of three years of 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; practices of the Legislature and the Executive Branch; regulatory requirements and relevant industry standards; regulatory submission and approval processes.
- 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.
- Program development and implementation in the assigned areas of discipline; conflict resolution, persuasion, and understanding the implications of new information; modern strategies for managing public human resource programs, including classification and pay, recruitment, selection and examination, performance appraisal, selection and employee relations.

Skill in:

- Preparing, justifying, and administering a comprehensive and diversified budget, preparing requests for proposals, and preparing and administering contracts.
- Coordinating, distributing, and effectively documenting personnel actions.
- Analyzing specific situations and determining solutions within the framework of laws, regulations, and policies; performing research; collecting and analyzing data; reporting information; establishing priorities amongst conflicting needs with limited resources; working with leadership and community representatives; coordinating, distributing and documenting employee actions.
- Time management, monitoring performance, and system understanding.
- Negotiation, analytical and legal interpretation, and conflict resolution; negotiating and applying reason to resolve employee relations issues; negotiating political, confidential, and sensitive issues.
- Building consensus among diverse individuals with varying opinions.
- Active listening.
- 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 |

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>
HUMAN RESOURCES BUSINESS PARTNER	36	B	7.520
SUPERVISOR, HUMAN RESOURCES BUSINESS PARTNER	38	B	7.514

JOB SUMMARY

Human Resources Business Partners formulate partnerships between the Division of Human Resource Management and State agencies to provide services for one or more specialized area.

JOB DUTIES

HUMAN RESOURCES BUSINESS PARTNER

1. Provide statewide human resources services for multiple departments in the areas of compliance, employee relations, recruitment and selection, classification and compensation, and other related areas.
2. Serve as primary point-of-contact for assigned agencies.
3. Establish and maintain relationships with hiring managers and appointing authorities.
4. Develop and implement strategies to identify, attract, and hire employees.
5. Provide assistance, interpretation, guidance, and consultation to State departments.
6. Advise management on human resource related issues and make recommendations.
7. Make eligibility determinations and accept or deny applications.
8. Analyze trends and metrics to develop and make recommendations of programs, policies, and procedures.
9. Participate in recruitment campaigns and job fairs.
10. Facilitate process of candidate selection, interviewing, job offers, background checks, and onboarding.
11. Perform job analyses on recruitment activities, design and implement recruitment programs, and prepare job announcements, advertisements, and other recruitment materials.
12. Participate in the grievance process and track due dates and timelines.
13. Interpret and administer various bargaining unit agreements and provide guidance.
14. Conduct agency audits and prepares reports, makes recommendations, and performs job evaluations.
15. Review, update and assist in the creation of new job descriptions.
16. Collect compensation and benefit data and prepare analysis and reports.
17. Design, develop and conduct market studies.
18. Handle administrative investigations and prepare final reports.
19. Prepare legislative bill draft requests and coordinate legislative bill tracking.
20. Develop, review, and revise human resource publications.
21. Assist with the development of recruitment and succession plans.
22. Provide statewide guidance, advice, assistance, interpretation, and support on human resources issues.
23. Testify and/or make presentations before commissions, committees, hearing officers, labor unions, and legislative bodies.
24. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
25. Perform related duties as assigned.

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SUPERVISOR, HUMAN RESOURCES BUSINESS PARTNER

1. Duties performed at the previous level, AND:
2. Serve as a member of leadership's Labor Relations team in contract negotiations, analyze contract proposal impacts, and develop recommendations.
3. Advise leadership regarding employee relations procedures, issues and cases, grievances, disciplinary actions, human resources policies, and contract application and interpretation.
4. Interpret and convey human resources related policies, procedures, laws and regulations to managers, supervisors and employees.
5. Supervise the development and delivery of training programs and workshops on a variety of human resources topics.
6. Provide oversight for human resource systems.
7. Consult, evaluate, and recommend decisions on employment applications and supplemental documentation for job-related qualifications.
8. Audit statewide announcements and recruitments and ensure compliance.
9. Participate in developing, reviewing, revising, and implementing policies and procedures.
10. Participate in budget planning and labor forecasting process.
11. Train, supervise, schedule, and evaluate the performance of employees and other supervisory duties as appropriate for managing people
12. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

HUMAN RESOURCES BUSINESS PARTNER

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

SUPERVISOR, HUMAN RESOURCES BUSINESS PARTNER

Four or more years of applicable experience as described in the job duties with a minimum of one-year of 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.)

HUMAN RESOURCES BUSINESS PARTNER

Knowledge of:

- Applicable federal and State laws, regulations and agency policies and procedures; organizational structure of State government, its agencies, and divisions.
- Methods of research and analysis; applicable position classification, compensation, employee relations, labor relations, employee recruitment, and veterans' employment principles and practices.
- Affirmative action policies and goals; monitor agency goals and report statistics; interviewing techniques; human resource information systems including use of applicant tracking.
- Development, revision, and implementation of State laws and regulations.

Skill in:

- Negotiating with administrators, managers, and employees when presenting controversial issues or new

HUMAN RESOURCES BUSINESS PARTNER**36****B****7.520****SUPERVISOR, HUMAN RESOURCES BUSINESS PARTNER****38****B****7.514**

concepts.

- Interpreting and applying provisions of federal and State laws and regulations, policies and procedures; analyzing and recommending human resource solutions; interacting with all levels of employees and management; business correspondence and reports.
- Analyzing problems and recommending solutions.
- Interacting with State employees and management.
- Developing analytical, narrative, and statistical reports.
- Presenting the Division of Human Resource Management's position before a variety of commissions, hearings, and legislative bodies.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Maintain confidentiality, interpret laws, regulations, rules, policies and procedures; use tact and discretion when dealing with others.
- Represent the agency before a variety of hearing bodies; examine and resolve problems of a sensitive nature; develop justifications, recommendations and decisions for hearings, appeals and/or presentations; effectively answer questions and providing solutions to human resource issues; negotiate with administrators, managers and employees.
- Maintain confidentiality guidelines; complete projects; use initiative and independent judgment within established procedural guidelines.
- Prepare clear and concise reports, correspondence, and other written materials; maintain records and files.
- Communicate with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds; make presentations and represent the agency at community events and/or job fairs.

SUPERVISOR, HUMAN RESOURCES BUSINESS PARTNER

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; and Federal Civil Rights legislation.
- Principles and practices of supervision and human resources.

Skill in:

- Examining and resolving problems of a sensitive nature.
- Developing justifications, recommendations, and decisions for hearings, appeals, or for presentations.
- Answering questions, analyzing problems, and recommending solutions.

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,

HUMAN RESOURCES BUSINESS PARTNER	36	B	7.520
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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 |

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>
HUMAN RESOURCES PROFESSIONAL	36	A	7.522
SUPERVISOR, HUMAN RESOURCES PROFESSIONAL	38	A	7.517

JOB SUMMARY

Human Resources Professionals coordinate and provide administrative oversight of staff and activities related to human resources functions in a department or division.

JOB DUTIES

HUMAN RESOURCES PROFESSIONAL

1. Plan, organize, and review human resources activities.
2. Review, revise, and implement human resources goals, objectives, policies, procedures, and work standards.
3. Assess needs, solving problems, explain services, and interpreting laws, regulations, policies, and procedures.
4. Conduct training sessions in specific areas of expertise.
5. Oversee the maintenance of records and files.
6. Organize special projects.
7. Prepare reports on human resources activities.
8. Represent the agency in meetings with other State agencies, governmental entities, business and professional organizations, and the public.
9. Advise leadership on employee issues.
10. Recommend alternative solutions and/or courses of action.
11. Coordinate with the Division of Human Resource Management regarding provisions of employees' collective bargaining agreements.
12. Make presentations before boards, commissions, and committees.
13. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
14. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
15. Perform related duties as assigned.

SUPERVISOR HUMAN RESOURCES PROFESSIONAL

1. Duties performed at the previous level, AND:
2. Participate in the development of the work unit's budget.
3. Responsible for the human resources functions and oversee the daily activities of the human resources functions.
4. Train, supervise, schedule, and evaluate the performance of employees and other supervisory duties as appropriate for managing people.
5. Perform related duties as assigned.

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SUPERVISOR, HUMAN RESOURCES PROFESSIONAL	38	A	7.517

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

HUMAN RESOURCES PROFESSIONAL

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

SUPERVISOR, HUMAN RESOURCE PROFESSIONAL

Four or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory 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.)

HUMAN RESOURCES PROFESSIONAL

Knowledge of:

- Applicable federal and State laws and regulations and agency policies and procedures.
- Modern principles, practices, and methods in the management of human resources programs.

Skill in:

- Performing research, collecting and analyzing data, and reporting information; negotiating and applying persuasive reasoning to resolve employee relations issues; establishing priorities.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Coordinate, distribute, and document personnel actions; advise and consult on matters relating to human resources functions; analyze information, problems, situations, practices or procedures to define objectives, identify relevant concerns, formulate logical conclusions and recognize alternatives and their implications.
- 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, mediate, negotiate and exchange ideas, information and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity and timeliness; analyze information, problems, situations, practices or procedures to define objectives, identify relevant concerns, formulate logical conclusions and recognize alternatives and their implications.

SUPERVISOR, HUMAN RESOURCES PROFESSIONAL

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

Knowledge of:

HUMAN RESOURCES PROFESSIONAL
SUPERVISOR, HUMAN RESOURCES PROFESSIONAL

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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.
- Coordinating, distributing, and documenting personnel actions.

Skill in:

- Effectively communicating in front of quasi-judicial, judicial, and legislative bodies.
- Advising and consulting on matters relating to human resources functions.

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 English | ☒ 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

HUMAN RESOURCES PROFESSIONAL	36	A	7.522
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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>
HUMAN RESOURCES ANALYST	32	B	7.527
SENIOR HUMAN RESOURCES ANALYST	34	B	7.521

JOB SUMMARY

Human Resources Analysts provide and oversee the provision of human resources for an area of human resources within a department, division, or agency.

JOB DUTIES

HUMAN RESOURCES ANALYST

1. Participate in assessing needs, solving problems, explaining services, laws, regulations, policies, and procedures.
2. Respond to inquiries and provide advice to management and employees on policy and rule interpretation.
3. Monitor and facilitate grievance and dispute resolution process.
4. Oversee and participate in the screening of applications for qualifications.
5. Review positions, recommend appropriate classification and compensation levels, and assist management and employees in completing applicable documents to request classification of positions.
6. Identify department employee training or development.
7. Make eligibility determinations and accept or deny applications.
8. Perform related duties as assigned.

SENIOR HUMAN RESOURCES ANALYST

1. Duties performed at the previous level, AND:
2. Oversee the provision of human resource services for functional areas of human resources.
3. Conduct research studies, obtain data, evaluate alternatives, make recommendations, and prepare written reports.
4. Perform job analyses to support recruitment activities, design and implement recruitment strategies, and prepare job announcements, advertisements, and other recruitment materials.
5. Coordinate with the Division of Human Resource Management regarding provisions of employees' collective bargaining agreements.
6. Perform classification and salary studies and prepare draft descriptions and recommendations.
7. Serve as a liaison between labor unions and employee/employer relations.
8. Interpret, apply and explain rules, regulations, and provisions of employees' collective bargaining agreements.
9. Monitor and facilitate grievance and dispute resolutions processes.
10. Conduct administrative investigations, gather facts, prepare reports of findings.
11. Ensure disciplinary actions have been properly implemented and attend hearing and appeal proceedings.
12. Represent the department in meetings, hearings, job fairs, and community organization events.
13. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
14. Perform related duties as assigned.

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ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

HUMAN RESOURCES ANALYST

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

SENIOR HUMAN RESOURCES ANALYST

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.)

HUMAN RESOURCES ANALYST

Knowledge of:

- Data collection, entry, and retention.
- Methods of research and analysis.

Skill in:

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

Ability to:

- Maintain confidentiality guidelines; complete projects; prepare clear and concise reports, correspondence, and other written materials; maintain records and files.
- Communicate with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.

SENIOR HUMAN RESOURCES ANALYST

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; organizational structure of State government, its agencies, and divisions.
- Principles, practices, and methods of public human resources administration, classification, compensation, recruitment, selection, retention, performance standards and evaluation, training; employee relations.
- Interviewing techniques; applicable bargaining unit contracts.

Skill in:

- Interpreting and applying provisions of federal and State laws and regulations, policies and procedures.
- Analyzing human resources problems and recommending solutions.

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Ability to:

- Represent the agency before a variety of hearing bodies; examine and resolve problems of a sensitive nature; develop justifications, recommendations and decisions for hearings, appeals, and/or presentations; effectively answer questions and provide solutions to human resource issues; negotiate with administrators, managers, and employees.
- Make presentations and represent the agency at community events and/or job fairs.
- Use tact, discretion, and prudence in dealing with employees, management, other agencies, and stakeholders.
- 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 |

HUMAN RESOURCES ANALYST	32	B	7.527
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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>
HUMAN RESOURCES GENERALIST I	25	E	7.536
HUMAN RESOURCES GENERALIST II	27	E	7.535
SENIOR HUMAN RESOURCES GENERALIST	29	E	7.532

JOB SUMMARY

Human Resources Generalists perform a variety of human resources activities and functions.

JOB DUTIES

HUMAN RESOURCES GENERALIST I

1. Review, verify, and process employee personnel documents.
2. Process and monitor human resources actions.
3. Maintain human resources files, records, and reports.
4. Respond to human resource inquiries and requests.
5. Provide information to employees, leadership, other agencies, and the public.
6. Perform related duties as assigned.

HUMAN RESOURCES GENERALIST II

1. Duties performed at the previous level, AND:
2. Provide information regarding the proper method of completing forms, processing information, and reconciling errors.
3. Discuss recruitment plans with leadership, schedule interviews, and provide candidates with new hire information.
4. Participate in the development of recruitment strategies, draft job announcements, and participate in outreach activities.
5. Prepare and process employees' information in the appropriate Human Resources Information System (HRIS).
6. Coordinate the process for candidate preboarding and onboarding instructions and employee terminations.
7. Conduct employee orientation and other Human Resources related events.
8. Determine benefit eligibility.
9. Provide liaison services for employees regarding workers' compensation, coordinate early return to work and modified duty, complete necessary forms, monitor lost time, and arrange for Family Medical Leave Act (FMLA).
10. Research applicable laws, regulations, policies, and procedures.
11. Conduct research, compile data, summarize information, prepare written reports and recommendations, and assist in the preparation of final reports.
12. Perform related duties as assigned.

SENIOR HUMAN RESOURCES GENERALIST

1. Duties performed at the previous levels, AND:

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2. Prepare recruitment and selection procedures.
3. Certify and maintain hiring lists.
4. Assist management with disciplinary actions, complaints, and grievances.
5. Receive, review, make recommendations, and process requests for accelerated rate and equity adjustments.
6. Audit, reconcile, and authorize human resources documents and transactions.
7. Recommend approval or disapproval of FMLA and catastrophic leave requests.
8. Research human resources issues and process transactions.
9. Provide support to student employment, payroll, recruitment and selection, classification research and analysis, training, and HRIS.
10. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
11. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
12. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

HUMAN RESOURCES GENERALIST I

Graduation from high school or equivalent education.

HUMAN RESOURCES GENERALIST II

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

SENIOR HUMAN RESOURCES GENERALIST

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.)

HUMAN RESOURCES GENERALIST I

Knowledge of:

- Administrative support functions and recordkeeping methods.

Skill in:

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

Ability to:

- Process documents; establish and maintain files and records; perform mathematical calculations.
- Read, understand, and explain regulations, rules, policies, and procedures; interact with individuals of various social, educational, and cultural backgrounds.

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HUMAN RESOURCES GENERALIST II	27	E	7.535
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HUMAN RESOURCES GENERALIST II

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; organizational structure of State government.
- Principles and practices of public human resources administration; recruitment and selection; interview techniques.
- Personnel recordkeeping principles and practices; evaluation methodologies and sources of materials; analyzing employee issues and making recommendations.

Skill in:

- Applying and explaining applicable regulations and codes.

Ability to:

- Research and apply applicable laws, regulations, and other sources of information to specific problems and situations.
- Perform payroll operations; make eligibility determinations based on standard requirements.
- Receive and resolve complaints and process human resources transactions.

SENIOR, HUMAN RESOURCES GENERALIST

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

Knowledge of:

- Human resources principles, practices, and methods used in classification, recruitment, selection and/or payroll.

Skill in:

- Writing and composing job announcements, business correspondence, and reports.

Ability to:

- Research rules and regulations, audit documents, and calculate and reconcile human resources and/or payroll transactions.
- Establish and maintain cooperative working relationships with all levels of management and employees.
- 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

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SENIOR HUMAN RESOURCES GENERALIST	29	E	7.532

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>
FISCAL ANALYST	37	B	7.602

JOB SUMMARY

Fiscal Analysts assess, monitor, and maintain accounting information and financial data for a program or department.

JOB DUTIES

1. Conduct market research, prepare spreadsheets, produce financial reports and forecasts.
2. Prepare grant applications for federal funding.
3. Research and compile financial purchases, expenditures and contracts, compare expenditures and approve transactions.
4. Develop and evaluate applications for subgrants and ensure recipient compliance.
5. Conduct orientation and grants management and compliance training and workshops.
6. Analyze and resolve operating and fiscal management concerns.
7. Review audits and financial records.
8. Serve as contract manager for grants, contracts, leases, and other projects.
9. Compile data and prepare reports on program activities, funding sources, grants, contracts, and leases.
10. Prepare, review, and evaluate financial reports, contracts, leases, and other documents.
11. Identify, plan, and coordinate capital improvement projects.
12. Evaluate bids, present and defend project proposals, and provide status reports.
13. Determine eligibility for grant applications and provide justification for approvals or denials.
14. Monitor construction and repair activities of a project.
15. Assess, monitor, control, and review grant projects and programs and provide technical assistance to subgrantees.
16. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
17. 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, rules, guidelines, and agency policies and procedures; organizational structure and programs administered by the agency; State budgeting, accounting, and fiscal management principles and practices; contract preparation and management; principles of business

management.

- Fiscal management, accounting practices, and problem-solving techniques; contract preparation and management; federal requirements for fund disbursements, record retention, and audit purposes; account coding, cost/benefit analysis, grant regulations, and program evaluation; Generally Accepted Accounting Principles methods.
- Technical and legal terminology related to grants; managing grants and payment systems; accounting and financial recordkeeping practices and terminology; analyzing and interpreting reports, records, and information; funding sources and fiscal policies and procedures; federal and State grant writing and funding disbursement requirements; documentation and accountability.
- Program planning and evaluation; data collection, evaluation, and analysis; compliance monitoring.
- State payment systems.

Skill in:

- Mathematical calculations to develop financial and statistical models and reports.
- Organizational planning, fiscal forecasting, contract, and purchasing policies and procedures.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Prepare financial and budget reports and make fiscal projections; analyze financial statements; complete forms; perform reconciliations to determine accuracy of account balances; read and interpret financial documents.
- Interpret, apply, and explain laws and regulations, department programs and procedures; program, grant, contract, and lease restrictions; make presentations; compile reports.
- Read, write, interpret, explain, and apply legal and technical documents; explain department actions, policies, and procedures; instruct grant recipients; write program plans, reports, and grant applications.
- 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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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>
SALES AND PROMOTION REPRESENTATIVE	29	B	7.829
SENIOR SALES AND PROMOTION REPRESENTATIVE	31	B	7.850

JOB SUMMARY

Sales and Promotion Representatives plan and direct the promotion and sales of books, magazines, calendars, clothing, merchandise, sales catalogs, memberships, public programs, promotional items, and/or services.

JOB DUTIES

SALES AND PROMOTION REPRESENTATIVE

1. Publicize and advertise publications, merchandise, and product lines.
2. Research markets and contact merchants, distributors, or organizations to place advertising.
3. Mail brochures or advance copies and follow up with potential distributors or buyers to expand the market.
4. Manage special promotional campaigns and merchandising.
5. Identify strategy, costs, and distribution plans.
6. Develop brochures and initiate and write advertising.
7. Arrange author appearances, special incentives, gifts, or bouses.
8. Contact sales representatives, distributors, and other interested parties to increase sales.
9. Process orders, maintain product inventory, and update customer and vendor data files.
10. Review and resolve customer complaints.
11. Calculate costs and charges, analyze sales information, and confirm future distribution needs.
12. Plan, market, and manage the sale of memberships and renewals.
13. Provide for donor/member database management and promote public programs.
14. Promote the sale of business sponsorships, advertising space, memberships, and coordinate pledge drives and/or events.
15. Coordinate the implementation of underwriting contracts.
16. Perform related duties as assigned.

SENIOR SALES AND PROMOTION REPRESENTATIVE

1. Duties performed at the previous level, AND:
2. Participate in the development of the work unit's budget, authorize purchases, allocate funds, and monitor budgets.
3. Write press releases for upcoming publications and market publications.
4. Write, edit, and print catalogs for publication offerings.
5. Oversee volunteers during promotional exhibits, author appearances, organizational functions, and special events.
6. Write press releases for upcoming public programs and write, edit, and print catalogs for public program offerings.
7. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
8. Perform related duties as assigned.

SALES AND PROMOTION REPRESENTATIVE	29	B	7.829
SENIOR SALES AND PROMOTION REPRESENTATIVE	31	B	7.850

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

SALES AND PROMOTION REPRESENTATIVE

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

SENIOR SALES AND PROMOTION REPRESENTATIVE

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.)

SALES AND PROMOTION REPRESENTATIVE

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- English grammar, syntax, and punctuation; journalistic style writing; sales and promotional techniques; record-keeping practices; photography as it relates to selection of photographs for reproduction quality and intrinsic value.

Skill in:

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

Ability to:

- Generate or create potential for sales or programs; write copy for catalogs, brochures, and advertisements for sales and promotional campaigns; make presentations to groups, individuals, librarians, retailers, and wholesalers; establish and maintain cooperative working relationships with co-workers, vendors, clients, and customers; arrange copy and/or art work for promotional materials; calculate costs of merchandise and return on sales; prepare reports and statistics.

SENIOR SALES AND PROMOTION REPRESENTATIVE

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

Knowledge of:

- State budgeting, accounting, and purchasing; internal policies regarding discounts, pricing, and cooperative advertisements.
- Effective marketing and sales campaigns for various types of merchandise or publications; graphic arts/designs and illustrative materials; production schedules.

Ability to:

- Effectively merchandise a product line; carry out effective marketing campaigns to increase sales; review publications and their respective deadlines and submission requirements; organize and direct promotional exhibits, program events, and author appearances; accurately take reservations for offered promotional and program events; market and promote membership/renewal programs.

SALES AND PROMOTION REPRESENTATIVE	29	B	7.829
SENIOR SALES AND PROMOTION REPRESENTATIVE	31	B	7.850

- Manage and maintain a database; write and design a wide variety of promotional materials, advertisements, and other marketing materials; write press releases according to journalistic guidelines; proofread written materials and detect errors with a high degree of accuracy; determine effectiveness of ads and other promotional campaigns; analyze sales records and make adjustments or recommendations when necessary to increase or improve sales; provide supervision and direction volunteer workers; prepare and maintain a budget.
- 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 |

SALES AND PROMOTION REPRESENTATIVE	29	B	7.829
SENIOR SALES AND PROMOTION REPRESENTATIVE	31	B	7.850

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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 AND LIFE SAFETY PLANS EXAMINER	36	B	11.508
SUPERVISOR, FIRE AND LIFE SAFETY PLANS EXAMINER	38	B	11.509

JOB SUMMARY

Fire and Life Safety Plans Examiners review preliminary and final working drawings of new and remodeled buildings, paint spray booths, and above ground tanks for compliance with fire and life safety State regulations and adopted codes.

JOB DUTIES

FIRE AND LIFE SAFETY PLANS EXAMINER

1. Review architectural, mechanical, electrical, automatic fire protection, fire alarm and extinguishing, and kitchen hood and duct systems.
2. Determine construction types, occupancy classifications, hazardous materials classifications, types of fire protection systems required, and applicable provisions of relevant codes.
3. Identify corrective action needed, write and submit reports, and inform applicable parties.
4. Conduct a predesign conference with stakeholders for major building projects.
5. Conduct fast track plan reviews and issue permits as requested by applicants.
6. Research and evaluate waiver and variance requests and recommend responses to leadership.
7. Consult with stakeholders regarding the application and interpretation of adopted and recognized codes and regulations in the State Fire Marshal's jurisdiction.
8. Provide training in new regulations, codes, building materials, and other areas for local jurisdictions and department staff.
9. Research performance tests and listings by recognized testing laboratories.
10. Contribute to a current library of approved products used in building construction for fire and life safety.
11. Conduct site inspections of buildings and facilities as requested.
12. Draft and recommend amendments to existing regulations based on changes to adopted standards.
13. Coordinate with code originating organizations and assist in the adoption of model codes into regulations.
14. Perform related duties as assigned.

SUPERVISOR, FIRE AND LIFE SAFETY PLANS EXAMINER

1. Duties performed at the previous level, AND:
2. Make budget recommendations, monitor expenditures, and verify payment of application fees.
3. Evaluate new building products for compliance.
4. Make final recommendations to leadership on plans review and code interpretations.
5. Monitor plan reviews and provide guidance to staff regarding procedures and courses of action.
6. Review decisions of staff and check for compliance with code.
7. Give advice and direction on application of codes to enforcement, licensing, and training sections.
8. Negotiate code interpretations between staff and parties submitting plans for review.
9. Make final decisions on controversial issues that represent the final position of the agency.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as

FIRE AND LIFE SAFETY PLANS EXAMINER	36	B	11.508
SUPERVISOR, FIRE AND LIFE SAFETY PLANS EXAMINER	38	B	11.509

appropriate for managing people.

11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

FIRE AND LIFE SAFETY PLANS EXAMINER

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

SUPERVISOR, FIRE AND LIFE SAFETY PLANS EXAMINER

Four or more years of applicable experience as described in the job duties with a minimum of one-year of 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.)

FIRE AND LIFE SAFETY PLANS EXAMINER

Knowledge of:

- Applicable federal and State laws, regulations, standards, and agency policies and procedures; International Building Code; Uniform Mechanical Code; International Fire Code; State, county, and city offices relevant to plans examinations; reference guides published as companion standards to the adopted and recognized codes.
- Physical construction of buildings and facilities related to fire and life safety; principles of engineering, drafting, nomenclature, and conventional symbols; fire science and/or fire suppression operations; operation of common fire protection systems.
- Nationally recognized tests and standards of approved labs related to building construction and fire and life safety.

Skill in:

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

Ability to:

- Determine appropriate test standard for specific applications; inspect and determine construction types in existing buildings and facilities; make engineering calculations relative to fire suppression, detection and alarm systems, construction, exiting loads, egress components, and allowable separations; interpret and compare American Standards and Testing Materials and National Institute of Standards and Testing test results with performance factors required by code.
- Interpret architectural, mechanical, electrical, structural, fire sprinkler, extinguishing system, and fire alarm system plans and drawings; interpret and communicate meaning of codes and standards; identify deficiencies in relation to codes and standards; perform algebraic and geometric calculations to determine allowable area ratios, slopes of ramps, height of building features, and occupant loads.
- Communicate effectively with architects, engineers, local officials, builders, and property owners on technical issues and requirements; write clear, concise, and grammatically correct reports and correspondence; research and analyze technical literature on current fire and life safety systems, building materials, and related codes and standards.

FIRE AND LIFE SAFETY PLANS EXAMINER	36	B	11.508
SUPERVISOR, FIRE AND LIFE SAFETY PLANS EXAMINER	38	B	11.509

- Determine building construction types and occupancy classifications; apply general code and standards requirements to specific situations; identify applicable codes, standards, regulations, and equipment specifications; respond to challenges and inquiries regarding requirements.

SUPERVISOR, FIRE AND LIFE SAFETY PLANS EXAMINER

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

Knowledge of:

- State Fire Marshal Plan Review Policy as applied to building construction, fire protection, inspections, architecture, and engineering design.

Ability to:

- Establish and maintain effective working relationships; train and instruct others in adopted codes and regulations related to plans examination.
- Make decisions on acceptable alternative methods for processing variance requests; communicate, explain, and negotiate between the agency and stakeholders; conduct research and maintain current level of knowledge concerning fire and life safety systems and their application to codes, regulations, and certifications; develop and monitor budgets.
- 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)*

FIRE AND LIFE SAFETY PLANS EXAMINER
SUPERVISOR, FIRE AND LIFE SAFETY PLANS EXAMINER

36 B 11.508
38 B 11.509

- | | | | | |
|---|--|--|--|---|
| ☒ 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>
FIRE AND LIFE SAFETY INSPECTOR	33	C	11.510

JOB SUMMARY

Fire and Life Safety Inspectors survey and inspect public buildings, commercial and private industries and offices, and determine compliance with applicable federal, State, and local laws, regulations, codes, and standards.

JOB DUTIES

1. Conduct fire inspections of technical and hazardous occupancies and new construction.
2. Assist fire departments in determining their ability and capacity to respond to hazardous materials incidents.
3. Provide fire and life safety guidance on emergency and fire suppression methods when hazardous materials are present.
4. Participate in local emergency planning committees to offer hazardous materials expertise.
5. Identify hazardous materials and explain proper storage and removal.
6. Assess risks and recommend preventive measures and emergency procedures.
7. Assist businesses with hazardous material permitting.
8. Review applications, determine eligibility, conduct inspections, determine compliance, and notify of any violations and dates for reinspection.
9. Provide safety information regarding hazardous material use, storage, and chemical compatibility.
10. Enforce State codes relating to building and fire prevention.
11. Investigate code violations, assess hazards, issue notices of violation and required corrective actions, and follow up to ensure compliance.
12. Write reports on findings, recommend sanctions, revoke permits, and/or refer cases for prosecution.
13. Provide technical expertise to law enforcement on commercial transportation of hazardous materials.
14. 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.
- Safety measures and classifications for hazardous materials and their physical and chemical properties; fire science; basic fire suppression operations; chemical reactions and dangers of hazardous materials when mixed with other elements or when fire is present; trigonometry.
- National Fire Protection Association Standards, International Building Code, International Fire Code, Environmental Protection Agency, and Occupational Safety and Health Administration; inspection

methods for hazardous materials safety.

Skill in:

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

Ability to:

- Evaluate compliance options; assist in investigations involving hazardous materials; interpret blueprints and diagrams; enforce regulations; provide technical support to fire departments.
- Implement safety measures around hazardous materials; identify restricted areas.
- Take appropriate safety measures in the presence of hazardous materials and processes; identify and document hazards, code violations, and safety procedures during inspections; apply codes to specific situations and determine compliance; communicate technical information verbally and in writing; research complex technical matters; analyze information and identify key patterns, problems, and objectives; deliver public presentations.

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>
SUPERVISOR, SAFETY PROGRAM COORDINATOR - DIR	40	B	11.511

JOB SUMMARY

Safety Program Coordinators provide technical and administrative support in the management, administration, and operation of the Division of Industrial Relations (DIR) Occupational Health and Safety Administration (OSHA) program.

JOB DUTIES

1. Ensure compliance with the State's agreement with federal OSHA.
2. Draft regulations and policies in collaboration with stakeholders.
3. Participate in regulatory hearings and provide testimony.
4. Review changes in federal OSHA policies and procedures and adopt or tailor to the State's program.
5. Formulate enforcement or consultation policies and procedures.
6. Develop unit biennial budget proposals and ensure adequate funding.
7. Participate in grant development.
8. Develop annual performance proposals and indicators and review to ensure compliance.
9. Assist in the development of the strategic plan.
10. Aid federal monitors in evaluating the State's program and develop action plans in response to recommendations.
11. Serve as a resource to stakeholders and research and respond to inquiries.
12. Coordinate, monitor, and audit statewide programs and special projects, including the Voluntary Protection Program and the Safety and Health Achievement Recognition Program.
13. Oversee license revocation proceedings.
14. Provide oversight into outreach efforts and market services available.
15. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
16. Oversee and manage outreach programs to promote consultation services.
17. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory 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; legal requirements pertaining to discrimination investigations under OSHA; abatement strategies to correct violations of

occupational safety and health standards in a wide range of disciplines.

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

Skill in:

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

Ability to:

- Comprehend technical data from a variety of disciplines affecting workplace safety; provide technical assistance to enforcement or consultation staff, the regulated industry, and the public; apply, research, and interpret applicable laws, regulations, and industry codes and standards; draft clear and concise technical correspondence, reports, policies and regulations; make effective presentations of technical material.
- Represent the agency to legislative committees and the public; act on behalf of agency leadership; evaluate program effectiveness and compliance through review of performance indicators.
- 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 |
| ☒ 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, SAFETY	41	A	11.512

JOB SUMMARY

Managers, Safety plan, develop, organize, coordinate, direct, and evaluate programs and activities mandated by Nevada Revised Statutes (NRS) 618, Nevada Occupational Safety and Health Act and NRS 512, Inspection and Safety of Mines.

JOB DUTIES

1. Plan, implement, and direct activities.
2. Review case files for required documentation and appropriateness before issuing citations.
3. Review and evaluate operational efficiency and compliance.
4. Oversee informal conferences regarding citations and penalties with stakeholders and negotiate settlements.
5. Conduct pre-construction conferences to review construction plans and written safety programs.
6. Participate in formal hearings and litigation proceedings.
7. Manage appeal hearings on challenges to citations and penalties.
8. Represent the unit to the regulated community, professional organizations, and the public.
9. Conduct unannounced on-site inspections of workplace safety programs and suggest means of abatement.
10. Direct investigations of serious workplace injury and fatal accidents.
11. Investigate complaints of workplace safety violations and discrimination.
12. Facilitate consultation and training services.
13. Develop, implement, and oversee 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. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
17. Prepare and submit analytical, narrative, and statistical reports on activities.
18. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
19. 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 of 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.

Skill in:

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

Ability to:

- Develop support for the goals and principles of occupational safety and health; conduct informal conferences, make decisions based on facts, and negotiate settlements; respond appropriately in confrontational situations; provide technical assistance to staff and the regulated community on a variety of workplace safety and health issues; identify occupational safety and health hazards and violations.
- Read, interpret, and explain legal, technical and professional documents.
- Apply and interpret applicable laws, regulations, codes, and standards; deliver effective presentations; prepare technical correspondence and reports; develop and justify budget requests; respond appropriately to media inquiries.
- 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>
SAFETY SPECIALIST, RAILWAY	35	B	11.515

JOB SUMMARY

Safety Specialists, Railway promote recognized safety practices among businesses covered by federal and State safety and health laws and regulations related to Hazardous Materials, Motive Power and Equipment, Operating Practices, and/or Track disciplines.

JOB DUTIES

1. Perform regular inspections related to the assigned program area for compliance.
2. Conduct investigations of complaints and/or reported incidents and formulate recommendations.
3. Investigate alleged violations of federal regulations and report violations to applicable parties.
4. Audit railroad company records and conduct surveillance operations to observe compliance.
5. Issue notices of defect or violation depending on severity of violation and safety implications.
6. Prepare reports on inspection and investigation activities and refer serious violations to the Federal Railroad Administration (FRA).
7. Review and advise on changes in grade crossings.
8. Evaluate a wide variety of applications for safety and compliance.
9. Coordinate with agencies that share jurisdiction or interest in the application and provide testimony before governing bodies and in court.
10. Assist the FRA with investigating railway accidents, ensure public safety at the accident scene until relieved by appropriate emergency response personnel, and prepare a report.
11. Identify or train others to identify applicable hazards and violations and recommend means of abatement.
12. Research specific technology and industry applications using technical references, codes, and standards.
13. Deliver presentations to promote knowledge of safety issues among the public and industry groups.
14. 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; scope and major requirements of federal railroad safety laws and regulations; operating practices and rules sufficient to understand and detect deviations from standards; remedial action required to bring deficiencies into compliance with relevant standards; transportation and operating procedures employed in the railroad, shipping, or manufacturing industries associated with the transportation of hazardous materials.

- Railroad rules, practices, record systems, and terminology common to operating and maintenance functions; rail transportation functions; organization of railroad, shipping, and manufacturing companies; construction, testing, inspection, and repair of railroad freight and passenger cars, locomotives, and air brakes.
- Physical and chemical properties and chemical hazards associated with hazardous materials transported by railroad; proper remedial actions required when a hazardous materials transportation accident or incident occurs.

Skill in:

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

Ability to:

- Conduct inspections and investigations in the discipline assigned; determine compliance with relevant State and federal laws; understand and detect applicable deviations from standards accepted in the industry and required by regulations.
- Read and understand information related to grade crossings; read, comprehend, and interpret written materials, engineering plans, manuals, regulations, operating and safety rules, and similar materials; record data accurately; compose narrative reports of investigative findings that are clear, complete, and grammatically correct; investigate and resolve complaints.
- Communicate and interpret laws, regulations, and rules to the regulated industry and the public; interact in a professional manner with railroad companies, co-workers, the public, and other stakeholders; maintain composure in the face of resistance or hostility.

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>
INDUSTRIAL HYGIENIST	38	B	11.531
SUPERVISOR, INDUSTRIAL HYGIENIST	40	B	11.530

JOB SUMMARY

Industrial Hygienists identify, evaluate, and recommend controls for safety and health hazards in the workplace.

JOB DUTIES

INDUSTRIAL HYGIENIST

1. Conduct surveys, inspections, and/or investigations related to safety and health hazards at worksites, interview employees and others, and review medical records.
2. Find the cause and contributing factors of reported illnesses, injuries, or fatalities.
3. Evaluate workplace environments for hazards and quantify exposure to contaminants and physical hazards.
4. Determine the need for hazard control measures, assess feasibility, recommend abatements, and suggest enhancements to optimize workplace conditions.
5. Research businesses, industries, work processes, operations, and published codes and standards relevant to workplaces to be surveyed or inspected.
6. Conduct conferences to explain the purpose of the survey or inspection and discuss findings.
7. Classify hazards and set time periods for abatement.
8. Issue notices of violation, recommend citations, and address imminent danger situations.
9. Perform literature research on diseases, toxins, environmental exposures, or infectious agents for use in determining causal factors, informing employers, and or defending findings.
10. Document findings in reports and case files and testify in hearings and court proceedings.
11. Respond to inquiries concerning occupational health, provide applicable training, and make presentations on various aspects of industrial hygiene.
12. Perform related duties as assigned.

SUPERVISOR, INDUSTRIAL HYGIENIST

1. Duties required at the previous level, AND:
2. Develop general inspection and priority investigation schedules.
3. Review reports and documents submitted by staff.
4. Serve as lead investigator and/or expert on high-profile or catastrophic accident investigations.
5. Oversee special programs and photovoltaic/testing licensing programs.
6. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
7. Perform related duties as assigned.

**INDUSTRIAL HYGIENIST
SUPERVISOR, INDUSTRIAL HYGIENIST**

**38 B 11.531
40 B 11.530**

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

INDUSTRIAL HYGIENIST

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

SUPERVISOR, INDUSTRIAL HYGIENIST

Three or more years of applicable experience as described in the job duties with a minimum of one-year of 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.)

INDUSTRIAL HYGIENIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; American Conference of Governmental Industrial Hygienists standards and documentation; how and when to use personal protective equipment.
- Physics, chemistry, and biology; incompatible chemicals; practical application of arithmetic, percents, ratios, algebra, and statistical computations; principles of epidemiology; engineering principles and terminology; health hazard recognition; references, codes, and standards used in occupational safety and health.
- Safety management and related risk management practices; industrial operations and their associated health hazards; medical terminology to interpret medical reports; audiology, noise induced hearing loss, and acoustics; types of sampling media; types and sensitivity of analytical methods, specifications of agents, effect of contaminants, and changes in response from ambient condition variations; industrial hygiene equipment mechanics, electronics, capabilities, and calibrations.

Skill in:

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

Ability to:

- Conduct evaluations of industrial hygiene conditions; perform inspections involving highly hazardous chemicals; recognize health hazards in the industrial environment; identify appropriate physical, chemical, and biological stressors to be measured and interpret the results; physically conduct inspections requiring prolonged standing, walking, climbing, bending and twisting, stooping, and/or reaching.
- Investigate industrial accidents and illnesses to determine cause and contributing factors; analyze and interpret results of environmental testing; conduct fact-finding interviews with employers and employees; formulate reasonable and feasible abatement strategies for workplace hazards.
- Read and interpret a variety of documents, drawings, plans, specifications, journals, reports, laws, and regulations; write concise, logical, and grammatically correct technical reports; issue citations, propose penalties, and defend findings; prepare and legally document case files.
- Motivate employers to take proactive steps to achieve a healthy workplace; work collaboratively with employers to exchange information and develop reasonable abatement strategies for workplace hazards;

**INDUSTRIAL HYGIENIST
SUPERVISOR, INDUSTRIAL HYGIENIST**

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interact with individuals of varying social and educational backgrounds; establish and maintain cooperative working relationships; present and exchange information in understandable terms; define problems or objectives, identify relevant factors and relationships, recognize alternatives and their implications, and formulate logical, objective conclusions.

SUPERVISOR, INDUSTRIAL HYGIENIST

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

Knowledge of:

- Principles and practices of supervision and human resources.

Ability to:

- Direct complex and high-profile accident investigations; serve as a resource on the most complex enforcement and technical industrial hygiene problems; implement policies and procedures to ensure consistency in enforcement activities; participate constructively in informal conferences with employers to evaluate proposed citations and abatement activities.
- 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 |

INDUSTRIAL HYGIENIST
SUPERVISOR, INDUSTRIAL HYGIENIST

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☒ 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>
EMISSION CONTROL TECHNICIAN	30	C	11.555
SUPERVISOR, EMISSION CONTROL TECHNICIAN	33	C	11.556

JOB SUMMARY

Emission Control Technicians conduct inspections, audits, and investigations, and provide technical assistance activities to ensure compliance of State-licensed emission control stations, vehicles, and emission control inspectors.

JOB DUTIES

EMISSION CONTROL TECHNICIAN

1. Audit licensed emission stations for compliance with federal and State laws and regulations, issue corrective actions, and document findings.
2. Conduct pre-licensing inspections, verify analyzer calibration, and ensure equipment meets state standards.
3. Conduct covert audits to detect fraudulent testing practices and prepare detailed compliance reports.
4. Assist law enforcement with roadside emission checks, administer approved test procedure and record results.
5. Operate State emissions lab equipment for official retests, maintain accurate test records and equipment integrity.
6. Inspect alternative fuel vehicles and process exemption documentation per regulatory guidelines.
7. Evaluate waiver requests for emissions compliance and approve or deny based on statutory criteria.
8. Investigate consumer complaints and warranty disputes, interpret and apply regulations to resolve issues, and prepare detailed reports.
9. Inspect vehicles with engine modifications or replacements for conformity with emissions standards and approve or authorize corrective action.
10. Assess military and gray-market vehicles for emissions compliance and registration eligibility.
11. Conduct inspections under the Smoking Vehicle Observation Report program and confirm excessive emissions and initiate enforcement.
12. Investigate odometer discrepancies for specialty plate vehicles to ensure compliance with mileage-based exemptions.
13. Maintain and calibrate emissions lab equipment according to agency protocols.
14. Develop and deliver technical training for inspectors, administer certification exams, and maintain training materials.
15. Provide testimony at administrative hearings and court proceedings.
16. Respond to inquiries and attend meetings and public events to provide program information.
17. Respond to vehicle owner's inquiries regarding air quality standards and compliance requirements.
18. Perform related duties as assigned.

SUPERVISOR, EMISSION CONTROL TECHNICIAN

1. Duties required at the previous level, AND:
2. Oversee field office operations and ensure compliance with federal and State emissions control mandates.

EMISSION CONTROL TECHNICIAN	30	C	11.555
SUPERVISOR, EMISSION CONTROL TECHNICIAN	33	C	11.556

3. Oversee resource allocation, budgetary controls, and documentation of enforcement activities.
4. Disseminate regulatory directives and policy updates, ensure consistent application of program standards.
5. Analyze Vehicle Inspection Database reports to detect fraudulent testing patterns and initiate investigations.
6. Maintain confidentiality of investigative records and enforcement documentation.
7. Review and approve licensing applications for stations and inspectors, conduct interviews, and recommend approval or denial.
8. Monitor inspector and station performance through inspections and implement corrective measures for deficiencies.
9. Investigate escalated consumer complaints, mediate resolutions, and refer violations for enforcement action.
10. Prepare analytical and statistical reports summarizing compliance trends and enforcement actions.
11. Ensure proper operation and scheduled maintenance of assigned vehicles and emissions lab equipment.
12. Represent the agency in administrative hearings and court proceedings.
13. Lead public outreach initiatives to educate and inform stakeholders about emission compliance requirements.
14. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
15. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

EMISSION CONTROL TECHNICIAN

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

SUPERVISOR, EMISSION CONTROL TECHNICIAN

Three or more years of applicable experience as described in the job duties with a minimum of one-year of 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.)

EMISSION CONTROL TECHNICIAN

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; warranty inspection procedures required by the federal Environmental Protection Agency.
- Procedures for conducting emissions checks, issuing compliance certificates, and meeting vehicle registration standards.
- Engine and emission system design, diagnostic principles, and repair methods.
- Computerized emission analyzers, automotive service equipment, and related technologies used in inspection stations.
- Components of vehicle emission systems and engine operations, particularly fuel and exhaust systems.
- Tools and equipment used for testing engine performance and basic automotive repair procedures.

Skill in:

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

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Ability to:

- Conduct training on emissions testing laws, regulations, and procedures; review and update training materials for inspector certification.
- Prepare clear, concise, and organized reports; interpret and communicate regulatory requirements.
- Evaluate vehicles for compliance with emissions regulations and identify deficiencies.
- Research and apply technical specifications from automotive manuals for a wide range of vehicles.

SUPERVISOR, EMISSION CONTROL TECHNICIAN

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

Knowledge of:

- Principles and practices applicable to administrative and operational investigations; principles and practices of supervision and human resources.
- State budgeting, accounting, purchasing, contracts, and resource management for field office operations.
- Methods and practices used by emission inspection stations for testing and corrective actions.

Ability to:

- Analyze and identify violations; prepare statistical and investigative reports; perform accurate calculations.
- Interpret and apply laws, regulations, policies, and procedures governing regulatory programs.
- Deliver effective public presentations and maintain cooperative working relationships with diverse stakeholders, enforcement officials, licensees, and the public.
- 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

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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.

EMISSION CONTROL TECHNICIAN	30	C	11.555
SUPERVISOR, EMISSION CONTROL TECHNICIAN	33	C	11.556

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	31	C	11.561
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	31	C	11.561
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 of 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	31	C	11.561
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	31	C	11.561
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 |

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>
FOOD DISTRIBUTION SPECIALIST	31	B	12.320
SENIOR FOOD DISTRIBUTION SPECIALIST	33	B	12.324

JOB SUMMARY

Food Distribution Specialists perform administrative and professional work in conjunction with the United States Department of Agriculture (USDA) by administering multiple USDA food programs and services.

JOB DUTIES

FOOD DISTRIBUTION SPECIALIST

1. Analyze and interpret federal regulations and State laws.
2. Research and analyze USDA food programs statewide.
3. Determine efficiencies and/or improvements needed that will impact program operations.
4. Order USDA food products for USDA food programs and verify and process invoices.
5. Ensure goods and services are procured, maintained, and stored appropriately.
6. Maintain, monitor, compile, organize, and distribute records and data.
7. Provide information and technical assistance and guidance to program partners.
8. Conduct on-site program evaluations, identify problem areas, summarize findings in a written report, and develop corrective action plans.
9. Collect, maintain and organize required program records and documentation, prepare information for program activities.
10. Compile and submit federal program reports.
11. Plan, coordinate, prepare, and oversee USDA grants and program sub-grants.
12. Perform related duties as assigned.

SENIOR FOOD DISTRIBUTION SPECIALIST

1. Duties performed at the previous level, AND:
2. Conduct needs assessment and program evaluation and develop and revise program documentation.
3. Recommend, interpret, implement and disseminate regulations, policies and procedures related to program operations.
4. Coordinate with vendors to resolve problems and manage USDA food inventory.
5. Liaise between stakeholders to assure accurate and timely acquisition, deployment, and entitlement funding and/or payment of goods and services.
6. Conduct training and provide technical assistance for program partners and update procedural manuals and program documentation.
7. Serve as a technical expert.
8. Plan, coordinate, and oversee USDA grants.
9. Prepare and submit analytical, narrative, and statistical reports of activities.
10. Monitor program quality and compliance through on-site visits, reports and records to ensure compliance with federal laws and programs.
11. Evaluate vendor performance and the quality of goods and services purchased.

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12. Outreach and collaboration with agencies and sponsors receiving entitlement and funding.
13. Determine and distribute entitlement funding for statewide USDA food programs.
14. Coordinate annual processor agreements.
15. Review incoming policy information for interpretation and distribution.
16. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
17. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
18. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

FOOD DISTRIBUTION SPECIALIST

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

SENIOR FOOD DISTRIBUTION SPECIALIST

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.)

FOOD DISTRIBUTION SPECIALIST

Knowledge of:

- Applicable federal and State laws, regulations, requirements, and agency policies and procedures.
- Principles and practices of order and inventory management; spreadsheets and database software; basic research and analysis.

Skill in:

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

Ability to:

- Input, retrieve, and manipulate data and information; compose logical and grammatically correct letters and reports; accurately compile information from various sources; research issues, concerns, or complaints and provide information; perform mathematical computations.
- Establish and maintain effective, cooperative, and collaborative working relationships; interpret, apply, and explain applicable laws, regulations, policies, and procedures and apply interpretations to specific situations.

SENIOR FOOD DISTRIBUTION SPECIALIST

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

FOOD DISTRIBUTION SPECIALIST
SENIOR FOOD DISTRIBUTION SPECIALIST

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Knowledge of:

- Business practices applicable to USDA food programs; types, characteristics, and supply sources of commodities; procurement and distribution of USDA food relating to the State plan; principles and practices regarding contractual agreements; implementation of policies and procedures; principles and practices of analysis and examination of USDA food programs.

Ability to:

- Analyze, evaluate, and solve procedural problems; develop policies and procedures applicable to program area; investigate and evaluate alternatives and implement effective solutions.
- Develop statistical, analytical, and narrative reports; negotiate agreements and/or contracts; establish and maintain accurate records; provide technical support and guidance to staff, sponsors, and vendors; complete required grant forms and documents related to program requirements.
- 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 |

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SENIOR FOOD DISTRIBUTION SPECIALIST

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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>
CADRE TEAM LEADER	27	E	12.380
SUPERVISOR, CADRE TEAM LEADER	29	E	12.382

JOB SUMMARY

Cadre Team Leaders educate, train, and mentor at-risk 16 to 18-year-old youth in a 24-hour/7-days-a-week setting.

JOB DUTIES

CADRE TEAM LEADER

1. Receive and process cadets and conduct daily program activities.
2. Contribute and execute training plans and lead workshops, meetings, and classes.
3. Assess cadet performance and ensure program quality, compliance, and goal achievement.
4. Collect cadet and program performance data.
5. Oversee minor disciplinary actions, address conflicts, enforce behavior expectations, and attend cadet disciplinary boards.
6. Facilitate and provide oversight of cadet movements, uphold military standards, and ensure cadet safety.
7. Participate in physical fitness training with cadets.
8. Maintain campus readiness and oversee supplies and equipment.
9. Conduct cadet, personal, living area, campus, and fire safety inspections and Platoon/Company formations.
10. Ensure plans for building maintenance and cleaning are completed and the facility is cleaned daily.
11. Notify or make recommendations to leadership regarding maintenance problems or other facility concerns.
12. Perform related duties as assigned.

SUPERVISOR, CADRE TEAM LEADER

1. Duties required at the previous level, AND:
2. Serve as a shift supervisor and provide leadership and direction to staff.
3. Oversee priorities, delegate assignments and responsibilities, and ensure program goals are met.
4. Provide input on budget and resource matters to leadership.
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.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

CADRE TEAM LEADER

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

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SUPERVISOR, CADRE TEAM LEADER	29	E	12.382

SUPERVISOR, CADRE TEAM LEADER

Three or more years of applicable experience as described in the job duties with a minimum of one-year of 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.)

CADRE TEAM LEADER

Knowledge of:

- Department programs; group behavior and group supervision; basic military training; basic first aid, hygiene, and emergency medical care.

Skill in:

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

Ability to:

- Read, understand, and apply regulations, rules, policies, and procedures; respond to emergency situations to ensure the safety or security of others; support and encourage individuals in a one-to-one or small group situation; work within specific agency programs or operations, policies, and procedures; assign, guide, coach, and train; provide and disseminate information and explain situations; analyze and evaluate the progress and development of assigned cadets; use and teach the usage of simple household or hand tools.
- Promote socially acceptable attitudes and behaviors; use tact and recognize different value systems; treat individuals with respect and consideration; remain calm during stressful situations; remain sensitive to personal issues having significant and long-term impacts on participants; participate in physical fitness activities; establish, store, maintain, and retrieve information.
- Ability to learn and perform basic military style training.
- Communicate and interact with individuals of various social, cultural, economic, and educational backgrounds; establish rapport and gain the trust of others; interview juveniles and family members to obtain and clarify information and explain procedures and expectations.

SUPERVISOR, CADRE TEAM LEADER

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

Knowledge of:

- Applicable federal and State laws, regulations, rules, and agency policies and procedures; health and safety guidelines; current learning technologies and various instructional methods; coaching, negotiation, and mediation; identifying and managing manipulative behavior demonstrated by juveniles; de-escalation techniques.
- Military structure and procedures; military customs and courtesies, drill and ceremonies, chain of command, and leadership; work processes; methods and tactics for dealing effectively with “at risk” youth; factors leading to social, economic, emotional, or behavioral issues; emergency and security procedures.
- Principles and practices of supervision and training; team building and management.

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SUPERVISOR, CADRE TEAM LEADER	29	E	12.382

Ability to:

- Implement appropriate verbal, behavioral, and physical interventions to control youth displaying aggressive, hostile, or violent behavior; recognize and defuse volatile situations; enforce disciplinary safety and security measures; carry out physical restraint procedures when necessary.
- Maintain a military style atmosphere conducive to the development of cadets; establish patterns of communication with cadets and present written and/or verbal reports; oversee and provide guidance and instruction to youth.
- 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, 50 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 50 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 50 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 50 lbs | ☒ stretching | ☐ smelling |

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

- | | |
|---|--|
| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |

CADRE TEAM LEADER	27	E	12.380
SUPERVISOR, CADRE TEAM LEADER	29	E	12.382

- | | |
|---|--|
| ☒ 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, REHABILITATION PROGRAMS	40	A	12.404
MANAGER II, REHABILITATION PROGRAMS	41	A	12.402

JOB SUMMARY

Managers, Rehabilitation Programs plan, develop, organize, coordinate, direct, and evaluate the operations and delivery of services or benefits on a statewide basis.

JOB DUTIES

MANAGER I, REHABILITATION PROGRAMS

1. Establish, implement, and monitor program goals, objectives, and strategic plans.
2. Evaluate organizational performance in meeting objectives and performance measures.
3. Take corrective action when projection for successful outcomes indicate deficiencies.
4. Assess program processes, funding, resource allocations, dynamics, and organizational structure.
5. Determine the availability of resources and develop strategies for their innovative use.
6. Review, interpret, and ensure compliance with applicable federal and State regulations.
7. Analyze demographic trends, statistical data, and assess the needs of the population.
8. Consult with advisory councils and federal partners regarding priority areas.
9. Assess the quality and effectiveness of completed projects and assignments and plan for future needs.
10. Identify alternatives or plans for improvement in resolving deviations from established goals and objectives.
11. Develop, administer, and monitor operating and program budgets.
12. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
13. Develop, implement, and oversee policies and procedures to meet department mandates.
14. Analyze and propose legislative changes, draft amendments, and provide testimony.
15. Compile data and prepare analytical, narrative, and statistical reports on activities.
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.

MANAGER II, REHABILITATION PROGRAMS

1. Duties performed at the previous level, AND:
2. Direct the management of two or more districts throughout the State with multiple metropolitan and satellite offices.
3. Review budget submissions and various fiscal reports.
4. Perform related duties as assigned.

MANAGER I, REHABILITATION PROGRAMS	40	A	12.404
MANAGER II, REHABILITATION PROGRAMS	41	A	12.402

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

MANAGER I, REHABILITATION PROGRAMS

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 II, REHABILITATION PROGRAMS

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, REHABILITATION PROGRAMS

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; principles and practices of administration, management, supervision, and training.
- Agency goals and objectives; State budget development and monitoring processes.
- Quality management; effective change management.
- Disability services programs and medical and psychological terminology to analyze and understand the information contained in client case files.

Skill in:

- Providing professional counseling and guidance to individuals with disabilities.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Collect and analyze data and information, draw and compare conclusions, and make decisions based on analysis; exchange ideas, information, and opinions with others to formulate policies and programs and arrive jointly at decisions, conclusions, or solutions; effectively plan, organize, direct, control and coordinate assigned resources to achieve the bureau's mission, goals and objectives.
- Read and understand federal and State laws, professional journals, program documents, case files, and statistical reports; write concise, logical, grammatically correct analytical reports, program documents, and business correspondence.
- Establish and maintain cooperative working relationships with others; deliver group presentations to inform and educate others regarding a specific opinion or action and to explain regulations, policies, and procedures.
- 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.

MANAGER I, REHABILITATION PROGRAMS
MANAGER II, REHABILITATION PROGRAMS

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- 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, REHABILITATION PROGRAMS

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

Ability to:

- Develop long range plans to achieve agency goals and federal and legislative mandates; analyze data, draw conclusions, and develop solutions and recommendations; prepare comprehensive reports and proposals.
- Design, develop, and implement programs; establish program objectives and performance goals; develop criteria to evaluate effectiveness of program operations and apply corrective action plans when appropriate.

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:

MANAGER I, REHABILITATION PROGRAMS
MANAGER II, REHABILITATION PROGRAMS

40 A 12.404
41 A 12.402

(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, VETERANS SERVICE PROGRAM	36	B	12.435

JOB SUMMARY

Managers, Veterans Service Program plan, develop, organize, coordinate, direct, and evaluate the Veterans Service Program.

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, objectives, and long-range plans and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Oversee and analyze statewide service delivery and determine and implement corrective action.
5. Provide representation before the Veterans Administration and at hearings.
6. Make presentations to oversight agencies, committees, and other stakeholders.
7. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
8. Analyze and propose legislative changes, draft amendments, and provide testimony.
9. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
10. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
11. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
12. Oversee the development of training, promotional materials, exhibits, and presentations to citizens, businesses, and professional groups.
13. Identify, approve, and direct training needs, recommendations, and the instruction of methods and practices.
14. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
15. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in 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.
- Governmental accounting and budgeting; statistical methodology; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.
- Federal government operating practices and procedures; issues facing the veteran community; veterans' benefits delivery/systems; forms, methods, procedures, and records for processing veterans' benefits claims.

Skill in:

- Strategic planning and program development processes.
- Making presentations to oversight agencies and committees.
- Developing and maintaining outreach programs.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Plan, develop, implement, and oversee the Veterans Service Program and staff statewide; coordinate statewide training seminars on program-related policies, procedures, and requirements.
- 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 |

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>
VETERANS SERVICE REPRESENTATIVE	32	B	12.437
SENIOR VETERANS SERVICE REPRESENTATIVE	34	B	12.436

JOB SUMMARY

Veterans Service Representatives serve as an accredited representative and primary advocate for veterans, active-duty service members, National Guard and Reserve personnel, surviving spouses, dependents, and other eligible beneficiaries to provide professional guidance, case management, and advocacy to ensure clients receive all federal, State, and local benefits to which they are entitled.

JOB DUTIES

VETERANS SERVICE REPRESENTATIVE

1. Prepare, submit, and present claims and appeals for denied benefits.
2. Advocate for veteran benefits.
3. Interview clients, research claims, determine eligibility, identify appropriate benefits and resources, and respond to complaints.
4. Investigate claim circumstances and obtain statements and documentation to support claims.
5. Develop and present strategies and arguments for appeals.
6. Calculate benefits, advise clients, and prepare written summaries.
7. Maintain statistical data and records on claims and awards.
8. Represent the department at events and participate in veterans' organizations and community activities.
9. Assist individuals and organizations by providing benefit information.
10. Conduct home, facility, and outreach visits to ensure accessibility of services.
11. Develop and deliver educational presentations to veterans, dependents, and partner organizations on available programs and benefits, and procedural updates.
12. Perform related duties as assigned.

SENIOR VETERANS SERVICE REPRESENTATIVE

1. Duties performed at the previous level, AND:
2. Research and interpret federal, State, and local laws, policies, and regulations.
3. Oversee or coordinate statewide training and accreditation programs and ensure compliance with applicable standards.
4. Maintain and monitor training records, certification status, and completion rates, and evaluate program effectiveness through data analysis and feedback.
5. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
6. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
7. Perform related duties as assigned.

VETERANS SERVICE REPRESENTATIVE	32	B	12.437
SENIOR VETERANS SERVICE REPRESENTATIVE	34	B	12.436

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

VETERANS SERVICE REPRESENTATIVE

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

SENIOR VETERANS SERVICE REPRESENTATIVE

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.)

VETERANS SERVICE REPRESENTATIVE

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; veteran benefits.
- Medical terminology, human anatomy and physiology as they relate to service-connected disabilities and medical evaluations.
- Uses, effects, and dosages of commonly prescribed medications; understanding of common psychological terms and conditions such as post-traumatic stress disorder, traumatic brain injury, and depression.
- Legal, medical and procedural research methods, including review of case law, medical journals, and historical military operations.
- Military terminology, structure, documentation, and procedures, including familiarity with service records and discharge documentation.
- Research methods for locating and interpreting medical, military, and technical documentation, and awareness of federal, State, and local social services available to veterans and their families.
- Recordkeeping and filing methods; modern office practices, procedures, and equipment; internet research and analysis; mathematical computation.

Skill in:

- Speaking publicly to present findings and answer questions.
- Interpreting and applying laws, regulations, policies, and procedures.
- Interviewing individuals to elicit information.
- Identifying relationships which would support a client's claim for benefits.
- Researching case law, medical journals and publications, and military service history.
- Writing comprehensive summaries of legal, medical, technical, and service-related records.
- Answering technical and legal questions and advocating for a client.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Listen attentively, accurately record information, and exercise sound judgment in alignment with established policies and procedures.
- Compose grammatically correct reports and memoranda.

VETERANS SERVICE REPRESENTATIVE	32	B	12.437
SENIOR VETERANS SERVICE REPRESENTATIVE	34	B	12.436

- Read and comprehend agency policies and procedures, legal documents, veterans' benefits, medical journals, medical records, military records, order of battle histories, and technical specifications for military equipment; read and follow written instructions; listen attentively and record information.
- Identify and document cause and effect relationships; research and review information to determine the validity of statements and claims; maintain records and statistical data.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.

SENIOR VETERANS SERVICE REPRESENTATIVE

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

Knowledge of:

- Curriculum development, instructional design, and adult learning methodologies.

Ability to:

- Develop and present certification curriculum; create training materials; deliver training programs; interpret and enforce agency policies and guidelines.
- 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:

VETERANS SERVICE REPRESENTATIVE
SENIOR VETERANS SERVICE REPRESENTATIVE

32 B 12.437
34 B 12.436

(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, OFFENDER MANAGEMENT	44	A	12.551

JOB SUMMARY

Managers, Offender Management plan, develop, organize, coordinate, direct, and evaluate the offender classification, statistical information and planning, criminal justice records systems, and central transportation services.

JOB DUTIES

1. Plan, organize, direct, control, and coordinate resources and personnel of the offender classification system.
2. Direct the development of management programs and associated policies and procedures.
3. Oversee the planning and management of offender populations within the institutions and facilities.
4. Develop goals, objectives, and long-range plans and organize staffing and other resources to meet the needs of new or changed programs and services.
5. Review and evaluate operational efficiency and compliance.
6. Direct and administer the offender information system and review classification decisions.
7. Oversee contract administration, develop and negotiate contracts for placing offenders in public and private housing and ensure security and treatment.
8. Approve pre-trial detainee housing requests.
9. Manage high-risk classifications, interstate transfers, prison gang members, and protective custody.
10. Review and approve nominations for meritorious awards and achievement credits.
11. Evaluate and approve forfeiture of statutory credits.
12. Evaluate, coordinate, and make recommendations on compassionate release and manage processes.
13. Oversee the collection, maintenance, and reporting of statistics and prepare analytical, narrative, and statistical reports.
14. Coordinate with research consultants to validate projections and to aid the development of projection models.
15. Review, analyze, and approve offender population projections and direct the distribution of the offender population.
16. Evaluate State population trends, demographic factors, and law enforcement practices.
17. Develop, implement, review, and monitor institutional compliance.
18. Provide reports on court orders and litigations.
19. Respond to formal offender grievances.
20. Conduct classification audits and provide training.
21. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
22. Administer the Interstate Corrections Compact and Interstate Agreement on Detainers.
23. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
24. Analyze and propose legislative changes, draft amendments, and provide testimony.
25. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
26. Perform related duties as required.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years of 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.
- 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.
- Offender population distribution in accordance with the legislatively approved plan and capital improvement projects; meritorious awards and statutory credits; coordinating supervision of offenders confined to their residence; security practices related to the management of offenders; computer-based population forecasting techniques.
- Contents and operation of the automated offender information system; classification criteria and the offender classification system; court cases related to crime and punishment.

Skill in:

- Negotiating offender exchanges that are beneficial to the State.
- Composing instruction manuals suitable for system wide publication.
- 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; determine public concerns regarding offender risk potential; make rational decisions during emergency situations.
- 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; develop budget line items from projected offender population using offender driven formulas.

- Write technical reports on offender classification; interact diplomatically with the public and the news media; make presentations to provide releases, explain policy, and defend agency's position or action; read and understand technical documents.
- Design a performance measurement standard for classification; develop innovative and resourceful solutions to problems; develop contracts for the housing of offenders in public and private facilities.
- 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>
SUPERVISOR, CORRECTIONAL CLASSIFICATION AND PLANNING	42	B	12.554

JOB SUMMARY

Supervisors, Correctional Classification and Planning oversee the Research and Planning Programs, the classification system, and the automated offender information system.

JOB DUTIES

1. Review and analyze State population trends and demographic factors for changes of the intake population.
2. Develop, implement, and manage the maintenance of statistical and computer systems.
3. Facilitate the statewide collection of data concerning the offender population and institutional activities.
4. Review the criminal history of an offender to ensure compliance on the assignment of reduced custody levels.
5. Document offender classification decisions in the information tracking system.
6. Review and approve the Central Monitoring System Reports.
7. Direct institutional staff on classification practices and procedures.
8. Audit classification practices of institutions and facilities to ensure proper classification of offenders.
9. Prepare reports on the performance of classification staff in the institutions.
10. Train staff in classification, records management, and sentence management issues.
11. Assist in the interpretation of laws, regulations, policies, and procedures.
12. Establish and enforce standard criteria to assess performance of the classification system.
13. Review and approve offenders' assignment to work programs and/or outside housing.
14. Approve transfers and review files and recommendations from the Institutional Classification Committee.
15. Direct the agency's component of residential confinement.
16. Analyze and propose legislative changes, draft amendments, and provide testimony.
17. Manage the classification database and develop manual and computer reporting systems.
18. Prepare applicable program budgets.
19. Review and recommend candidates for inbound transfer under the Interstate Compact Agreement.
20. Maintain the Interstate Corrections Compact and the Interstate Agreement on Detainers.
21. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
22. Prepare and distribute list of eligible offenders for parole in accordance with statute.
23. Prepare packets for the Nevada Board of Pardons and appear and testify in hearings.
24. Maintain internal updates of Nevada Offense Codes.
25. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
26. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties with a minimum of one-year of 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.)

Knowledge of:

- Applicable federal and State laws, regulations, rules, and agency policies and procedures; offender classification practices; purpose of objective classification in a correctional setting; sentencing practices; institutional and transportation issues; mission of the agency.
- Principles and practices of supervision and training; records management; process of enacting State law; medical and psychological issues impacting offenders in a correctional facility; correctional practices of federal and various states' correctional systems.
- Classification database and its contents, organization, data entry specifications, maintenance, and security features; access and employ databases for research, query, or maintenance purposes.

Skill in:

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

Ability to:

- Identify probable effects of law and policy changes in the criminal justice milieu; draft and/or revise legislation; develop fiscal impact statements; interpret regulations, rules, policies, and procedures.
- Prepare and present reports; make decisions regarding the placement of offenders in agency facilities; train staff in classification law, classification practices, and classification support systems; prepare and use mathematical formulas to determine significant dates for individual offenders.
- 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 |
| ☒ 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>
CORRECTIONAL CASEWORK SPECIALIST	36	B	12.565
SENIOR CORRECTIONAL CASEWORK SPECIALIST	38	B	12.559
SUPERVISOR, CORRECTIONAL CASEWORK SPECIALIST	40	B	12.556

JOB SUMMARY

Correctional Casework Specialists perform duties involving the evaluation and classification of individual offenders incarcerated within State correctional facilities.

JOB DUTIES

CORRECTIONAL CASEWORK SPECIALIST

1. Perform casework, determine need for reclassification, analyze case factors, and make determinations.
2. Analyze and verify data in case history files, investigative reports, personal interviews, and agency reports.
3. Compare offender status with classification criteria and explain, interpret, and advise offender on decision.
4. Serve as a member of the facility's Disciplinary Committee and the Classification Committee.
5. Prepare parole progress reports regarding offender history and activity.
6. Assist offenders in obtaining work assignments and observe and evaluate work performance.
7. Ensure work time credits are properly received and documented.
8. Respond to inquiries concerning sentence structure and sentence credits.
9. Monitor custody level, review incident reports, ensure due process, and complete reports and forms.
10. Provide guidance to offenders on rules, behavior, programs, and other concerns and complete referral forms.
11. Document interactions and ensure compliance with due process.
12. Respond to offender legal matters, answer inquiries, and conduct research to develop a written response.
13. Conduct research and draft correspondence for leadership on offender concerns.
14. Prepare reports involving good time credits and transfer of offenders under the Interstate Compact Agreement.
15. Process, review, and maintain logs of offender grievances, assign case numbers, forward for response, and attempt resolution.
16. Coordinate the movement of offenders involving release, transfer, and housing assignments.
17. Ensure offender records and/or property are gathered and transported with offenders and track their movement.
18. Prepare and analyze individualized offender case plans.
19. Perform related duties as assigned.

SENIOR CORRECTIONAL CASEWORK SPECIALIST

1. Duties performed at the previous level, AND:
2. Review and process offender release forms and records.
3. Coordinate release activities and ensure paperwork is completed and proper verification is obtained.
4. Provide notification to offender, District Attorney's Office, and others upon receipt of release authorization.
5. Compile discharge packet, complete notification letters, and forward completed release file.
6. Manage and complete offender work time, payroll reports, work evaluations, and work credit records.

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SENIOR CORRECTIONAL CASEWORK SPECIALIST	38	B	12.559
SUPERVISOR, CORRECTIONAL CASEWORK SPECIALIST	40	B	12.556

7. Compile information and submit reports on activities.
8. Investigate offender and staff inquiries on reported work credits and payroll and may conduct audits.
9. Provide training in casework techniques, institutional policy and procedure, and performance standards.
10. Prepare initial intake summary worksheets, designation instruments, and summary reports.
11. Oversee case load, perform due process hearings, and recommend custody level.
12. Coordinate and oversee multi-disciplinary and classification activities.
13. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
14. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
15. Perform related duties as assigned.

SUPERVISOR, CORRECTIONAL CASEWORK SPECIALIST

1. Duties performed at the previous levels, AND:
2. Perform specialized casework dealing with complex legal issues, sentence structure interpretation, and problem offenders.
3. Determine if an error occurred and provide recommendations for resolution.
4. Implement training programs.
5. Conduct final review and determination of casework.
6. Maintain an eligibility roster of offenders for assignment to work programs and minimum custody.
7. Review and approve reports and forms for classification, housing, work assignments, discipline, and transfer.
8. Provide final reviews, recommendations, approvals, and/or denials for classification change requests.
9. Make final decision about transfers of offenders to other institutions/facilities.
10. Ensure compliance with federal guidelines.
11. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
12. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

CORRECTIONAL CASEWORK SPECIALIST

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

SENIOR CORRECTIONAL CASEWORK SPECIALIST

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

SUPERVISOR, CORRECTIONAL CASEWORK SPECIALIST

Three or more years of applicable experience as described in the job duties with a minimum of one-year of 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.)

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CORRECTIONAL CASEWORK SPECIALIST

Knowledge of:

- Applicable federal and State laws, regulations, rules, and agency policies and procedures; outside law enforcement agencies as they relate to offender status; principles and techniques of offender classification and parole planning; purposes and functions of the preparation of Parole Board reports for incarcerated individuals.
- Cultural and ethnic differences as applied to the incarceration and program placement of offenders; symptoms and causes of deviant emotional or psychological behavior; effects of substance use and abuse; consent decrees and court decisions as applied to the classification of offenders within assigned institution; housing areas and specialized housing units within assigned facility.

Skill in:

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

Ability to:

- Prioritize information and determine what information should be forwarded to different levels of management; identify offender problems or issues to alleviate tension or conflict; identify and utilize community referral resources; appraise situations and arrive at logical objective and appropriate conclusions.
- Compute work time credits and projected expiration date of incarceration; maintain an offender records system; execute policy and procedure regarding disciplinary action, classification, and security decisions; analyze and interpret problems involved in the supervision and institutional adjustment of prison offenders, procedural guidelines, and consent decrees.
- Apply casework principles appropriate to an institutional environment; interpret and evaluate offender records; prepare and proofread completed forms, documents, and reports; monitor and evaluate offender's program activities and progress; evaluate the merits of disciplinary charges.
- Write concise, logical, grammatically correct reports; obtain, record, and convey information and data; secure facts by personal contact, observation, and checking records; interpret laws, regulations, rules, policies, and procedures for compliance.
- Communicate effectively with co-workers and offenders to maintain open channels of communication; communicate Parole Board decisions and findings to parole candidates in a manner consistent with the offender's release; speak with offenders of various social, cultural, economic, and educational backgrounds; establish and maintain effective working relationships; maintain a professional demeanor in the face of resistance, indifference, or hostility.

SENIOR CORRECTIONAL CASEWORK SPECIALIST

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

Knowledge of:

- Classification related to the treatment prescribed for mental health services.

Ability to:

- Manage and be a resource for the offender and/or agency for the resolution of problems; act decisively on administrative decrees by recording and transmitting information; accurately interpret information regarding offender history and sentence structure to complete appropriate forms.

CORRECTIONAL CASEWORK SPECIALIST	36	B	12.565
SENIOR CORRECTIONAL CASEWORK SPECIALIST	38	B	12.559
SUPERVISOR, CORRECTIONAL CASEWORK SPECIALIST	40	B	12.556

- Represent the agency and provide information to others; act appropriately to potential offender problems which may affect the security of the facility.

SUPERVISOR, CORRECTIONAL CASEWORK SPECIALIST

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

Knowledge of:

- Casework methods and psychological terminology and diagnosis; methods used, and problems involved in supervision and adjustment of prison offenders; purpose, activities, and mission of the agency as applied to supervising the program areas; principles and practices of supervision and training.

Ability to:

- Interpret, apply, and promulgate institutional procedures, post orders, administrative regulations, State statutes, and consent decrees.
- Accept equivocal circumstances and act where answers to problems are not readily apparent; establish and maintain reference and record files, with clear audit trails.
- 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

CORRECTIONAL CASEWORK SPECIALIST	36	B	12.565
SENIOR CORRECTIONAL CASEWORK SPECIALIST	38	B	12.559
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- | | | | | |
|---|--|--|--|---|
| ☒ 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>
PAROLE AND PROBATION SPECIALIST I	31	B	12.614
PAROLE AND PROBATION SPECIALIST II	33	B	12.616
SENIOR PAROLE AND PROBATION SPECIALIST	35	B	12.618
SUPERVISOR, PAROLE AND PROBATION SPECIALIST	36	B	12.619

JOB SUMMARY

Parole and Probation Specialists perform a variety of casework services, investigations, tracking, and monitoring of assigned parolees and probationers.

JOB DUTIES

PAROLE AND PROBATION SPECIALIST I

1. Process documentation associated with the release of offenders.
2. Research offender history, obtain reporting instructions, and transfer offender files.
3. Notify victims and liaise with law enforcement, corrections staff, and service providers for arrangements.
4. Track and monitor offenders to ensure compliance with stipulated agreements.
5. Establish and monitor compliance with payment plans and renegotiate.
6. Track actions taken by the court and/or parole board.
7. Prepare and submit reports and develop and maintain case files.
8. Monitor and track hearing dates.
9. Track and monitor a caseload of incarcerated parolees/probationers.
10. Conduct preliminary pre-parole investigations of sponsors and proposed residences.
11. Investigate indigent claims.
12. Review, process, and transfer warrant and extradition files and perform preliminary inquiry hearing paperwork.
13. Perform related duties as assigned.

PAROLE AND PROBATION SPECIALIST II

1. Duties performed at the previous level, AND:
2. Assist offenders complete pre-sentence interview questionnaires and provide resources.
3. Assist in the maintenance of a list of programs and services available to parolees.
4. Check criminal history, complete a risk assessment for criminogenic risks and needs.
5. Write pre-sentence investigation reports, provide aggravating and mitigating factors, and provide testimony.
6. Assist in carrying out investigations.
7. Supervise low risk offenders.
8. Receive and gather information, determine compliance with administrative conditions, prepare reports, draft correspondence, and document information.
9. Meet with inmates to assist in formulating viable release plans.
10. Participate in program analysis and provide feedback for improvement.
11. Coordinate with stakeholders regarding the disposition of incarcerated offenders.
12. Perform related duties as assigned.

PAROLE AND PROBATION SPECIALIST I	31	B	12.614
PAROLE AND PROBATION SPECIALIST II	33	B	12.616
SENIOR PAROLE AND PROBATION SPECIALIST	35	B	12.618
SUPERVISOR, PAROLE AND PROBATION SPECIALIST	36	B	12.619

SENIOR PAROLE AND PROBATION SPECIALIST

1. Duties performed at the previous levels, AND:
2. Complete comprehensive investigations on requests for pardons, make recommendations, and prepare and submit investigative summary reports.
3. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
4. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
5. Perform related duties as assigned.

SUPERVISOR, PAROLE AND PROBATION SPECIALIST

1. Duties performed at the previous levels, AND:
2. Plan, organize, coordinate, and oversee day-to-day activities.
3. Prepare statistical reports.
4. Participate in the development of the work unit's budget.
5. Implement, interpret, and explain federal and State laws, regulations, and agency policies, procedures, and guidelines and recommend changes.
6. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

PAROLE AND PROBATION SPECIALIST I

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

PAROLE AND PROBATION SPECIALIST II

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

SENIOR PAROLE AND PROBATION SPECIALIST

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

SUPERVISOR, PAROLE AND PROBATION SPECIALIST

Four or more years of applicable experience as described in the job duties with a minimum of one-year of 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.)

PAROLE AND PROBATION SPECIALIST I	31	B	12.614
PAROLE AND PROBATION SPECIALIST II	33	B	12.616
SENIOR PAROLE AND PROBATION SPECIALIST	35	B	12.618
SUPERVISOR, PAROLE AND PROBATION SPECIALIST	36	B	12.619

PAROLE AND PROBATION SPECIALIST I

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; Nevada criminal justice system; court processes and systems; functions and purpose of the parole and probation system; criminal and administrative law; criminal and legal procedures; functions and jurisdiction of law enforcement agencies, related criminal justice agencies, and service entities.
- Methods and techniques of interviewing, advising, and providing guidance to others; techniques used to maintain detailed information; methods and techniques used to research and confirm information from a variety of sources; confidentiality rules.
- English composition skills sufficient to prepare comprehensive reports and recommendations to include correct grammar, spelling, and punctuation; computer systems and programs used by the agency.

Skill in:

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

Ability to:

- Apply casework principles and practices; record and transmit information in an authoritative and professional manner; evaluate financial information and make appropriate recommendations; calculate payments and arrearages.
- Compile statistical data; prepare a variety of forms and reports; enter, retrieve, and/or access information; maintain records and files; write and prepare concise, logical, and grammatically correct written materials
- Read, interpret, evaluate, and explain client history, laws, regulations, rules, policies, procedures, and guidelines; read and understand violations of parole and probation agreements, directives, and court and parole board orders.
- Evaluate historical data and current information to reach logical conclusions; act in accordance with prescribed policies and procedures; provide testimony before hearing boards.
- Interview individuals to obtain and verify information; secure facts through personal contacts and researching/verifying records; establish and maintain effective working relationships; make decisions within established limits of authority.

PAROLE AND PROBATION SPECIALIST II

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

Knowledge of:

- Appropriate courtroom behavior; interstate compact process.

Ability to:

- Objectively investigate and review information; make appropriate recommendations within established policies and procedures; determine the nature of investigations; understand technical terms, abbreviations, and phrases used in law enforcement and legal records.
- Read and evaluate law enforcement documents to determine the appropriate course of action; communicate effectively with offenders using evidence-based practices; write and verbally defend professional judgments and recommendations presented in court.

PAROLE AND PROBATION SPECIALIST I	31	B	12.614
PAROLE AND PROBATION SPECIALIST II	33	B	12.616
SENIOR PAROLE AND PROBATION SPECIALIST	35	B	12.618
SUPERVISOR, PAROLE AND PROBATION SPECIALIST	36	B	12.619

- Analyze information, problems, and objectives and identify and recommend solutions; assess and select appropriate communication methods when dealing with deviant and/or emotional behavior; prepare comprehensive investigative reports and recommendations; represent the agency in a pre-hearing or judicial environment; provide chronological exhibits and testimony in court.

SENIOR PAROLE AND PROBATION SPECIALIST

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

Knowledge of:

- Caseload management techniques; proper handling of complex and high-profile cases; training techniques; agency mission, goals, and objectives.

Ability to:

- Provide guidance and train staff.
- Direct and coordinate staff activities, assignments, and training; coordinate with the supervisor in reviewing, analyzing, and providing input regarding staff.
- Present high profile and complex cases in a court of law, to the Board of Pardon Commissioners, and/or the Governor and their staff; develop and maintain collaborative working relationships with high level executives, commissioners, courts, law enforcement, and the criminal history repository.
- Review required reports and forms to detect discrepancies and ensure compliance; assist in reviewing and approving comprehensive reports prepared by others.

SUPERVISOR, PAROLE AND PROBATION SPECIALIST

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

Knowledge of:

- Trends in parole and probation casework; purpose, format, and content of pre-sentence investigation, pre-release, and re-entry reports; oversee caseloads.
- Principles and practices of supervision and training; State budgeting.

Ability to:

- Secure the cooperation of individuals and agencies; work collaboratively within and across organizational boundaries to achieve common goals; identify customer expectations and respond appropriately to their needs; assist in preparing statistical and analytical reports.
- 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.

PAROLE AND PROBATION SPECIALIST I	31	B	12.614
PAROLE AND PROBATION SPECIALIST II	33	B	12.616
SENIOR PAROLE AND PROBATION SPECIALIST	35	B	12.618
SUPERVISOR, PAROLE AND PROBATION SPECIALIST	36	B	12.619

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>
DPS MAJOR	48	A	13.202

JOB SUMMARY

DPS Majors manage the operations of a significant segment of a large law enforcement division or serve as the Administrator of a small- to mid-sized division within the Department of Public Safety (DPS).

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, objectives, and long-range plans and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Identify law enforcement issues, concerns, and project trends.
5. Formulate budget development, ensure consistency, review and prioritize requests, and negotiate proposals.
6. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
7. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
8. Monitor progress of projects and submit interim and final project reports.
9. Review and approve studies and reports.
10. Prepare analytical, narrative, and statistical reports.
11. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
12. Participate in professional organizations, meetings, seminars, and conferences and contribute to professional literature.
13. Appoint staff to work on statewide projects and committees.
14. Identify, approve, and direct training needs, recommendations, and the instruction of methods and practices.
15. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
16. Analyze and propose legislative changes, draft amendments, and provide testimony.
17. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
18. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Seven or more years of applicable experience as described in the job duties with a minimum of four years of supervisory/managerial experience at a Sergeant, Lieutenant, Captain, or equivalent level and Certification as a Category I Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; court decisions, criminal justice system, and due process; agency mission; development of policies, procedures, goals, objectives, and long-range plans.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision, training, public administration, organization, and management.

Skill in:

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

Ability to:

- Develop, implement, and evaluate the achievement of goals, objectives, and work plans; present issues and needs of the agency to governmental agencies; analyze existing or potential emergency situations with regional impact; interpret, develop, implement, and monitor laws, regulations, policies, and procedures.
- 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

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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>
UNIVERSITY POLICE DETECTIVE	42	D	13.217

JOB SUMMARY

University Police Detectives conduct investigations and present evidence for prosecution of crimes against the University, its community, and surrounding areas.

JOB DUTIES

1. Oversee the agency's investigative function and review investigative assignments.
2. Investigate crimes occurring on and around university properties.
3. Gather, organize, and analyze evidence and determine the nature and extent of the crime and probability of prosecution.
4. Preserve and review physical evidence and other information.
5. Prepare and submit reports and forward the case for prosecution.
6. Manage the writing, application, submission and service of all search and seizure warrants.
7. Oversee the investigative process at major crime scenes and ensure proper supervision of police personnel, equipment, and investigation procedures.
8. Ensure thorough preservation, documentation, and collection of evidence.
9. Review case activities to ensure adherence to laws, regulations, rules, policies, and procedures.
10. Take photographs, draw diagrams, collect latent fingerprints and trace evidence, conduct interviews, and communicate, coordinate, and deliver progress reports to applicable parties.
11. Review incident reports and determine if crimes were committed and evaluate and prioritize investigations.
12. Represent the agency to various offices and organizations involved in criminal prosecution processes.
13. Review agency submissions for criminal prosecution and ensure clarity, legal satisfaction of crime elements, laws of arrest, and rules of search and seizure.
14. Maintain records on case submissions and dispositions, identify issues, and provide statistical data.
15. Formulate policies and procedures.
16. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
17. Receive and tag agency evidence to maintain security and establish the chain of custody.
18. Record evidence received and sent, ensure transport to crime lab for analysis, maintain evidence locker.
19. Gather police intelligence information within areas of jurisdiction to facilitate crime prevention programs.
20. Conduct surveillance and relay crime information and prevention procedures to appropriate individuals.
21. Participate in regional street crime prevention and SWAT team activities.
22. Perform community policing functions and serve as a member of task forces and other work groups.
23. Participate in dormitory liaison activities and meet with residence managers, staff, and dormitory residents.
24. Provide crime prevention training and respond to reports of domestic violence, burglary, or other violations.
25. Organize and manage special events, arrange staffing and tactical deployment, provide pre-event briefing and instructions, and monitor activities and police action during the event.
26. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, ordinances, and agency policies and procedures; laws of arrest, rules of evidence, rights of citizens, search and seizure, confiscation of stolen property, court procedures, and general law enforcement; community policing and aiding students, staff and the public; use and care of law enforcement equipment; plan, coordinate and control investigations; investigative techniques.

Skill in:

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

Ability to:

- Execute and serve warrants; investigate crimes; prepare clear and concise reports on investigations; conduct surveillance and obtain criminal complaints; remain objective until all facts are known; maintain the integrity and confidentiality of criminal records and investigations; access databases and perform data entry.
- Organize criminal investigations; develop crime prevention measures to reduce crime in high-risk areas; operate photographic equipment and utilize standard crime scene equipment; review investigation reports to determine soundness and accuracy; coordinate various resources in criminal investigations.
- 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.

SPECIAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

accommodation.

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

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

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

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

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CYBERCRIME INVESTIGATOR	43	D	13.237

JOB SUMMARY

Cybercrime Investigators conduct criminal investigations and analyze specialized forensic examinations of transactions or activities performed on electronic devices or networks that is used in suspected criminal, civil, or administrative violations of federal and/or State laws pertaining to a specific program or regulatory area.

JOB DUTIES

1. Analyze digital data, activity, and electronic financial transaction flows, to identify patterns and provide actionable intelligence in support of investigations.
2. Provide technical expertise and assistance to federal, State, and local law enforcement on computer forensics.
3. Procure and maintain forensics field equipment, laboratory equipment, and hardware and software licenses.
4. Conduct interviews with witnesses, victims, and suspects.
5. Perform mobile and digital forensic examinations of computers, networks, transactions, electronic devices, and electronic data storage media.
6. Extract, analyze, and review validity of information to determine possible criminal activity and appropriate jurisdiction.
7. Conduct field surveillance and background investigations.
8. Participate in undercover operations and use electronic recording equipment.
9. Conduct transactions with suspects to gather evidence, develop leads, and establish probable cause.
10. Establish proof of facts and evidence and review case findings with appropriate parties.
11. Prepare investigative reports, outline and summarize violations committed, and deliver findings.
12. Develop illustrative information to explain analytical forensic findings to a lay audience.
13. Prepare, obtain, and execute legal documents such as affidavits, search and arrest warrants, and subpoenas.
14. Prepare reports on computer forensic examination results and prepare evidence for presentation.
15. Testify as an investigator and as a computer forensics expert in court or other proceedings.
16. Develop case files, maintain reports and case logs, and document investigative activities.
17. Compile and maintain information and deliver analytical, statistical, and narrative reports on activities.
18. Conduct training programs and outreach regarding agency services, specialized functions, and/or programs.
19. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, ordinances, codes, and agency policies and procedures; court procedures and documents; legal rights and rules of evidence; civil, criminal, or administrative proceedings; chain of custody of evidence; laws of arrest, search, and seizure.
- Designing, implementing, administering, and securing networks; acquisition of mail servers, database servers, and large data stores; mainframe and acquisition techniques; threat vectors, malware types, attack methodologies, and intrusion detection techniques used to discover and determine the existence or presence of evidence related to any wrongful act of entering, seizing, or taking possession of the property of another.
- Forensic tools to identify, collect, preserve, and extract digital evidence from a variety of computers, platforms, operating systems, mobile devices, e-mail, and messaging systems; criminal laboratory protocols related to packaging, submission, preservation, and storage of digital and computer evidence; network traffic analysis; data recovery methodologies; digital forensic examination techniques and protocols; electronic search methods; reporting of forensic examinations.
- Interview and interrogation techniques; criminal investigative techniques and enforcement procedures; standard computer operating systems, software, and applications; a broad spectrum of computer hardware, networks, mobile computing devices, media platforms, and storage devices; use of digital evidence in criminal, civil, and administrative investigations.

Skill in:

- Querying, data recovery, extraction, and analysis.
- Logical reasoning and pattern recognition for linking digital activity to individuals or entities.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Plan, coordinate, and expedite computer forensics investigations; conduct technical forensic examinations of a variety of digital devices, including networks or unconventional storage media while preserving evidence and maintaining chain of custody; coordinate, set priorities, assign, and review computer forensic work of other professional staff when necessary; evaluate the needs for training and equipment in the assigned area.
- Collect, organize, verify, analyze, and interpret investigative data and data anomalies; conduct searches, seizures and arrests; present courtroom testimony that involves both technical and non-technical subject matter.
- Read, understand, interpret, and apply laws, regulations, codes, ordinances, policies, and procedures; collect evidence; communicate effectively with a wide variety of public contacts; prepare detailed written reports; provide court testimony; identify types of digital evidence used in support of criminal allegations; perform training and public speaking activities.

SPECIAL REQUIREMENTS

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| ☒ 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)*

- | | |
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