

Joe Lombardo
Governor



Joy Grimmer
Director

Mandy Hagler
Deputy Director

Bachera Washington
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
515 E. Musser Street, Suite 101 | Carson City, Nevada 89701
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MEMORANDUM
HR #35-26

September 16, 2026

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – ENTOMOLOGIST SERIES
AND MUSEUM DIRECTOR SERIES

Attached are revised proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Deputy Administrator Keisha I. Harris at kiharris@admin.nv.gov no later than October 2, 2026.

If no written objections are received in this office by October 2, 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 #23-26
Posting Expires: October 2, 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:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.114	Entomologist	36	B	<i>1.114</i>	<i>Entomologist</i>	<i>36</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.810	Museum Director I	37	A	<i>7.810</i>	<i>Museum Director I</i>	<i>37</i>	<i>A</i>
7.809	Museum Director II	39	A	<i>7.809</i>	<i>Museum Director II</i>	<i>39</i>	<i>A</i>
7.801	Museum Director III	41	A	<i>7.801</i>	<i>Museum Director III</i>	<i>41</i>	<i>A</i>

Basis for Recommendation

Subject Matter Experts from the Division of Human Resource Management (DHRM) are revising the essential qualifications. The essential qualifications are revised pursuant to Assembly Bill 547 (2025), Nevada Revised Statute (NRS) 284, removing the Bachelor degree requirement, unless required by statute or licensure.

Note: Objection for the Museum Director series has been resolved as NRS 381 does not require the Museum Director to have a Bachelor degree.

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

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 515 East Musser Street, Suite 101 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.

The Entomologist and Museum Director posting was pulled on July 10, 2026, five days prior to the July 15th expiration date. As such, this posting will be for 12 working days.

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 October 2, 2026. Objections should be addressed to Keisha I. Harris, Deputy Administrator, Classification and Compensation Section of the Division of Human Resource Management.

POSTING DATE: September 16, 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>
ENTOMOLOGIST	36	B	1.114

JOB SUMMARY

Entomologists conduct identification, survey, detection, exclusion, control and eradication of insects, and other arthropods, for the protection of the State's agriculture and natural resources.

JOB DUTIES

1. Plan, organize, conduct, and evaluate insect and mite pests' surveys and detection programs.
2. Determine the presence and distribution of insect and mite pests of regulatory significance to the State.
3. Identify insects, other arthropods, and mollusks.
4. Collect and/or receive specimens and prepare for identification.
5. Consult with specialists, determine the characteristics and potential for destruction, and control techniques and concerns regarding special insect identification problems.
6. Collect and maintain a classified insect and plant reference collection, associated databases, and reference literature.
7. Perform field investigations.
8. Coordinate pest survey programs and control efforts.
9. Review, evaluate and update State quarantines.
10. Provide mitigation, safeguarding, and enforcement recommendations.
11. Write projects, formulate budgets, and prepare reports.
12. Provide technical information on insect life histories, habits, distribution, hosts, and control methods to employees, the public, and interested stakeholders.
13. Provide pesticide recommendations.
14. Prepare and/or update entomological questions for use on commercial pest control operator tests.
15. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
16. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and ~~a Bachelor's degree in a field of study applicable to the job duties~~ *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 department policies and procedures.
- Insect classification systems; insect life histories, habits and hosts; distribution of major economic insects; federal grant requirements, and Geographic Information Systems (GIS).

- Insect taxonomy; entomology laboratory equipment; techniques used in preparing and mounting insect specimens.
- Survey procedures and methods; current trends in the field of entomology; pesticides and other means of insect control.
- Agricultural programs; crops, plants, and geography of the state.

Skill in:

- Close-up photography of insects.
- Strong interpersonal and communication skills, both verbal and written.
- The use and operation of office, laboratory, and job-related equipment and software.

Ability to:

- Manage a laboratory; establish and maintain a library and specimen collection.
- Use both compound and binocular microscopes and their accessories; identify insects and their characteristics.
- Plan and organize an entomology program; prepare comprehensive reports; discuss and explain findings and problems; analyze problems and formulate practical solutions.
- 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 specification. 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>
MUSEUM DIRECTOR I	37	A	7.810
MUSEUM DIRECTOR II	39	A	7.809
MUSEUM DIRECTOR III	41	A	7.801

JOB SUMMARY

Museum Directors are responsible for the overall leadership, operation, planning, and management of a State museum.

JOB DUTIES

MUSEUM DIRECTOR I

1. Participate in the organizational, curatorial, exhibition, and education activities of the museum.
2. Oversee the acquisition, preservation, accession, deaccession, and conservation, use and public access of collections.
3. Ensure the safety, security, and stewardship of collections through facility maintenance and improvements.
4. Conduct outreach, advocacy, visitor surveys, and engaging the public in museum activities.
5. Negotiate and consult with institutions, agencies, individuals, and corporations regarding the exhibition of artifacts and specimens.
6. Ensure that exhibits and programs meet barrier-free and equal access best practices.
7. Develop external fundraising activities and memberships.
8. Manage the budget, ensure compliance with fiscal management requirements, and write grants.
9. Develop long-range and annual plans for the institution.
10. Submit draft changes to the institutional mission statement and policies and procedures.
11. Prepare reports and statistics related to the museum's activities and performance.
12. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
13. Perform related duties as assigned.

MUSEUM DIRECTOR II

1. Duties performed at the previous level, AND:
2. Manage a museum focused on a particular subject and smaller collection of items relating to other subject areas.
3. Responsible for curatorial and restoration activities of the museum's collection, and the day-to-day operational activities of the museum.
4. Perform related duties as assigned.

MUSEUM DIRECTOR III

1. Duties performed at the previous level, AND:
2. Manage a museum with a diverse collection representing multiple subject areas or multiple locations.
3. Perform administrative and managerial duties and oversee research inquiries.

MUSEUM DIRECTOR I	37	A	7.810
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MUSEUM DIRECTOR III	41	A	7.801

4. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

MUSEUM DIRECTOR I

Three or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory/managerial experience and ~~an applicable Bachelor's degree or above~~ *graduation from high school or equivalent education*.

MUSEUM DIRECTOR II

Four or more years of applicable experience as described in the job duties with a minimum of two years of supervisory/managerial experience and ~~an applicable Bachelor's degree or above~~ *graduation from high school or equivalent education*.

MUSEUM DIRECTOR III

Five or more years of applicable experience as described in the job duties with a minimum of three years of supervisory/managerial experience and ~~an applicable Bachelor's degree or above~~ *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.)

MUSEUM DIRECTOR I

Knowledge of:

- Agency policies and procedures; State budgeting and purchasing processes.
- Facilities management, including maintenance and security; long-range plan development, goal setting, and outcome assessment; collections management theory and practices including the administration, handling, conservation, preservation, recording, interpretation, and research of museum collections.
- Planning, coordinating, designing, and fabricating museum exhibits; theories, strategies, practices, and evaluation of interpretative programs and activities.
- Museum management and related subject areas; supervisory principles and practices; volunteer recruitment, training, evaluation, and general management; math calculations and statistical reporting; fundamentals of museum studies, history, and historic preservation; historic or scientific research methods; Western prehistory or history and cultural landscapes.
- Legal and organizational structure, trustees, and boards of directors; planning and goal management, budget development; administration and interpretation of historical properties, historic and prehistoric site surveys, historic preservation research and restoration, conservation techniques.
- Interpretation and management of collections held in the public trust; marketing, publicity, merchandising, public relations, and audience development approaches; museum fundraising methods and strategies.

Skill in:

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

MUSEUM DIRECTOR I	37	A	7.810
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Ability to:

- Justify budgetary requirements and maintain fiscal responsibility; monitor budgets.
- Administer and manage collections and exhibitions; write grant requests and reporting documentation; coordinate fiscal and human resources; develop and implement policies, procedures, plans, goals, and objectives; develop, summarize, and analyze statistical data.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- 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.

MUSEUM DIRECTOR II

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

Knowledge of:

- Fundamentals of anthropology, geology, and paleontology; natural sciences, arts, and humanities, and behavioral and social sciences.

MUSEUM DIRECTOR III

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

Ability to:

- Develop and administer the institution's budget; develop and implement marketing, publicity, and public programming and outreach plans; develop and implement fundraising and other income producing initiatives.

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.

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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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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.