

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
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 687-9085

MEMORANDUM
HR# 36- 26

September 18, 2026

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

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – UNCONTESTED ACTION
POSTING NUMBER 28-26

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 October 21, 2026.

If no written objections are received in this office by October 21, 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 #28-26**
Posting Expires: **October 21, 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 October 21, 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
7.179	Mortgage Lending Examiner I	33	B	-	<i>Abolish</i>		
7.176	Mortgage Lending Examiner II	35	B	<i>7.176</i>	<i>Mortgage Lending Examiner</i>	<i>35</i>	<i>B</i>
7.173	Mortgage Lending Examiner III	37	B	<i>7.173</i>	<i>Supervisor, Mortgage Lending Examiner</i>	<i>37</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.180	Financial Institutions Examiner I	33	B	<i>7.180</i>	<i>Financial Institutions Examiner I</i>	<i>33</i>	<i>B</i>
7.181	Financial Institutions Examiner II	35	B	<i>7.181</i>	<i>Financial Institutions Examiner II</i>	<i>35</i>	<i>B</i>
7.182	Financial Institutions Examiner III	36	B	<i>7.182</i>	<i>Senior Financial Institutions Examiner</i>	<i>36</i>	<i>B</i>
7.183	Financial Institutions Examiner IV	37	B	<i>7.183</i>	<i>Supervisor, Financial Institutions Examiner</i>	<i>37</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.184	Financial Institutions Examiner V	38	B	7.184	<i>Manager, Financial Institutions Examiner</i>	38	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.207	Manager, Information Technology Innovation	48	A	7.207	<i>Manager, Information Technology Innovation</i>	48	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.214	Executive Branch Auditor I	39	B	-	<i>Abolish</i>		
7.213	Executive Branch Auditor II	41	B	7.213	<i>Executive Branch Auditor</i>	41	<i>B</i>
7.212	Executive Branch Auditor III	42	B	7.212	<i>Senior Executive Branch Auditor</i>	42	<i>B</i>
7.211	Executive Branch Auditor IV	44	B	7.211	<i>Supervisor, Executive Branch Auditor</i>	44	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.220	Business Enterprise Officer I	32	B	7.220	<i>Business Enterprise Analyst</i>	32	<i>B</i>
7.219	Business Enterprise Officer II	36	B	7.219	<i>Supervisor, Business Enterprise Analyst</i>	36	<i>B</i>

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

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.853	Radio Broadcaster/Production Assistant	27	C	7.853	<i>Radio Broadcaster</i>	27	<i>C</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.103	Highway Maintenance Manager	38	A	9.103	<i>Manager, Highway Maintenance</i>	38	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.130	Highway Maintenance Worker I	25	H	-	<i>Abolish</i>		
9.127	Highway Maintenance Worker II	27	H	-	<i>Abolish</i>		
9.120	Highway Maintenance Worker III	29	H	9.120	Highway Maintenance Worker	29	H
9.117	Highway Maintenance Worker IV	31	H	9.117	Senior Highway Maintenance Worker	31	H
9.115	Highway Maintenance Supervisor I	33	H	9.115	Supervisor I, Highway Maintenance Worker	33	H
9.106	Highway Maintenance Supervisor II	35	H	9.106	Supervisor II, Highway Maintenance Worker	35	H

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.137	Highway Construction Aid	20	H	9.137	Highway Construction Aid	20	H

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.201	Equipment Operation Instructor	31	G	9.201	Equipment Operation Instructor	31	G

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.309	Equipment Operations Manager	41	G	9.309	Manager, Equipment Operations	41	G

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.421	HVACR Specialist I	32	G	9.421	HVACR Specialist	32	G
9.408	HVACR Specialist II	33	G	9.408	Senior HVACR Specialist	33	G
9.413	HVACR Specialist III	34	G	9.413	Supervisor I, HVACR Specialist	34	G
9.404	HVACR Specialist IV	36	G	9.404	Supervisor II, HVACR Specialist	36	G

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.428	Heat Plant Specialist I	27	G	-	<i>Abolish</i>		
9.420	Heat Plant Specialist II	32	G	9.420	Heat Plant Specialist	32	G
9.425	Heat Plant Specialist III	33	G	9.425	Senior Heat Plant Specialist	33	G
9.422	Heat Plant Specialist IV	34	G	9.422	Supervisor, Heat Plant Specialist	34	G

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.436	Facility Mechanical Technician Trainee	29	G	-	<i>Abolish</i>		
9.438	Facility Mechanical Technician	31	G	9.438	<i>Facility Mechanical Technician</i>	31	<i>G</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.423	Carpenter I	30	G	9.426	<i>Carpenter</i>	30	<i>G</i>
9.424	Carpenter II	31	G	9.424	<i>Senior Carpenter</i>	31	<i>G</i>
9.439	Carpenter III	32	G	9.439	<i>Supervisor, Carpenter</i>	31	<i>G</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.446	Art Preparator	30	C	9.446	<i>Art Preparator</i>	30	<i>C</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.432	Plumber I	31	G	9.432	<i>Plumber</i>	31	<i>G</i>
9.462	Plumber II	32	G	9.462	<i>Senior Plumber</i>	32	<i>G</i>
9.463	Plumber III	33	G	9.463	<i>Supervisor, Plumber</i>	33	<i>G</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.470	Theater Technician I	30	C	9.470	<i>Theater Technician</i>	30	<i>C</i>
9.471	Teather Technician II	32	C	9.471	<i>Supervisor, Theater Technician</i>	32	<i>C</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.499	Water System Worker	29	G	-	<i>Abolish</i>		
9.478	Water System Operator I	31	G	9.478	<i>Water System Operator</i>	31	<i>G</i>
9.498	Water System Operator II	33	G	9.498	<i>Senior Water system Operator</i>	33	<i>G</i>
9.475	Water System Manager	36	G	9.475	<i>Supervisor, Water System Operator</i>	36	<i>G</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.488	Maintenance Repair Worker I	23	H	9.488	<i>Maintenance Repair Worker I</i>	23	<i>H</i>
9.487	Maintenance Repair Worker II	25	H	9.487	<i>Maintenance Repair Worker II</i>	25	<i>H</i>
9.486	Maintenance Repair Worker III	27	H	9.486	<i>Maintenance Repair Worker III</i>	27	<i>H</i>
9.485	Maintenance Repair Worker IV	28	H	9.485	<i>Senior Maintenance Repair Worker</i>	28	<i>H</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.490	Sign Fabricator	27	G	9.490	<i>Sign Fabricator</i>	27	<i>G</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.492	Temporary Aid I	12	H	-	<i>Abolish</i>		
9.491	Temporary Aid II	16	H	9.491	<i>Temporary Assistant</i>	16	<i>H</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.500	Park Maintenance Specialist	33	G	9.500	<i>Park Maintenance Specialist</i>	33	<i>G</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.501	National Guard Range Specialist	33	C	9.501	<i>Range Control Specialist</i>	33	<i>C</i>

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

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

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.245	Criminal Investigator I	37	D	-	<i>Abolish</i>		
13.244	Criminal Investigator II	39	D	-	<i>Abolish</i>		
13.243	Criminal Investigator III	41	D	12.243	<i>Criminal Investigator</i>	41	<i>D</i>
13.242	Supervisory Criminal Investigator I	43	D	13.242	<i>Supervisor, Criminal Investigator</i>	43	<i>D</i>
13.241	Supervisory Criminal Investigator II	43	D	-	<i>Abolish</i>		

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.267	Youth Parole Counselor I	36	B	-	<i>Abolish</i>		
13.266	Youth Parole Counselor II	40	B	<i>13.266</i>	<i>Youth Parole Counselor</i>	<i>40</i>	<i>B</i>
13.265	Youth Parole Counselor III	41	B	<i>13.265</i>	<i>Senior Youth Parole Counselor</i>	<i>41</i>	<i>B</i>
13.263	Unit Manager, Youth Parole Bureau	43	A	<i>13.263</i>	<i>Supervisor, Youth Parole Counselor</i>	<i>43</i>	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.310	Correctional Lieutenant	41	D	<i>13.310</i>	<i>Correctional Lieutenant</i>	<i>41</i>	<i>D</i>

POSTING DATE: September 18 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>
MORTGAGE LENDING EXAMINER	35	B	7.176
SUPERVISOR, MORTGAGE LENDING EXAMINER	37	B	7.173

JOB SUMMARY

Mortgage Lending Examiners examine lending, analyze general ledger, assets, liabilities, capital, and internal controls of institutions, and conduct comprehensive regulatory examinations of mortgage companies, mortgage servicers, escrow agencies and related professions.

JOB DUTIES

MORTGAGE LENDING EXAMINER

1. Review prior examinations, correspondence, and documents on file to understand the institution's nature and develop an examination plan.
2. Conduct entrance and exit meetings with the institution's management, addressing questions, verifying facts, and discussing examination findings.
3. Prepare, assimilate, and analyze reports from assisting examiners to draw conclusions about the institution's condition.
4. Prepare a final report detailing findings and recommendations and coordinate corrective measures.
5. Review, investigate, and process institutions' licenses and make recommendations for acceptance or denial.
6. Reviews loan files, policies, procedures, financial records, books, records, and operational practices.
7. Ensure compliance with applicable federal and State laws, department policies, and established examination procedures.
8. Review and verify reconveyances, endorsements, and title policies.
9. Reconcile ledgers and trust accounts and conduct construction site inspections.
10. Compare escrow documentation and instructions to title work.
11. Identify potential violations, deficiencies, and areas for improvement.
12. Respond to informational inquiries and complaints from licensees and the public.
7. Monitor activities and licensing of mortgage and escrow companies.
8. Conduct background investigations and annual examinations of licensees.
9. Schedule and perform on-site and off-site examinations of mortgage companies, analyze financial statements, and provide commentary on liquidity, hedging, pipeline management, and capital requirements.
13. Prepare examination report and referral forms and track findings.
14. Conduct follow-up investigations and refer cases if needed.
15. Conducts exit meetings and discussions with licensee management.
16. Deliver testimony and represent department in legal proceedings.
17. Perform related duties as assigned.

SUPERVISOR, MORTGAGE LENDING EXAMINER

1. Duties performed at the previous level, AND:
2. Develop, implement, review, and manage an examination program in accordance with applicable laws, regulations, and policy or discretion of the Commissioner.

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SUPERVISOR, MORTGAGE LENDING EXAMINER	37	B	7.173

3. Review examination planning, on-site work, workpapers, reports, and follow-up documentation.
4. Provide guidance to examiners on the application of federal and State lending laws.
5. Determine when enforcement referrals, disciplinary actions, or informal corrective meetings are warranted.
6. Review and/or approve examiner referral forms.
7. Ensure files are maintained, complete, and indexed.
8. Conduct quality-control reviews to minimize repeat findings across licensees, improve consistency of recommendations, and strengthen examination quality and enforcement outcomes.
9. Monitor, track, and prepare legislative documents.
10. 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

MORTGAGE LENDING EXAMINER

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

SUPERVISOR, MORTGAGE LENDING 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.)

MORTGAGE LENDING EXAMINER

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Accounting principles and practices; auditing theory, principles, and practices; software packages commonly used in financial analysis.
- Standard internal security procedures and controls; real estate appraisals; secondary mortgage market; fraudulent practices relevant to mortgage and real estate transactions.

Skill in:

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

Ability to:

- Analyze financial records and business recordkeeping systems and reach logical conclusions; interpret and apply rules and regulations related to examinations.
- Maintain records and prepare reports and correspondence; maintain confidentiality of information; review complex data and reach logical conclusions.
- Communicate effectively with others regarding institutional examinations; establish and maintain favorable public relations.

MORTGAGE LENDING EXAMINER
SUPERVISOR, MORTGAGE LENDING EXAMINER

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SUPERVISOR, MORTGAGE LENDING EXAMINER

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

Knowledge of:

- Purpose and administration of trust accounts.
- State budgeting, accounting, purchasing and management principles and practices.
- Principles and practices of supervision and human resources.

Ability to:

- Formulate policies and procedures; provide presentations to senior managers simplifying complex ideas and information; analyze financial records and business recordkeeping systems.
- Collect, organize, verify, analyze, and apply complex financial and operational data; determine safe and sound examination techniques.
- 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 |

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

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

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

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



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>
FINANCIAL INSTITUTIONS EXAMINER I	33	B	7.180
FINANCIAL INSTITUTIONS EXAMINER II	35	B	7.181
SENIOR FINANCIAL INSTITUTIONS EXAMINER	36	B	7.182
SUPERVISOR, FINANCIAL INSTITUTIONS EXAMINER	37	B	7.183

JOB SUMMARY

Financial Institutions Examiners conduct comprehensive regulatory examinations of depository, non-depository and fiduciary institutions, examine and analyze the general ledger and financial statements, capital assets, liabilities, management, earnings, liquidity, sensitivity, and the overall policies and procedures of internal controls in regulated institutions.

JOB DUTIES

FINANCIAL INSTITUTIONS EXAMINER I

1. Evaluate compliance with applicable federal and state laws and regulations.
2. Review loan files, policies, procedures, business plans, financial records, books and records, and operational practices to identify potential violations, deficiencies, and areas for improvement.
3. Ensure compliance with regulatory licensing requirements for various types of financial entities, including depository, trust, lending, collection, 1031 exchange, and money transmission entities.
4. Conduct entrance and exit meetings with an institution's management to address questions, verify facts, and discuss examination findings.
5. Provide guidance and ensure understanding of regulatory expectations.
6. Review activities for compliance with laws and regulations, evaluate internal and external audit procedures, and examine the financial and operating conditions of each institution for safe and sound operation.
7. Analyze safety and soundness components, ratios, and trends and assess capital adequacy, viability of loans, and investments.
8. Verify cash, deposit, and share account balances.
9. Review, investigate, and process licensure applications and licenses, make recommendations for approval or denial of the application or license.
10. Respond to inquiries and complaints from licensees and the public.
11. Oversee examinations from initiation through closure.
12. Utilize databases to perform examinations and upload required reports and documentation.
13. Access background check and credit check systems to support the licensing function.
14. Perform related duties as assigned.

FINANCIAL INSTITUTIONS EXAMINER II

1. Duties performed at the previous level, AND:
2. Evaluate policies, procedures, earnings, and liquidity.
3. Assesses interest-rate risk, market sensitivity, and the appropriateness of rates and fees applied.
4. Prepare and analyze reports, assist with conclusions about the overall condition of the institution.
5. Prepare a final report detailing findings and recommendations and assist in coordinating corrective measures

FINANCIAL INSTITUTIONS EXAMINER I	33	B	7.180
FINANCIAL INSTITUTIONS EXAMINER II	35	B	7.181
SENIOR FINANCIAL INSTITUTIONS EXAMINER	36	B	7.182
SUPERVISOR, FINANCIAL INSTITUTIONS EXAMINER	37	B	7.183

and monitor remediation.

6. Respond to informational inquiries and complaints from licensees and the public, conduct follow-up investigations, and take enforcement actions or make referrals to the criminal division if warranted.
7. Perform related duties as assigned.

SENIOR FINANCIAL INSTITUTIONS EXAMINER

1. Duties performed at the previous levels, AND:
2. Ensure compliance with established procedures for collecting and correlating information produced by team members.
3. Analyze collected information, write the Report of Examination as required by regulatory partners, and present the examination report to the institution's management and board of directors.
4. Identify emerging risks, industry trends, operational weaknesses, and regulatory gaps, and recommends updates to examination procedures or internal guidance.
5. Lead entrance and/or exit meetings and presents findings to executive management and board of directors.
6. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
7. Perform related duties as assigned.

SUPERVISOR, FINANCIAL INSTITUTIONS EXAMINER

1. Duties performed at the previous level, AND:
2. Oversee the day-to-day activities in the examination of a financial institution.
3. Responsible for the activities of a team of examiners in a depository team, non-depository team, or an application, complaints, enforcement team.
4. Develop, implement, review, and oversee an examination program in accordance with applicable laws and regulations.
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

FINANCIAL INSTITUTIONS EXAMINER I

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

FINANCIAL INSTITUTIONS EXAMINER II

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

SENIOR FINANCIAL INSTITUTIONS EXAMINER

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

FINANCIAL INSTITUTIONS EXAMINER I	33	B	7.180
FINANCIAL INSTITUTIONS EXAMINER II	35	B	7.181
SENIOR FINANCIAL INSTITUTIONS EXAMINER	36	B	7.182
SUPERVISOR, FINANCIAL INSTITUTIONS EXAMINER	37	B	7.183

SUPERVISOR, FINANCIAL INSTITUTIONS 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.)

FINANCIAL INSTITUTIONS EXAMINER I

Knowledge of:

- Accounting principles and practices; auditing theory, principles, and practices.

Skill in:

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

Ability to:

- Review complex data and reach logical conclusions; maintain records and prepare reports and correspondence.
- Communicate effectively with others regarding institutional examinations; maintain confidentiality of information; establish and maintain positive relations with agency staff and the public.

FINANCIAL INSTITUTIONS EXAMINER II

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

Knowledge of:

- Applicable federal and State laws and regulations, and agency policies and procedures.
- Standard internal controls and security procedures; real estate appraisals; contemporary business structures; financial, liquidity, and interest rate risk; ratio and trend analysis.

Ability to:

- Interpret and apply State and federal laws and regulations related to examinations.

SENIOR FINANCIAL INSTITUTIONS EXAMINER

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

Knowledge of:

- Scoping, developing, and conducting financial examinations; verification of records, work papers, and related financial statements; proper documentation methods.
- Detection of records variances; operating trends and affiliated business transactions to determine solvency and regulatory compliance.

Ability to:

- Serve as the lead on examinations in a specialty area; coordinate work assignments; conduct on-the-job

FINANCIAL INSTITUTIONS EXAMINER I	33	B	7.180
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training; analyze issues; develop action plans to complete examinations.

- Conduct independent examinations and plan and coordinate rehabilitation efforts of troubled organizations; determine regulatory compliance relative to the business operations.
- 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, FINANCIAL INSTITUTIONS EXAMINER

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.

Ability to:

- Formulate policies and procedures relevant to assigned areas; provide presentations of ideas and information to senior managers; plan, coordinate, and expedite work projects.
- Collect, organize, verify, analyze, and apply financial and operational data; determine safe and sound examination techniques.
- 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.

FINANCIAL INSTITUTIONS EXAMINER I	33	B	7.180
FINANCIAL INSTITUTIONS EXAMINER II	35	B	7.181
SENIOR FINANCIAL INSTITUTIONS EXAMINER	36	B	7.182
SUPERVISOR, FINANCIAL INSTITUTIONS EXAMINER	37	B	7.183

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, FINANCIAL INSTITUTIONS EXAMINER	38	B	7.184

JOB SUMMARY

Managers, Financial Institutions Examiner plan, develop, organize, coordinate, direct, and evaluate examination programs for financial institutions.

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. Collaborate with national regulatory associations, participate in committees, workgroups, and initiatives, and represent the department in regional and national discussions.
5. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
6. Manage the development, implementation and ongoing review of the assigned program.
7. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
8. Monitor progress of projects and submit interim and final project reports.
9. Review and evaluate operational efficiency and compliance, risk trends, and performance outcomes
10. Identify improvements and implement corrective actions.
11. Prepare analytical, narrative, and statistical reports.
12. Review and evaluate operational efficiency and compliance.
13. Interpret laws, regulations, and policies, lead process improvement initiatives, and oversee the development or enhancement of examination tools, templates, and guidance materials.
14. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
15. Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
16. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
17. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

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, skills, and abilities required of the Financial Institution Examiner series, AND:

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.
- Depository or non-depository functions and responsibilities.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision, training, public administration, organization, and management.
- Enforcement procedures, administrative hearings, investigative methods, and regulatory compliance frameworks.
- Industry trends, emerging risks, cybersecurity and fintech practices, and other relevant developments in the financial sector.

Skill in:

- Strategic planning, resource allocation, and project management.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Manage, direct, and evaluate examination programs to achieve statutory mandates, performance indicators and fiscal goals and objectives.
- Plan, coordinate, and expedite work projects; provide presentations of complex ideas and information to senior managers, State officials, legislators, industry representatives, and public forums.
- 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 and interact effectively with representatives of a broad variety of federal and State offices, associations and conferences; manage, develop, implement and continuously review the examination process and outcomes.
- 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.

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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, INFORMATION TECHNOLOGY INNOVATION	48	A	7.207

JOB SUMMARY

Managers, Information Technology (IT) Innovation plan, develop, organize, coordinate, direct, and evaluate the efficient and effective delivery of support functions essential to IT operations.

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. Provide strategic direction and oversight for design, development, operations, and support functions.
5. Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
6. Advise and inform executive leadership on departmental planning, progress, and key initiatives to ensure alignment with long-term goals.
7. Develop and implement an enterprise IT strategy while leading and coordinating key projects and initiatives.
8. Collaborate with senior management, division administrators, and stakeholders to identify and prioritize technology initiatives.
9. Direct the design, development, and deployment of IT projects and adoption of new technologies and innovative solutions.
10. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
11. Manage the development of IT security policies, standards, and procedures and enterprise IT systems portfolio and infrastructure, prioritizing reliability, security, and scalability.
12. Coordinate with the ISO to perform ongoing security assessments and audits, ensuring timely identification and remediation of potential threats.
13. Develop and manage outsourced system vendor relationships.
14. Monitor progress of projects and submit interim and final project reports.
15. Review and evaluate operational efficiency and compliance.
16. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
17. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
18. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
19. Prepare analytical, narrative, and statistical reports.
20. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
21. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years 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 trainable 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.
- Program development and implementation in area discipline.
- 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 skills, 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 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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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>
EXECUTIVE BRANCH AUDITOR	41	B	7.213
SENIOR EXECUTIVE BRANCH AUDITOR	42	B	7.212
SUPERVISOR, EXECUTIVE BRANCH AUDITOR	44	B	7.211

JOB SUMMARY

Executive Branch Auditors plan, organize, and conduct comprehensive audits and reviews of programs and activities of executive branch agencies.

JOB DUTIES

EXECUTIVE BRANCH AUDITOR

1. Conduct audits of agencies, organizational units, programs, and functional activities.
2. Review and evaluate work processes, procedures, manuals, mission and policy statements, performance indicators, statistics, records, reports, data management methods, and other applicable information.
3. Conduct internal audits encompassing either compliance, financial, and/or performance areas.
4. Perform audits to assess compliance with federal and State laws, regulations, and policies, procedures, and administrative guidelines.
5. Document areas of non-compliance, errors, fraud, waste, abuse, omissions, and conflicts of interest and report alleged illegal or improper actions.
6. Conduct financial related audits, analyzing economic activity as measured and reported by accounting methods.
7. Review internal control mechanisms to ensure appropriate financial management and reporting, clear audit trails, and separation of critical functions and duties.
8. Review and assess performance activities to determine how economically, effectively, and efficiently objectives were achieved.
9. Gather applicable information and evidence through meetings, interviews, and observation of work practices and processes.
10. Determine the appropriateness of random or statistical sampling and/or other methodology specific to the audit.
11. Document audit findings and develop work papers detailing audit activities.
12. Write audit recommendations for correcting unsatisfactory conditions, improving agency or program operations, and reducing costs.
13. Describe deficiencies, duplication of effort, lack of compliance with laws and regulations, performance in relation to established measures and criteria, and management practices.
14. Prepare final audit reports detailing the scope, approach, findings, and corrective actions needed.
15. Prepare charts, graphs, spreadsheets, summaries, and related materials.
16. Serve as a liaison with management and present reports.
17. Perform related duties as assigned.

SENIOR EXECUTIVE BRANCH AUDITOR

1. Duties performed at the previous level, AND:

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2. Provide expertise and advice to the management of audited agencies concerning internal controls, fiscal management, and operations.
3. Conduct risk analysis of agencies and auditable activities and determine their significance and sensitivity.
4. Analyze risk factors, the source and amount of revenues, and the significance and sensitivity of programs.
5. Evaluate non-compliance with State laws and regulations, the adequacy and effectiveness of internal control systems, and susceptibility for misuse or misappropriation of assets or funds.
6. Review management practices regarding financial reporting, budgeting, and cash management.
7. Analyze financial and economic conditions, intricacy and volatility of activities, impact of regulations, and related funding sources.
8. Evaluate geographical dispersion of operations and organizational, operational, technological, or economic changes.
9. Determine management responsiveness to audit findings, corrective action taken, and the date and result of previous legislative or executive branch audits.
10. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
11. Perform related duties as assigned.

SUPERVISOR, EXECUTIVE BRANCH AUDITOR

1. Duties performed at the previous levels, AND:
2. Review and approve the scope, purpose, and audit approach.
3. Determine the estimated time required and the nature and extent of audit work involved.
4. Evaluate activity reports to assess audit progress.
5. Ensure conformance to established standards for internal auditing.
6. Review and edit audit reports, analyze audit findings, identify factors causing deficient conditions, and recommend courses of action to improve unsatisfactory conditions.
7. Accumulate data, maintain records, and prepare analytical, narrative, and statistical reports on audit projects and other assigned activities.
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

EXECUTIVE BRANCH AUDITOR

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

SENIOR EXECUTIVE BRANCH AUDITOR

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

SUPERVISOR, EXECUTIVE BRANCH AUDITOR

Four or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and licensure as a Certified Public Accountant with the State of Nevada or

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certification as a Certified Internal Auditor from the Institute of Internal Auditors or certification as a Certified Fraud Examiner from the Association of Certified Fraud Examiners.

KNOWLEDGE, SKILLS, AND ABILITIES

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

EXECUTIVE BRANCH AUDITOR

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Functions and scope of departments and major divisions within the Executive Branch of State government.
- General accounting and auditing principles; sources of information and research techniques; fiscal and organizational management principles and practices; quantitative analysis methods.

Skill in:

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

Ability to:

- Plan, organize, and implement an audit plan; define audit procedures and objectives; develop methodologies and approaches to meet audit objectives; identify the complexity and sensitivity of issues affecting the audit.
- Conduct audits within established audit schedules; interpret and apply the standards of the Institute of Internal Auditors to specific audits and projects.
- Develop analyses, appraisals, and recommendations concerning missions, goals, and objectives; analyze, organize, and synthesize a variety of information into audit findings and recommendations; identify and evaluate the materiality and significance of deviations from good business practices and recommend improvements to promote efficiency, effectiveness, and compliance with acceptable procedures and practices.
- Exercise due care and remain alert to the possibility of intentional wrongdoing, errors and omissions, inefficiency, waste, ineffectiveness, and conflicts of interest.
- Review information and document audit findings; review management and related internal controls for adequacy; evaluate compliance with federal and State laws and regulations; identify agency deficiencies and recommend corrective action; conduct follow-up reviews to determine the adequacy of corrective actions taken to improve deficient conditions; conduct effective interviews.
- Write clear, concise, complete, and grammatically correct reports, recommendations, and related materials.
- Make presentations of final audit reports to agency management and the Executive Branch Audit Committee.

SENIOR EXECUTIVE BRANCH AUDITOR

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

Knowledge of:

- Principles of work direction and guidance; team dynamics and leadership.

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Ability to:

- Perform risk analysis of executive branch agencies to assess the probable occurrence of adverse events and/or conditions; plan, organize, oversee, and participate in audits involving sensitive issues.
- Provide technical expertise and advisement to management of audited agencies concerning internal controls, fiscal management, and operations.
- 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, EXECUTIVE BRANCH AUDITOR

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

Knowledge of:

- Principles, practices, and trends in public administration, organization, and management; internal controls and organizational structures; audit planning processes including staffing and scheduling.
- Principles and practices of supervision and human resources.

Ability to:

- Direct multiple audits of programs and activities; review and approve the scope, theory, purpose, and audit approach of audits assigned; make independent decisions regarding audit methodology, findings, recommendations, and corrective action.
- 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)*

EXECUTIVE BRANCH AUDITOR	41	B	7.213
SENIOR EXECUTIVE BRANCH AUDITOR	42	B	7.212
SUPERVISOR, EXECUTIVE BRANCH AUDITOR	44	B	7.211

☒ 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>
BUSINESS ENTERPRISE ANALYST	32	B	7.220
SUPERVISOR, BUSINESS ENTERPRISE ANALYST	36	B	7.219

JOB SUMMARY

Business Enterprise Analysts oversee the daily business activities related to business enterprise programs and assist blind and visually impaired operators who work in the capacity of independent business operators.

JOB DUTIES

BUSINESS ENTERPRISE ANALYST

1. Oversee the operations of vending operations, food and beverage establishments, retail establishments, and similar business enterprises.
2. Provide training and mentorship in the fundamentals of business management, operations, practices and procedures.
3. Monitor operator's performance through on-site inspections of facilities, observe operations, review fiscal and operational reports, and implement corrective action plans for non-compliance.
4. Develop cost estimates for facility construction, modification, and expansion.
5. Participate in the planning and design of new business establishments.
6. Oversee the procurement and installation of equipment and other fixtures to ensure conformance to specifications.
7. Survey public properties for square footage, population, public access, foot traffic, services available in the area, and other factors to identify suitable sites for the establishment of business establishments.
8. Receive, review, and analyze operator fiscal reports to ensure accuracy, completeness, and compliance with program rules and regulations.
9. Perform cost benefit analyses for the program and present findings and follow-up measures.
10. Monitor and renew contracts and agreements.
11. Conduct physical inventory of equipment, goods for sale, and operating supplies.
12. Participate in the formulation and amending of policies and procedures.
13. Prepare analytical, feasibility, narrative, and statistical reports.
14. Perform related duties as assigned.

SUPERVISOR, BUSINESS ENTERPRISE ANALYST

1. Duties performed at the previous level, AND:
2. Oversee a statewide program of business operations.
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

BUSINESS ENTERPRISE ANALYST	32	B	7.220
SUPERVISOR, BUSINESS ENTERPRISE ANALYST	36	B	7.219

BUSINESS ENTERPRISE ANALYST

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

SUPERVISOR, BUSINESS ENTERPRISE ANALYST

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.)

BUSINESS ENTERPRISE ANALYST

Knowledge of:

- Applicable federal, State, and county laws, regulations, and agency policies, and procedures; business practices, purchasing, inventory, financials, accounting, bookkeeping, marketing, merchandising, and human resource functions.

Skill in:

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

Ability to:

- Negotiate and resolve problems and conflicts; motivate, coach, or mentor others to improve their knowledge and skills; compose business correspondence and reports; perform mathematical calculations.

SUPERVISOR, BUSINESS ENTERPRISE ANALYST

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

Knowledge of:

- Food and beverage operations, preparation of entrees, portion control, receiving, disbursing, ordering stock, pricing, and menu planning.
- Southern Nevada Health District food safety requirements.
- Fiscal practices and budget management; business, governmental, and management principles.
- Principles and practices of supervision and human resources.

Ability to:

- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

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>
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. Serve as a liaison between labor unions and employee/employer relations.
7. Interpret, apply and explain rules, regulations, and provisions of employees' collective bargaining agreements.
8. Monitor and facilitate grievance and dispute resolutions processes.
9. Conduct administrative investigations, gather facts, prepare reports of findings.
10. Ensure disciplinary actions have been properly implemented and attend hearing and appeal proceedings.
11. Represent the department in meetings, hearings, job fairs, and community organization events.
12. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
13. Perform related duties as assigned.

HUMAN RESOURCES ANALYST	32	B	7.527
SENIOR HUMAN RESOURCES ANALYST	34	B	7.521

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, 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.

HUMAN RESOURCES ANALYST
SENIOR HUMAN RESOURCES ANALYST

32 B 7.527
34 B 7.521

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
SENIOR HUMAN RESOURCES ANALYST	34	B	7.521

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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>
RADIO BROADCASTER	27	C	7.853

JOB SUMMARY

Radio Broadcasters announce radio programs of musical selections, select recordings to be played, and provide historical and biographical information about selections to audience.

JOB DUTIES

1. Select and order musical programs and selections from the station's music library.
2. Research historical background of music and create appropriate programming.
3. Present musical programs and announce musical selections.
4. Provide information on station fundraising events, public service announcements, news, weather, and sports.
5. Record musical selections, programs, interviews, and announcements for future broadcasts.
6. Prepare quarterly Federal Communications Commission reports on issues important to station listeners.
7. Maintain the station's music library by acquiring, labelling, shelving, cataloging, and arranging new selections.
8. Examine discs for wear and damage, ensure proper placement in the library, and maintain inventory of collections.
9. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One 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.
- Music and cultural history, composers, performers, specific musical selections, and the recording industry; cultural and political concerns within the listening area.

Skill in:

- Interacting pleasantly with listeners and volunteers.
- Working within program schedules.
- Writing radio scripts.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Produce engaging and diverse music programs; read and enunciate clearly; gather and present historical information; conduct live interviews and radio announcements.

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, 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, HIGHWAY MAINTENANCE	38	A	9.103

JOB SUMMARY

Managers, Highway Maintenance plan, develop, organize, coordinate, direct, and evaluate highway maintenance and equipment safety programs and infrastructure facilities.

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. Review and evaluate operational efficiency and compliance.
5. Prepare analytical, narrative, and statistical reports.
6. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
7. Oversee submittals of samples of aggregate asphalt and traffic paint for specification requirements and review quality control tests.
8. Develop equipment maintenance and repair schedules and procedures.
9. Evaluate roadways within the State and recommend priorities to leadership.
10. Respond to inquiries and request for assistance from the public and local jurisdictions.
11. Evaluate program effectiveness, conduct maintenance inspections, recommend and develop priorities, and maintain budget and cost estimates for projects.
12. Identify and evaluate safety hazards and needed maintenance.
13. Represent the agency to the media and coordinate public relations.
14. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
15. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
16. Identify, approve, and direct training needs, recommendations, and the instruction of methods and practices.
17. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
18. Participate in professional organizations, meetings, seminars, and conferences and contribute to professional literature.
19. Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
20. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
21. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years 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.
- Methods, materials, tools, and equipment for construction and maintenance; undesirable roadside vegetation and noxious weeds; equipment systems and operating characteristics.

Skill in:

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

Ability to:

- Allocate materials and equipment; interpret technical reports and specifications; investigate and resolve public requests and complaints.
- Develop equipment specifications for highway maintenance equipment; organize, direct, manage, and monitor maintenance and equipment operations; evaluate roadways and maintenance material quality.
- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical, and professional documents.
- Communicate effectively with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.

- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

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

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

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

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dictate.

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STATE OF NEVADA
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JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HIGHWAY MAINTENANCE WORKER	29	H	9.120
SENIOR HIGHWAY MAINTENANCE WORKER	31	H	9.117
SUPERVISOR I, HIGHWAY MAINTENANCE WORKER	33	H	9.115
SUPERVISOR II, HIGHWAY MAINTENANCE WORKER	35	H	9.106

JOB SUMMARY

Highway Maintenance Workers perform highway maintenance and operate equipment to maintain the integrity of roadway surfaces.

JOB DUTIES

HIGHWAY MAINTENANCE WORKER

1. Operate equipment and perform maintenance and repairs.
2. Repair or replace roadway safety barriers.
3. Install permanent and temporary pavement markings.
4. Apply chip and flush seals to construction and maintenance overlays, cold milling, and inlays with hot asphalt.
5. Provide information for input to Management Systems, respond to requests, and prepare billable accident reports.
6. Establish traffic controls to reroute or control traffic speed and flow in maintenance areas, construction zones, and accident scenes.
7. Mix and load salt and sand into trucks, apply anti-icing chemicals, remove snow, and construct and maintain brine-making facilities.
8. Maintain radio contact with base stations, maintenance employees, and law enforcement agencies, and adhere to the Incident Command System protocol during emergencies.
9. Install, repair, and replace roadway signs, signposts, bulbs, fixtures, sensors, and overhead sign panels.
10. Monitor contract compliance, quality control, testing materials, and completed work performed by contractors.
11. Maintain landscaped areas and highway right-of-way, repair, widen, or reconstruct, and replace dead or damaged vegetation.
12. Remove roadway and roadside debris, excess dirt, vegetation, dead animals, and biohazards.
13. Respond to accidents and fatalities and complete forms and documentation.
14. Instruct others in the operation of equipment, observing and verifying proficiency.
15. Perform related duties as assigned.

SENIOR HIGHWAY MAINTENANCE WORKER

1. Duties performed at the previous level, AND:
2. Plan and schedule maintenance activities.
3. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.

HIGHWAY MAINTENANCE WORKER	29	H	9.120
SENIOR HIGHWAY MAINTENANCE WORKER	31	H	9.117
SUPERVISOR I, HIGHWAY MAINTENANCE WORKER	33	H	9.115
SUPERVISOR II, HIGHWAY MAINTENANCE WORKER	35	H	9.106

4. Assist in laying out a variety of roadways or specialty maintenance work.
5. Organize equipment, materials, personnel, and procedures.
6. Interpret agency manuals or industry standards to promote efficiency and safety.
7. Conduct or oversee sampling and testing of materials.
8. Perform related duties as assigned.

SUPERVISOR I, HIGHWAY MAINTENANCE WORKER

1. Duties performed at the previous levels, AND:
2. Identify roadway deficiencies, estimate materials, production time, and provide project justification.
3. Review engineering blueprints, schematics, and standard plans.
4. Apply cost accounting codes regarding activities, work locations, and materials and equipment usage.
5. Prepare work program recommendations.
6. Review and monitor established work programs and proposed encroachments.
7. Access and use information from systems and meteorological data to determine optimal time to perform maintenance activities.
8. Maintain hazardous materials information, update material safety data sheets, conduct safety meetings, and record training.
9. Contact entities for required permits and authorizations, monitor work permits, and prohibit work if not properly permitted.
10. Oversee contractors' work and respond to customer service work orders.
11. Review project scopes and preliminary designs, participation in preconstruction meetings, and review completed projects for compliance with contract and quality of work.
12. Prepare and submit reports.
13. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
14. Perform related duties as assigned.

SUPERVISOR, II HIGHWAY MAINTENANCE WORKER

1. Duties performed at the previous levels, AND:
2. Oversee and coordinate the maintenance activities.
3. Select sites for material storage, arrange for deliveries, and ensure availability of specialized equipment.
4. Monitor work in progress, solve problems, and document production data.
5. Oversee modifications, repairs, and preventive maintenance activities.
6. Initiate, identify, monitor, and evaluate work performed by contractors.
7. Prepare scope of work and project budgets for contracts and service agreements, and review and approve bills.
8. Participate in preliminary design field surveys, review plans and designs to determine impact; identify areas of concern and conduct field reviews prior to release of contractor.
9. Review and edit submitted documentation and report work costs and accomplishments to management.
10. Develop, monitor, and administer grants.
11. Participate in the development of the work unit's budget, authorize purchases, allocate funds, and monitor budgets.
12. Coordinate equipment repair and inventory.
13. Prepare purchasing specifications for materials, review specifications for vehicles and equipment, and request special features and accessories.

HIGHWAY MAINTENANCE WORKER	29	H	9.120
SENIOR HIGHWAY MAINTENANCE WORKER	31	H	9.117
SUPERVISOR I, HIGHWAY MAINTENANCE WORKER	33	H	9.115
SUPERVISOR II, HIGHWAY MAINTENANCE WORKER	35	H	9.106

14. Oversee a work program for inmates or juvenile offenders.
15. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
16. Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
17. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

HIGHWAY MAINTENANCE WORKER

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

SENIOR HIGHWAY MAINTENANCE WORKER

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

SUPERVISOR I, HIGHWAY MAINTENANCE WORKER

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.

SUPERVISOR, II HIGHWAY MAINTENANCE WORKER

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

HIGHWAY MAINTENANCE WORKER

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Herbicide and insecticide application procedures and equipment; repairing highway roadbed, surface, shoulders, drainage facilities, and fixtures; materials, methods, and equipment used; traffic control and routing through highway maintenance and construction zones; proper drainage and erosion control methods; snow removal and anti-icing techniques, materials, and equipment; pruning and watering techniques for landscaped areas; traffic paints and beads and retro-reflectivity qualities of these systems and materials.
- Hazardous materials isolation zones as first responders to hazardous material spills; dust control techniques; endangered species habitats, protection techniques, and safe removal of non-native species; environmental regulations that control the method of work at job sites; incident command system protocol and operational controls used during emergency operations.

Skill in:

- Interpersonal and communication, both verbal and written.

HIGHWAY MAINTENANCE WORKER	29	H	9.120
SENIOR HIGHWAY MAINTENANCE WORKER	31	H	9.117
SUPERVISOR I, HIGHWAY MAINTENANCE WORKER	33	H	9.115
SUPERVISOR II, HIGHWAY MAINTENANCE WORKER	35	H	9.106

- Use and operation of office and job-related equipment and software.

Ability to:

- Train others in the operation of specialized highway maintenance and construction equipment; estimate quantities of labor and material needed for a project; diagnose the cause and extent of common equipment, component, or basic system malfunctions.
- Read, interpret, and explain standard plans for maintenance activities, written manuals on vehicle operation, maintenance, work procedures, and hazardous material handling.
- Operate and maintain hand and power tools.
- Work under adverse conditions such as extreme heat or extreme cold, in or near the path of moving vehicles, or on difficult or steep terrain; perform heavy physical labor.

SENIOR HIGHWAY MAINTENANCE WORKER

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

Knowledge of:

- Activity reports and status reports associated with a highway maintenance crew; Maintenance Management System Manual and associated coding elements.

Ability to:

- 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 I, HIGHWAY MAINTENANCE WORKER

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

Knowledge of:

- Principles and practices of supervision and human resources.
- Purchasing requirements, contracting limitations, stockpiles and stockpile reports, and road and weather information.

Ability to:

- Monitor contract and programs; plan, schedule, prioritize, and participate in highway maintenance activities; document work activities, equipment, material use, status of stockpiles and inventories, project summaries, and existing highway deficiencies; inspect projects for compliance with plans and specifications; calculate application ratios, stockpile, and material needs and usage; measure distance, area, and volume; schedule equipment maintenance and repairs; estimate quantities of materials for projects; develop project scopes, methods of construction, and costs for district input into the annual work program.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Read and interpret blueprints, schematic drawings, material safety data sheets, standard plans, and proposed construction and encroachment projects.

HIGHWAY MAINTENANCE WORKER	29	H	9.120
SENIOR HIGHWAY MAINTENANCE WORKER	31	H	9.117
SUPERVISOR I, HIGHWAY MAINTENANCE WORKER	33	H	9.115
SUPERVISOR II, HIGHWAY MAINTENANCE WORKER	35	H	9.106

- 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.

SUPERVISOR, II HIGHWAY MAINTENANCE WORKER

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.
- Standard plans and specifications for road and bridge construction to provide input to preliminary design, field surveys, and long-range planning.
- Roadway history and maintenance, right-of-way, drainage systems, structures, fixtures, utilities, and entities having regulatory jurisdiction.
- Inmate custody and security procedures; principles and practices of supervision; State and agency purchasing regulations.

Ability to:

- Operate, troubleshoot, and train others in the use of automated systems; prepare purchasing specifications and maintenance contracts.
- Prepare and monitor the highway maintenance operations budget.
- Investigate, resolve, and answer requests and complaints from the public; allocate materials and equipment; establish priorities within an established program; calculate requirements for personnel, material, and equipment.
- Supervise, train, and direct the work of inmates and implement approved security measures in a correctional environment; enforce safety, security, and custodial measures for the supervision of inmates.

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.

HIGHWAY MAINTENANCE WORKER	29	H	9.120
SENIOR HIGHWAY MAINTENANCE WORKER	31	H	9.117
SUPERVISOR I, HIGHWAY MAINTENANCE WORKER	33	H	9.115
SUPERVISOR II, HIGHWAY MAINTENANCE WORKER	35	H	9.106

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

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

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

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

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>
HIGHWAY CONSTRUCTION AID	20	H	9.137

JOB SUMMARY

Highway Construction Aids perform unskilled tasks associated with highway maintenance, construction, testing labs, and equipment shops.

JOB DUTIES

1. Perform traffic control tasks during roadway maintenance, set up and remove traffic control devices.
2. Act as a flagger, prepare and set survey stakes, chains, and rods, and operate a pilot vehicle.
3. Pick up debris and empty litter barrels and control vegetation near highways, bridges, fences, signs and buildings and remove weeds and mow turf.
4. Assist maintenance crews with routine maintenance tasks.
5. Assist inspectors with minor inspection duties.
6. Assist field testers performing sieve analysis, compaction tests, or any other tests required in a field lab.
7. Assist office staff with required documentation for construction projects.
8. Assist staff in testing materials that must meet highway construction and maintenance specifications.
9. Investigate gravel sources, perform soil surveys, prepare records and reports, and maintain tools and equipment.
10. Clean shop areas, clean vehicles, assist mechanics by cleaning parts, and assist the stockroom by picking up parts and organizing stock and assist in motor pool tasks.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

No experience or education required.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Methods, equipment, and materials associated with routine highway maintenance and construction tasks.

Skill in:

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

Ability to:

- Perform moderate physical labor for extended periods of time and tasks related to highway maintenance and construction; prepare records and reports; enter and retrieve data; and use common hand and power tools.

SPECIAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

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

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

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

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EQUIPMENT OPERATION INSTRUCTOR	31	G	9.201

JOB SUMMARY

Equipment Operation Instructors design, develop, implement, and evaluate training in the safe operation of equipment and in preventive highway maintenance.

JOB DUTIES

1. Instruct and certify staff in safe operation and preventive maintenance of highway maintenance equipment.
2. Coordinate, oversee, and conduct training sessions for vocational and skills training, career planning, development, and general management curriculum.
3. Ensure compliance with federal hazardous materials handling regulations ensuring access to the material safety data sheets.
4. Coordinate with staff to decrease violations regarding unsafe storage of hazardous materials, equipment, and work methods.
5. Investigate accidents, coordinate safety review committees, and develop recommendations to reduce or prevent future incidents.
6. Modify lesson plans, coordinate, and deliver training programs using class facilitation methods and practices.
7. Maintain, update, and monitor records related to training, driving, operator status, and physical examinations.
8. Provide instruction in traffic control and new employee orientation.
9. Conduct skills training and provide safety classes.
10. Deliver training sessions and learning solutions.
11. Conduct safety inspections.
12. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and 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.
- Operation and maintenance of equipment used in highway maintenance and construction; accepted safety precautions associated with equipment operation; principles, methods, and materials used in classroom instruction.

Skill in:

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

Ability to:

- Locate, select, and prepare classroom training materials; determine causes of work-related accidents; evaluate employee proficiency in highway equipment operation according to prescribed standards; foster a stimulating learning environment; gather, store, record, and retrieve information.
- Read and understand equipment operation and maintenance manuals, agency policies and procedures, and accident reports; prepare instructional materials, reports, and recommendations; maintain accurate records.

SPECIAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

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

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

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

outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
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JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MANAGER, EQUIPMENT OPERATIONS	41	G	9.309

JOB SUMMARY

Managers, Equipment Operations plan, develop, organize, coordinate, direct, and evaluate the operational activities of staff and projects.

JOB DUTIES

1. Coordinate, oversee, and monitor operational activities, review performance reports, and analyze recommendations.
2. Monitor shop and stockroom activities, schedule statewide equipment usage, and establish priorities for rebuilding equipment.
3. Develop, implement, and oversee policies and procedures for program design, statutory compliance, and goal achievement.
4. Participate in the development of the rental and non-rental equipment budget.
5. Review reports on equipment age and repair history, gather equipment requirements, and develop purchase schedules.
6. Prepare budget recommendations, review operational and capital improvement budgets, and monitor expenditures for compliance.
7. Direct the preparation of specifications and purchase requisitions for equipment and materials, participate in the vendor selection process, and select appropriate vendors.
8. Purchase, maintain, and ensure the repair of a wide variety of equipment.
9. Coordinate the purchase of fuel used by State agencies.
10. Serve as a liaison between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
11. Analyze and propose legislation for program management, draft amendments, and provide testimony.
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.

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, rules, and agency policies and procedures.
- Equipment shop and stockroom operations; operation and maintenance of construction and maintenance

equipment and related supplies and materials; computer systems sufficient to input and retrieve information.

- Principles and practices of supervision, budgeting, and fiscal management.

Skill in:

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

Ability to:

- Interpret laws, regulations, policies, and procedures pertaining to agency operations; establish priorities; identify and analyze information, procedures, and practices; identify concerns and problems and develop alternative solutions.
- Make appropriate determinations regarding the repair and/or replacement of equipment; interpret and write equipment specifications; develop goals and objectives; establish and maintain cooperative working relationships with agency staff, outside agencies, and vendors.
- 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>
HVACR SPECIALIST	32	G	9.421
SENIOR HVACR SPECIALIST	33	G	9.408
SUPERVISOR I, HVACR SPECIALIST	34	G	9.413
SUPERVISOR II, HVACR SPECIALIST	36	G	9.404

JOB SUMMARY

Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) Specialists perform skilled work in the installation, operation, maintenance, and repair of a wide variety of heating, ventilation, air conditioning, and refrigeration equipment.

JOB DUTIES

HVACR SPECIALIST

1. Perform preventive maintenance on HVACR systems.
2. Maintain auxiliary equipment and adhere to established maintenance schedules.
3. Replace filters, lubricate motors and fans, replace belts, conduct chemical analysis, and add correct proportion of treatment chemicals.
4. Inspect equipment for proper functioning, check instruments, and inspect occupied areas for comfort.
5. Adjust safety and limit controls, log relevant information, and respond to emergencies.
6. Repair, modify, and install equipment and new components, thermostats, timers, or insulation to increase energy efficiency.
7. Repair or replace damaged pipes or valves using brazing, soldering, pipe fitting, or adding new piping valves and controls.
8. Troubleshoot electrical circuits, trace dead circuits, rewire, and repair or replace electrical components.
9. Diagnose equipment failure, make repairs, and test system functions.
10. Procure parts and materials and maintain inventories.
11. Prepare and maintain records of work activities.
12. Store, handle, and dispose of coolants and other chemicals, ensuring compliance with regulatory requirements.
13. Perform related duties as assigned.

SENIOR HVACR SPECIALIST

1. Duties performed at the previous level, AND:
2. Function as a lead worker for either a crew of inmates or classified staff.
3. Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
4. Assign and review work for classified staff, provide training, and give input to performance evaluations and discipline.
5. Provide technical assistance associated with system failures and system modifications.
6. Assist in determining HVACR needs.
7. Perform related duties as assigned.

HVACR SPECIALIST	32	G	9.421
SENIOR HVACR SPECIALIST	33	G	9.408
SUPERVISOR I, HVACR SPECIALIST	34	G	9.413
SUPERVISOR II, HVACR SPECIALIST	36	G	9.404

SUPERVISOR I, HVACR SPECIALIST

1. Duties performed at the previous levels, AND:
2. Assign work orders and plan, lay out, track, and inspect work performed.
3. Prepare estimates of time and material and procure supplies.
4. Maintain records and prepare reports.
5. Establish preventive maintenance schedules.
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.

SUPERVISOR II, HVACR SPECIALIST

1. Duties performed at the previous levels, AND:
2. Lay out work assignments, establish work priorities, and implement department policies and procedures.
3. Perform field-oriented plan checks, prepare equipment specifications, and describe system characteristics.
4. Operate and oversee a computerized HVACR management system, program utility needs, track maintenance schedules, and monitor system performance.
5. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

HVACR SPECIALIST

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

SENIOR HVACR SPECIALIST

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

SUPERVISOR I, HVACR 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.

SUPERVISOR II, HVACR SPECIALIST

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

HVACR SPECIALIST

Knowledge of:

HVACR SPECIALIST	32	G	9.421
SENIOR HVACR SPECIALIST	33	G	9.408
SUPERVISOR I, HVACR SPECIALIST	34	G	9.413
SUPERVISOR II, HVACR SPECIALIST	36	G	9.404

- Applicable federal and State laws, regulations, and agency policies and procedures; technical manuals, building blueprints, equipment schematics, vendors, and manufacturers
- Tools, methods, and materials used in operating, maintaining, and repairing high and low pressure steam and hot water boilers, HVACR, and related auxiliary equipment; occupational hazards and safety procedures associated with HVACR operations; standard practices, techniques, materials, tools, and equipment of the HVACR trade.
- Physical properties of fuel, fuel combustion, and fuel safety limits associated with HVACR systems; methods and applications of temperature and humidity control.

Skill in:

- Use of tools and test equipment used in air conditioning/refrigeration repair.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Perform electrical, plumbing, and welding tasks associated with heating and air conditioning equipment; use a wide variety of hand and power tools, welding equipment, and specialty tools associated with heating and air conditioning repairs; prepare and maintain maintenance reports, daily logs, and purchasing documents; read and interpret equipment service manuals and technical references.

SENIOR HVACR SPECIALIST

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

Knowledge of:

- Inmate custody and security procedures; principles and practices of supervision; State and agency purchasing regulations.
- State purchasing processes; industry publications and manufacturers supporting the heating and air conditioning industry.

Ability to:

- Supervise, train, and direct the work of inmates and implement approved security measures in a correctional environment; enforce safety, security, and custodial measures for the supervision of inmates.
- Plan and schedule seasonal maintenance on heating and air conditioning systems.
- Estimate material and labor needed to complete a job; secure technical advice and diagnose system failures; design system modifications and installation.
- 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 I, HVACR SPECIALIST

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

Knowledge of:

- A computerized energy management system.

HVACR SPECIALIST	32	G	9.421
SENIOR HVACR SPECIALIST	33	G	9.408
SUPERVISOR I, HVACR SPECIALIST	34	G	9.413
SUPERVISOR II, HVACR SPECIALIST	36	G	9.404

Ability to:

- Diagnose malfunctions in electrical systems, electronic or pneumatic control units, boiler operating limit indicators, and refrigeration units; establish work and maintenance schedules, prepare reports, and keep accurate records; read and interpret equipment service manuals, technical references, blueprints and wiring diagrams; operate and maintain a computerized energy management system; establish, oversee, and track preventive maintenance schedules; plan and lay out maintenance and repair work; report job progress.
- Provide technical assistance; design appropriate system modifications; prepare plans or specifications.
- 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.

SUPERVISOR II, HVACR SPECIALIST

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

Knowledge of:

- Principles and practices associated with energy conservation; principles of training; regional and facility energy resources; agency policies and procedures related to energy management and recordkeeping.

Ability to:

- Review and analyze written and computerized data to solve problems related to equipment efficiency and energy consumption.
- Analyze HVACR needs and develop cost-effective recommendations regarding system maintenance and enhancements; coordinate maintenance and repair activities with facility users.

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.

HVACR SPECIALIST	32	G	9.421
SENIOR HVACR SPECIALIST	33	G	9.408
SUPERVISOR I, HVACR SPECIALIST	34	G	9.413
SUPERVISOR II, HVACR SPECIALIST	36	G	9.404

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

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

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

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

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HEAT PLANT SPECIALIST	32	G	9.420
SENIOR HEAT PLANT SPECIALIST	33	G	9.425
SUPERVISOR, HEAT PLANT SPECIALIST	34	G	9.422

JOB SUMMARY

Heat Plant Specialists operate, adjust, monitor, maintain, clean, and repair high- and/or low-pressure boilers, hot water heat generating equipment, and auxiliary equipment.

JOB DUTIES

HEAT PLANT SPECIALIST

1. Examine system functions by monitoring and/or adjusting a computerized energy management system, combustion and safety controls, and pressure and temperature gauges.
2. Perform water sampling, analyze chemical properties of feed water, and add chemicals.
3. Prevent deposit and sludge buildup by blowing down water level controls.
4. Perform preventive maintenance, lubricate motors and fans, replace drive belts, and clean equipment and surrounding areas.
5. Perform seasonal overhauls and inspection preparation of heat plant and heat distribution systems.
6. Dismantle and clean boilers, repair or replace refractories, repack valves, repair pumps and seals, and check and calibrate controls.
7. Install, retrofit, and fabricate new equipment and components to update the system or replace worn parts.
8. Maintain records of system operating conditions, maintenance performed, and equipment malfunctions.
9. Ensure compliance with regulatory requirements and agency policies and procedures.
10. Respond to emergencies and utility or system failures.
11. Perform related duties as assigned.

SENIOR HEAT PLANT SPECIALIST

1. Duties performed at the previous level, AND:
2. Prepare budget requests for maintenance and equipment replacement.
3. Function as a lead worker for either a crew of inmates or classified staff.
4. Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
5. Assign and review work for classified staff, provide training, and give input to performance evaluations and discipline.
6. Provide technical assistance associated with system failures and system modifications.
7. Assist in determining HVACR needs.
8. Perform related duties as assigned.

SUPERVISOR, HEAT PLANT SPECIALIST

1. Duties performed at the previous levels, AND:

HEAT PLANT SPECIALIST	32	G	9.420
SENIOR HEAT PLANT SPECIALIST	33	G	9.425
SUPERVISOR, HEAT PLANT SPECIALIST	34	G	9.422

2. Direct the operation and maintenance of a heat plant.
3. Perform data entry of heat plant characteristics and weather conditions into a computerized energy management system.
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.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

HEAT PLANT SPECIALIST

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

SENIOR HEAT PLANT SPECIALIST

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

SUPERVISOR, HEAT PLANT 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.)

HEAT PLANT SPECIALIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Methods, materials, tools, and equipment used in a steam or hot water heating plant; meters, gauges, and alarm systems of the heat plant; procedures used to test water, blow down water columns, and record heat plant conditions; emergency power generators.
- Occupational hazards and safety procedures associated with heat plant systems; methods and applications of temperature and humidity control; backup power generating equipment; physical properties of fuel, fuel combustion, and fuel safety limits associated with heating/air conditioning systems.

Skill in:

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

Ability to:

- Operate, adjust, maintain, perform preventive maintenance on, and repair high- and low-pressure steam or hot water heating systems; prepare and maintain routine records; read gauges and meters associated with steam or hot water heating systems; read and understand service manuals; respond quickly in emergencies.

HEAT PLANT SPECIALIST	32	G	9.420
SENIOR HEAT PLANT SPECIALIST	33	G	9.425
SUPERVISOR, HEAT PLANT SPECIALIST	34	G	9.422

- Operate equipment, tools, and instruments used in repairing or diagnosing malfunctions of a heat plant; monitor and adjust system functions using a computerized energy management system; perform electrical, welding, and plumbing tasks associated with a heat plant.

SENIOR HEAT PLANT SPECIALIST

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

Knowledge of:

- Heat distribution equipment and emergency power generators; State and agency purchasing procedures.
- Inmate custody and security procedures; principles and practices of supervision; State and agency purchasing regulations.

Ability to:

- Plan and schedule heat plant maintenance and repair according to agency needs, seasonal demands, and regulatory requirements; supervise, train, and direct the work of inmates and implement approved security measures in a correctional environment; enforce safety, security, and custodial measures for the supervision of inmates.
- Prepare reports and keep accurate records; estimate material, maintain inventories, and make budget projections; estimate material and labor needed to complete a job; determine annual inventory and maintenance needs relative to boiler operations.
- 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, HEAT PLANT SPECIALIST

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

Knowledge of:

- Computerized energy management system.

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.

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

HEAT PLANT SPECIALIST	32	G	9.420
SENIOR HEAT PLANT SPECIALIST	33	G	9.425
SUPERVISOR, HEAT PLANT SPECIALIST	34	G	9.422

criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

(Check all that apply)

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

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

(Check all that apply)

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

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FACILITY MECHANICAL TECHNICIAN	31	G	9.438

JOB SUMMARY

Facility Mechanical Technicians control power supplies and the building environment at a computer facility.

JOB DUTIES

1. Plan, install, operate, maintain, and monitor computer support systems, equipment, and environments.
2. Oversee service contract availability to sustain services and avoid costly computer downtime and power supply repairs.
3. Ensure compliance with terms and requirements of Board of Examiners contracts.
4. Prepare criteria for service contracts and oversee the work of contractors.
5. Test and troubleshoot equipment for proper operation and make emergency repairs as required.
6. Research equipment, supplies, and costs and prepare specifications and cost estimates.
7. Liaise with the State Public Works Board during major capital improvements.
8. Compile special and monthly power event statistics.
9. Chart data for trend analysis to justify future equipment and provide evidence when filing damage claims against the utility company.
10. Provide technical support and conceptualize the placement of a variety of fixtures and equipment.
11. Evaluate causes of data loss, line errors, and equipment failures.
12. Compile, translate, and distribute power event summaries to stakeholders.
13. Notify agencies and utility companies regarding power distribution conditions and/or problems.
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.
- Methods, materials, and tools used to operate, test, and maintain heating and large-scale air-conditioning equipment; electricity including AC/DC circuitry and the transferring of power loads; diesel generators.
- Safety hazards and safe working procedures in the electrical and/or mechanical trades; standard practices, methods, materials, tools, and equipment used in the repair of electrical and/or mechanical equipment.
- Application of high voltage computer support systems to control the computer environment, power supply, and distribution to computer equipment; principles of power conditioning equipment; malfunctions caused by power anomalies on data processing equipment; non-linear loads and their effect on building power

distribution; computer grounding and signal reference grids.

- State purchasing procedures; State procedures involved in preparing and awarding contracts; the assigned computer facility's computer support systems; vendors and contractors that serve the data processing community.

Skill in:

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

Ability to:

- Prepare purchasing and contractual specifications; conceptualize the physical environment of computer equipment and personnel; program and operate specialized software to monitor local and remote building environments; prepare data charts and summaries; communicate effectively with vendors, contractors, agency representatives, and the power company.
- Read and understand repair orders, service and operation manuals, building plans, and building codes; adapt standard repair and maintenance procedures or methods to accommodate unusual circumstances; perform a variety of semi-skilled work relevant to the position to which assigned; safely operate and maintain a variety of hand tools, power tools, and equipment; follow verbal and written instructions.

SPECIAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

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

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

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

- ☒ Ability to write legibly in English
- ☒ Ability to read instructions and numbers in English
- ☒ Ability to complete tasks with numerous interruptions
- ☒ Ability to learn tasks in a reasonable amount of time
- ☒ Ability to follow supervisor's instructions
- ☒ 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>
CARPENTER	30	G	9.423
SENIOR CARPENTER	31	G	9.424
SUPERVISOR, CARPENTER	32	G	9.439

JOB SUMMARY

Carpenters perform skilled carpentry work to maintain and repair buildings, structures, fixtures, furniture, and equipment.

JOB DUTIES

CARPENTER

1. Respond to repair orders, establish priority of repairs, estimate cost of jobs; and acquire materials.
2. Make repairs and document time and material costs for billing purposes.
3. Implement a preventive maintenance schedule and perform preventive maintenance.
4. Build furniture and fixtures requested by agency staff, perform project design, and select and order appropriate materials.
5. Inspect, repair, replace, and maintain a variety of buildings, structures, fixtures, furniture, and equipment.
6. Install and maintain locksets, door closers, and associated door hardware as needed.
7. Install, repair, replace, and maintain various types of roofs and roof components.
8. Build or remodel rooms, review blueprints, and plan and lay out projects.
9. Construct forms, pour concrete, and finish concrete for slabs and floors.
10. Remove and install doors, windows, shelves, trim, various types of flooring, electrical outlets, light fixtures, heating ducts, fans, and ceiling gridwork and tiles.
11. Cut out and attach sheetrock to framework, disassemble wall framing, and fabricate and install floor, stair, wall, and ceiling framing members.
12. Construct rooms using concrete blocks, make guidelines and layouts, spread mortar, position block, and shape mortar joints.
13. Coordinate with contractors, provide information on existing structures and systems, and review completed work.
14. Provide training, support, work direction, and work review to other skilled and semi-skilled staff.
15. Ensure adherence to manufacturer specifications, building codes, and quality standards.
16. Perform related duties as assigned.

SENIOR CARPENTER

1. Duties performed at the previous level, AND:
2. Function as a lead worker for either a crew of inmates or classified staff.
3. Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
4. Assign and review work for classified staff, provide training, and give input to performance evaluations and discipline.
5. Perform related duties as assigned.

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SUPERVISOR, CARPENTER

1. Duties performed at the previous levels, AND:
2. Schedule and oversee repair and maintenance work.
3. Review work requests and/or structures, furniture, and fixtures.
4. Determine the complexity of work and establish job priorities.
5. Write work orders, coordinate job activities, and assign work to staff, or arrange for outside vendors.
6. Obtain quotes, request funding, and oversee contract work.
7. Inspect work to ensure timely completion and compliance with specifications and code requirements.
8. Oversee products under warranty and coordinate with manufacturers for needed repairs.
9. Maintain budgets and project costs.
10. Provide recommendations for strategic planning.
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

CARPENTER

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

SENIOR CARPENTER

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

SUPERVISOR CARPENTER

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.)

CARPENTER

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Standard practices, methods, materials, tools, and equipment used in carpentry and woodworking; safety hazards and safe working procedures; State and local building and fire codes relevant to carpentry and construction.

Skill in:

- Performing skilled carpentry and woodworking processes.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

CARPENTER	30	G	9.423
SENIOR CARPENTER	31	G	9.424
SUPERVISOR, CARPENTER	32	G	9.439

Ability to:

- Read and interpret repair orders, building codes, blueprints, and construction drawings to determine the type, location, and configuration of carpentry work; plan projects, sketch working drawings, and lay out materials; inspect lumber for grade and quality.
- Estimate materials and time required to complete projects; mathematical computations to calculate dimensions and material needs and lay out projects; work on ladders and scaffolding and in confined building access areas; work cooperatively with others.

SENIOR CARPENTER

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

Knowledge of:

- Proper use, storage, and disposal of hazardous materials; cabinet making joints and the construction of cabinets and furniture; restoration methods and techniques applicable to historical buildings and antique furniture.

Ability to:

- Prepare written work orders and specifications; requisition supplies; organize and coordinate work activities; set priorities which reflect the relative importance of job assignments; work cooperatively with other trades workers; supervise and direct the work of inmates and implement approved security measures in a correctional environment.
- 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, CARPENTER

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

Knowledge of:

- State and agency policies and procedures pertaining to purchasing, human resources, and work unit operations; national building and fire codes relevant to carpentry and construction work.
- Inmate custody and security procedures; principles and practices of supervision; State and agency purchasing regulations.
- Principles and practices of supervision and human resources.

Skill in:

- Cabinet making and finishing carpentry.
- Performing restoration work.

Ability to:

- Explain and interpret policies and procedures; set priorities based on agency needs and shop capacity; examine structures, furniture, and fixtures; determine what modifications or repairs are necessary; determine the cost, feasibility, cost effectiveness, and design of projects; schedule projects by coordinating with other maintenance staff, agency staff, and outside vendors.

CARPENTER	30	G	9.423
SENIOR CARPENTER	31	G	9.424
SUPERVISOR, CARPENTER	32	G	9.439

- Estimate material, supply, and equipment requirements for shop operations and major projects; establish and maintain records and files; prepare reports pertaining to operations, materials, and supplies; ensure compliance with established safety policies and regulations; provide technical guidance to staff; enforce safety, security, and custodial measures for the supervision of inmates.
- 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.
- Supervise, train, and direct the work of inmates and implement approved security measures in a correctional environment; enforce safety, security, and custodial measures for the supervision of inmates.

SPECIAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

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

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

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

CARPENTER	30	G	9.423
SENIOR CARPENTER	31	G	9.424
SUPERVISOR, CARPENTER	32	G	9.439

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>
ART PREPARATOR	30	C	9.446

JOB SUMMARY

Art Preparators construct, operate, and maintain equipment to prepare and maintain art works and materials.

JOB DUTIES

1. Install, operate, construct, and maintain kilns and clay processing equipment.
2. Mix and prepare clay bodies for use in ceramic and sculpture classes.
3. Purchase, store, and handle a variety of equipment, tools, chemicals, supplies, and other items.
4. Provide art instruction and demonstrations.
5. Coordinate exhibit installation and maintenance.
6. Assist with public art events, programs, and exhibits.
7. Perform facility inspections and initiate steps for corrective action.
8. Supervise students in a variety of tasks.
9. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One 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.
- Operating and maintaining gas and electric kilns; physical and chemical properties of clay mixing materials; methods, materials, and equipment used to mix and fire clay bodies; jewelry and print making tools and equipment; safety standards that apply to clay mixing, kiln firing, and metal sculpture equipment; materials, tools, and equipment used in art instruction; masonry applicable to kiln structures.
- Special techniques used in handling art materials, tools, and equipment; agency purchasing procedures; methods of packing and storing artwork and supplies; art exhibit preparation and installation.

Skill in:

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

Ability to:

- Procure supplies and equipment; assist in the process of pouring metal in the foundry; maintain an inventory of video tapes, cameras, and art supplies; photograph student artwork; repair exhibit furnishings

and fixtures; construct kiln structures.

- Effectively communicate with co-workers, students, and the public; read and comprehend written instructions, drawings, and maintenance manuals; speak about methodologies related to art and modern art materials and equipment; perform public and classroom demonstrations and instruction.
- Detect housekeeping, maintenance, and safety problems; maintain storage of acetylene and oxygen tanks; maintain the material safety data sheet catalog, safety storage cabinets, and facilitate the removal of hazardous material and printmaking acid; maintain and order safety equipment for art classes.
- 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.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

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

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

- | | |
|---|---|
| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |

- ☒ Ability to complete tasks with numerous interruptions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PLUMBER	31	G	9.432
SENIOR PLUMBER	32	G	9.462
SUPERVISOR, PLUMBER	33	G	9.463

JOB SUMMARY

Plumbers perform skilled plumbing work to maintain and repair plumbing systems, fixtures, and equipment.

JOB DUTIES

PLUMBER

1. Respond to repair orders, establish priority of repairs, diagnose problems, estimate costs, acquire materials, make repairs, and document time and material costs for billing purposes.
2. Implement a preventive maintenance schedule and perform preventive maintenance.
3. Install water supply, waste, steam, gas lines, and related fixtures and fittings.
4. Review and interpret blueprints, design and layout plumbing systems, and locate and document utilities.
5. Cut, thread, weld, or solder pipes and install valves, pipes and fittings, and insulation.
6. Install sinks, toilets, bathtubs, water heaters, backflow devices, and other fixtures.
7. Inspect for leakage and ensure compliance with applicable plumbing codes.
8. Troubleshoot, maintain, and repair plumbing systems.
9. Maintain and repair heating and associated lines.
10. Repair or replace a variety of plumbing equipment, fixtures, and components.
11. Maintain, inspect, and repair backflow systems.
12. Maintain records of fire hydrants and backflow device inspections and repairs.
13. Provide training, support, work direction, and work review to other skilled and semi-skilled staff.
14. Assist contractors and provide information on existing structures and required work.
15. Review bids and work completed by contractors for quality and conformance with specifications and codes.
16. Perform related duties as assigned.

SENIOR PLUMBER

1. Duties performed at the previous level, AND:
2. Function as a lead worker for either a crew of inmates or classified staff or oversee a backflow program.
3. Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
4. Assign and review work for classified staff, provide training, and give input to performance evaluations and discipline.
5. Plan and implement backflow inspection schedules and preventive maintenance programs, test devices, review blueprints for backflow installation compliance, report findings or submit records to local water authorities.
6. Perform related duties as assigned.

PLUMBER	31	G	9.432
SENIOR PLUMBER	32	G	9.462
SUPERVISOR, PLUMBER	33	G	9.463

SUPERVISOR, PLUMBER

1. Duties performed at the previous levels, AND:
2. Schedule and oversee the repair and maintenance work.
3. Review work requests and/or structures, equipment, and systems.
4. Determine the complexity of work and establish job priorities.
5. Write work orders, coordinate job activities, and assign work to agency staff or contractors.
6. Obtain quotes, request funding, and oversee contractor work.
7. Inspect work to ensure timely completion and compliance with specifications and code requirements.
8. Oversee products under warranty and work with manufacturers and/or installers to make repairs.
9. Maintain budgets and project costs.
10. Provide recommendations for strategic planning.
11. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
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.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

PLUMBER

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

SENIOR PLUMBER

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

SUPERVISOR, PLUMBER

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.)

PLUMBER

Knowledge of:

- Plumbing systems, pipes, fittings, valves, and components; standard practices, methods, materials, tools, and equipment used in plumbing; safety hazards and safe working procedures.

Skill in:

- Join piping using arc and gas welding and soldering.
- Performing a variety of skilled plumbing processes.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

PLUMBER	31	G	9.432
SENIOR PLUMBER	32	G	9.462
SUPERVISOR, PLUMBER	33	G	9.463

Ability to:

- Read and interpret plumbing codes, blueprints, and construction drawings to determine the type, location, and configuration of plumbing systems; plan and sketch plumbing installations; annotate blueprints with updated plumbing configurations.
- Estimate materials and time required to complete projects; apply mathematics sufficient to size water supply systems, drain waste and vent, and lay out projects.
- Safely lift construction materials and equipment; work on ladders and scaffolding and in confined building access areas.

SENIOR PLUMBER

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- State and local building codes, Uniform Plumbing Code, and National Fuel Gas Code; Occupational Safety and Health Administration requirements; backflow devices.

Skill in:

- Troubleshooting and identifying faulty plumbing parts and fixtures.

Ability to:

- Install and maintain gas piping and equipment; set priorities of job assignments; organize and coordinate work activities; work cooperatively with other trades workers; supervise and direct the work of inmates; implement approved security measures in a correctional environment.
- Supervise and direct the work of inmates and implement approved security measures in a correctional environment; enforce safety, security, and custodial measures for the supervision of inmates.
- 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, PLUMBER

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

Knowledge of:

- State budgeting, accounting, purchasing, contracts, and management principles and practices.
- Principles and practices of supervision and training.

Ability to:

- Establish and maintain records and files; prepare reports pertaining to operations, materials, and supplies; set priorities based on agency needs and capacity of the shop; examine structures, systems, equipment, and fixtures; determine if modifications or repairs are needed; determine cost, feasibility, and design of projects; schedule projects by coordinating with other trade workers, agency staff, and outside vendors; estimate material, supply, and equipment requirements for shop operations and major projects.
- Explain and interpret policies and procedures; enforce safety, security, and custodial measures for the supervision of inmates; explain and interpret policies and procedures.

PLUMBER	31	G	9.432
SENIOR PLUMBER	32	G	9.462
SUPERVISOR, PLUMBER	33	G	9.463

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

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

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

PLUMBER	31	G	9.432
SENIOR PLUMBER	32	G	9.462
SUPERVISOR, PLUMBER	33	G	9.463

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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>
THEATER TECHNICIAN	30	C	9.470
SUPERVISOR, THEATER TECHNICIAN	32	C	9.471

JOB SUMMARY

Theater Technicians perform the setup and operation of sound and lighting systems and other stage devices, construction of stage scenery and props, and maintenance of equipment.

JOB DUTIES

THEATER TECHNICIAN

1. Set up, reinforce, and maintain equipment and supplies.
2. Operate and maintain truss systems and other rigging.
3. Make minor stage modifications, conduct inspections, and make minor repairs for safety and efficiency.
4. Coordinate with production staff to plan, schedule, and coordinate stages and materials.
5. Construct scenery and props and enhance productions with furnishings and fixtures.
6. Attend rehearsals and performances to oversee activities, operate equipment, and make safety inspections.
7. Assist outside entities using facilities, set up furniture and equipment, monitor activities, and respond to emergencies.
8. Secure and store equipment, props, and tools and conduct security checks.
9. Clean and maintain assigned areas and related tools and equipment.
10. Perform preventive maintenance on stage equipment, props, and tools.
11. Perform related duties as assigned.

SUPERVISOR, THEATER TECHNICIAN

1. Duties performed at the previous level, AND:
2. Design and oversee the installation of lighting, sound, and sets.
3. Oversee and instruct students.
4. Operate and maintain various controllers, make purchasing recommendations, and report on needed facility repairs.
5. Develop, monitor, and administer grants.
6. Participate in the development of the work unit's budget, authorize purchases, allocate funds, and monitor budgets.
7. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
8. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

THEATER TECHNICIAN	30	C	9.470
SUPERVISOR, THEATER TECHNICIAN	32	C	9.471

THEATER TECHNICIAN

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

SUPERVISOR, THEATER 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.)

THEATER TECHNICIAN

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Principles and techniques of setting up sound, lighting, props, and other stage equipment; woodworking and carpentry; health and safety regulations applicable to the theater environment.
- Operation of lighting consoles, preset and/or computer assisted consoles, moving lights, sound boards and systems, smoke and haze systems, and rigging and fly systems; principles and practices of theatrical lighting, set construction, and sound; fixtures, machinery, and support systems of the theater.

Skill in:

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

Ability to:

- Instruct and supervise students in the safe use of machinery and equipment used in theater production; establish effective working relationships with co-workers, university personnel, and the community; read blueprints and schematic drawings; operate and maintain a variety of tools used to construct and install theater scenery and props; operate and maintain tools and test instruments used to install and monitor electronic equipment.

SUPERVISOR, THEATER TECHNICIAN

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

Knowledge of:

- Principles and practices of stage management; methods and materials used in drafting sufficient to design sets and props; purchasing procedures; principles and practices of supervision.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.

Skill in:

- Preparing scale models and blueprints.

Ability to:

- Diagnose and repair minor malfunctions of theater equipment; oversee the security of theater equipment;

THEATER TECHNICIAN
SUPERVISOR, THEATER TECHNICIAN

30 C 9.470
32 C 9.471

oversee crews in the installation of sets and equipment and during theatrical productions.

- 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.
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3. Some positions may require pre-employment screening for controlled substances.
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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 |

THEATER TECHNICIAN	30	C	9.470
SUPERVISOR, THEATER TECHNICIAN	32	C	9.471

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>
WATER SYSTEM OPERATOR	31	G	9.478
SENIOR WATER SYSTEM OPERATOR	33	G	9.498
SUPERVISOR, WATER SYSTEM OPERATOR	36	G	9.475

JOB SUMMARY

Water System Operators conduct testing, treatment, collection, and storage of ground and surface water and the treatment and distribution of water.

JOB DUTIES

WATER SYSTEM OPERATOR

1. Operate and maintain a water treatment and distribution system.
2. Monitor compliance with State health regulations and Environmental Protection Agency regulations and implement corrective water treatment procedures.
3. Route stream water into reservoir feed lines through catchment systems.
4. Control reservoir levels and water distribution and install and maintain water-pumping systems.
5. Perform preventive maintenance and repairs on water system equipment and components.
6. Clear debris, flush sand traps, and repair pressure relief boxes.
7. Perform related duties as assigned.

SENIOR WATER SYSTEM OPERATOR

1. Duties performed at the previous level, AND:
2. Analyze water samples and adjust chemical dosages.
3. Assist in overseeing the management, collection, treatment, and distribution of water resources.
4. Gather data, develop reports, and estimate costs.
5. Function as a lead worker for either a crew of inmates or classified staff.
6. Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
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.

SUPERVISOR, WATER SYSTEM OPERATOR

1. Duties performed at the previous levels, AND:
2. Oversee the management and collection of State water resources.
3. Collaborate with stakeholders on water policies, long-range planning, water budgeting and distribution plans, and conservation and education plans and initiatives.
4. Oversee the development, maintenance, replacement, and/or operation of a water collection system, pipelines, equipment, wells, and treatment and distribution systems.
5. Manage a budget, project and monitor revenues and expenditures, ensure proper payment for water

WATER SYSTEM OPERATOR	31	G	9.478
SENIOR WATER SYSTEM OPERATOR	33	G	9.498
SUPERVISOR, WATER SYSTEM OPERATOR	36	G	9.475

distribution, and assist in water supply contract development.

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

WATER SYSTEM OPERATOR

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

SENIOR WATER SYSTEM OPERATOR

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

SUPERVISOR, WATER SYSTEM OPERATOR

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

WATER SYSTEM OPERATOR

Knowledge of:

- Federal and State laws, regulations, and rules regarding water quality, treatment, and reporting requirements; principles and techniques of managing, operating, and maintaining a reservoir water system; intake structures; coagulation and flocculation; sedimentation and filtration; disinfections; corrosion control; taste and odor control; safety and laboratory procedures.
- Principles and techniques of surveying water sources and surface storage for capacity and potential contamination; operation and maintenance of water distribution systems; storage facilities; distribution system facilities; transportation of fuel using a tanker truck.
- Algebra and geometry; the operation, repair, and maintenance of valves, meters, pipes, gages, and culverts.

Skill in:

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

Ability to:

- Read plans and determine materials and equipment needed to complete a project; develop reports, cost estimates, and projections related to water collection, treatment, and distribution.
- Operate a water treatment plant according to federal and State statutes and regulations regarding water quality and treatment; analyze water samples and calculate correct chemical dosages; inspect equipment to assess maintenance and replacement needs; use tools and operate heavy equipment to maintain roads and maintain, repair, or replace pipelines, culverts, valves, pumps, meters and other devices; conduct on-

WATER SYSTEM OPERATOR	31	G	9.478
SENIOR WATER SYSTEM OPERATOR	33	G	9.498
SUPERVISOR, WATER SYSTEM OPERATOR	36	G	9.475

site inspections and maintain inspection logs of equipment, pipelines, catchments, and reservoirs; record and chart data using computer graphing software; direct the work of seasonal employees and inmates.

- Operate and transport vehicles weighing 26,001 pounds or more; collect field data and prepare maintenance logs; enter and retrieve data; perform heavy physical labor; perform mathematic computations; read and comprehend regulatory laws, administrative policy and procedures, and safety and equipment publications; read and understand water flow meters and snow depth gauges.

SENIOR WATER SYSTEM OPERATOR

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

Knowledge of:

- Computer logging and graphing methods related to water treatment and distribution.

Ability to:

- 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, WATER SYSTEM OPERATOR

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.

Ability to:

- Oversee the management, development, maintenance, and collection of the State's water resources; work effectively with special interest groups, interested parties, and legislative committees who are developing water policies, long range water needs assessments, water budgeting and distribution plans, and conservation and education plans and initiatives; establish maintenance or replacement schedules for equipment, facilities, pipelines, and catchments; develop and oversee a dedicated budget including projecting revenues and expenditures; monitor expenditures during the fiscal year; ensure the proper payment for distributed water; assist in the development of water supply contracts.
- Read and interpret laws and regulations regarding water quality, distribution, water rights, easements, and right-of-way; prepare monthly reports from field data and maintenance logs.
- 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

WATER SYSTEM OPERATOR	31	G	9.478
SENIOR WATER SYSTEM OPERATOR	33	G	9.498
SUPERVISOR, WATER SYSTEM OPERATOR	36	G	9.475

and as a condition of continuing employment.

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

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

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

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

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

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

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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>
MAINTENANCE REPAIR WORKER I	23	H	9.488
MAINTENANCE REPAIR WORKER II	25	H	9.487
MAINTENANCE REPAIR WORKER III	27	H	9.486
SENIOR MAINTENANCE REPAIR WORKER	28	H	9.485

JOB SUMMARY

Maintenance Repair Workers perform semi-skilled work in the building and mechanical trades to repair, construct, and/or maintain buildings, facilities, and equipment.

JOB DUTIES

MAINTENANCE REPAIR WORKER I

1. Perform plumbing to maintain, repair, and modify plumbing systems and fixtures.
2. Perform carpentry to maintain, repair, and modify facilities and fixtures.
3. Perform interior and exterior painting work.
4. Perform electrical work.
5. Perform equipment maintenance and repair to maintain building and grounds maintenance equipment and vehicles.
6. Perform welding and machining work.
7. Perform related duties as assigned.

MAINTENANCE REPAIR WORKER II

1. Duties performed at the previous level, AND:
2. Follow a maintenance and preventive maintenance schedule and document completion.
3. Survey and inspect assigned facilities to identify maintenance and preventative maintenance needs.
4. Monitor, service, and make basic repairs to boilers, oil and gas furnaces, and air conditioning systems.
5. Order materials and supplies and maintain records.
6. Perform related duties as assigned.

MAINTENANCE REPAIR WORKER III

1. Duties performed at the previous levels, AND:
2. Make determinations, diagnose malfunctions, or adapt methods to accommodate requirements.
3. Perform related duties as assigned.

SENIOR MAINTENANCE REPAIR WORKER

1. Duties performed at the previous levels, AND:
2. Function as a lead worker for either a crew of inmates or classified staff.
3. Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
4. Assign and review work for classified staff, provide training, and give input to performance evaluations and

MAINTENANCE REPAIR WORKER I	23	H	9.488
MAINTENANCE REPAIR WORKER II	25	H	9.487
MAINTENANCE REPAIR WORKER III	27	H	9.486
SENIOR MAINTENANCE REPAIR WORKER	28	H	9.485

discipline.

5. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

MAINTENANCE REPAIR WORKER I

No experience or education required.

MAINTENANCE REPAIR WORKER II

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

MAINTENANCE REPAIR WORKER III

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

SENIOR MAINTENANCE REPAIR WORKER

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.)

MAINTENANCE REPAIR WORKER I

Skill in:

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

Ability to:

- Read and understand repair orders and equipment service and operation manuals; document the condition of equipment, structures, and required repairs; add, subtract, multiply and divide whole numbers, fractions, and decimals to calculate dimensions and material needs.
- Follow verbal and written instructions.
- Perform manual labor and safely lift construction materials and equipment; work on ladders and scaffolding and in confined building access areas.

MAINTENANCE REPAIR WORKER II

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

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, codes, ordinances, collective bargaining agreements and agency policies and procedures.

MAINTENANCE REPAIR WORKER I	23	H	9.488
MAINTENANCE REPAIR WORKER II	25	H	9.487
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SENIOR MAINTENANCE REPAIR WORKER	28	H	9.485

- Methods and practices used in the building and/or mechanical trades.
- Applicable health and safety regulations.

Ability to:

- Perform semi-skilled work relevant to the assigned position; safely operate and maintain a variety of hand tools, power tools, and equipment.

MAINTENANCE REPAIR WORKER III

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

Knowledge of:

- Characteristics and quality of materials used in relevant trade.

Ability to:

- Adapt standard repair and maintenance procedures or methods to accommodate unusual circumstances; determine what repairs should be referred to a skilled trades worker; diagnose the cause and extent of common equipment, component, or system malfunctions.

SENIOR MAINTENANCE REPAIR WORKER

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

Knowledge of:

- Safety hazards and safe working procedures; standard practices, methods, materials, tools, and equipment used in the building and mechanical trades related to the maintenance and repair of buildings, grounds, and equipment.
- Department structures, facilities, systems, and equipment.

Ability to:

- Set priorities which reflect the relative importance of agency needs; prepare written work orders, requisition supplies, and prepare specifications; read and understand repair orders, service manuals, building plans and building codes.
- Supervise and direct the work of inmates; implement approved security measures in a correctional environment; enforce safety and security measures.
- 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

MAINTENANCE REPAIR WORKER I	23	H	9.488
MAINTENANCE REPAIR WORKER II	25	H	9.487
MAINTENANCE REPAIR WORKER III	27	H	9.486
SENIOR MAINTENANCE REPAIR WORKER	28	H	9.485

criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

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

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

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

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SIGN FABRICATOR	27	G	9.490

JOB SUMMARY

Sign Fabricators fabricate sign blanks from aluminum sheets to be used in the manufacture of highway signs.

JOB DUTIES

1. Produce sign blanks of appropriate sizes and shapes to be used in the production of highway signs.
2. Review work orders and ensure dimensions conform to federal and State standards for highway signs.
3. Plan and lay out projects and cut, smooth, engrave date, mark mounting holes, and punch holes.
4. Overlay aluminum blanks with pressure sensitive sheeting, put signs through the applicator, and separate and trim excess material.
5. Cover sign blanks with reflective and/or non-reflective sheeting.
6. Maintain records of materials to ensure adequate inventory, procure inventory, and advise when inventory needs replenishment.
7. Maintain work area and equipment to ensure it is in clean and safe working order.
8. Perform repairs and maintenance on sign shop equipment.
9. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One year 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, State, and local laws, regulations, and agency policies and procedures.
- Methods, materials, tools, and equipment used in sign fabrication; types and characteristics of various metals; sign writing and silk-screening methods and procedures.

Skill in:

- Safely operating, maintaining, and repairing equipment used in the fabrication of sign blanks.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Prepare inventory reports and stock requisitions; read and understand work orders, manuals, and uniform traffic control devices; take measurements and make mathematical calculations necessary to lay out projects.

SPECIAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

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

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

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

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STATE OF NEVADA
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Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TEMPORARY ASSISTANT	16	H	9.491

JOB SUMMARY

Temporary Assistants perform simple, routine manual and/or clerical tasks on a temporary, seasonal, or intermittent short-term basis.

JOB DUTIES

1. Provide reception support, answer telephones, greet the public, and provide general information.
2. Assist with records management and copy, scan, and file documents.
3. Conduct compliance checks.
4. Assist with completing registration forms.
5. Distribute registration packets.
6. Conduct surveys.
7. Gather information.
8. Set up chairs and assist with basic event preparation.
9. Wash laboratory glassware.
10. Conduct orientation tours.
11. Stock shelves.
12. Price books and other items.
13. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

No experience or education required.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Skill in:

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

Ability to:

- Read, write, and follow simple verbal and written directions.
- Perform repetitive tasks according to established procedures and instructions.
- Apply basic policies and procedures.

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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JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PARK MAINTENANCE SPECIALIST	33	G	9.500

JOB SUMMARY

Park Maintenance Specialists perform skilled work in two or more of the mechanical and construction trades to repair, construct, and/or maintain buildings, grounds, and equipment.

JOB DUTIES

1. Participate in project planning and review work completed by contractors for compliance with plans and specifications.
2. Develop maintenance policies and procedures for the facility.
3. Provide information regarding facility needs and estimated costs for inclusion in the facility budget.
4. Perform plumbing work to maintain, repair, and modify public water systems, plumbing systems, and fixtures.
5. Perform carpentry work to construct, maintain, repair, and modify facilities, fixtures, furniture, and woodwork.
6. Perform electrical work to maintain and repair electrical systems and equipment.
7. Perform painting work to maintain and repair the surfaces of buildings, structures, fixtures, furniture, and equipment.
8. Perform equipment mechanical work to repair and maintain equipment in proper working order.
9. Prepare and submit project updates, identify issues, and propose solutions.
10. Serve as a construction project coordinator to contractors and subcontractors.
11. Maintain records and prepare related reports.
12. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
13. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- State and agency policies and procedures pertaining to facility operations and purchasing; applicable State and local building and fire codes; Americans with Disabilities Act requirements.
- Local history, surrounding areas, and the Park to provide visitor information.
- Practices, methods, materials, tools, and equipment used in the building and mechanical trades; direct current electrical systems; structural design; construction techniques; water distribution systems.

Skill in:

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

Ability to:

- Set priorities of job assignments; develop facility maintenance policies and procedures; modify and/or adapt designs, procedures, or methods to design new systems, modify existing systems, or accomplish tasks more efficiently; inspect and review the work of contractors; read and understand construction documents; provide technical guidance including material selection.
- Establish and maintain records and files; prepare reports pertaining to facility operations, materials, and supplies; provide information to park visitors on park, local, and surrounding area history; explain park rules and regulations.
- 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.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

(Check all that apply)

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

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

(Check all that apply)

- | | |
|---|---|
| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |

- ☒ Ability to complete tasks with numerous interruptions
- ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
RANGE CONTROL SPECIALIST	33	C	9.501

JOB SUMMARY

Range Control Specialists perform maintenance and supply tasks related to the operation of an automated weapons-qualifying training range.

JOB DUTIES

1. Oversee range and target construction, work with contractors, and maintain and repair electronic targetry systems.
2. Install, maintain, calibrate, repair, program, and modify electronic and computerized equipment.
3. Evaluate range requests, manage range resources for scheduled activities, coordinate logistics, and resolve training conflicts.
4. Ensure range readiness and restore operational condition post-training.
5. Assist in range shutdown issues, emergencies, and equipment failures.
6. Test components to diagnose equipment failures and replace defective parts.
7. Coordinate with federal and State agencies, vendors, and private industries for equipment procurement.
8. Conduct and maintain inventory of supplies, parts, and equipment.
9. Maintain replacement and repair stock by researching part numbers, descriptions, and prices.
10. Input, update, track, and retrieve data related to range operations.
11. Maintain required records to ensure compliance with laws, regulations, and policies.
12. Assemble, file, and distribute material safety data sheets.
13. Prepare range and training preventative reports.
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; methods and techniques applicable to safety and occupational health; Department of Defense range safety operations; range safety, scheduling, and qualification requirements and standards; range standard operating procedures and tactical operations; Surface Danger Zones.
- Troubleshooting targeting problems; installation, relocation, set-up, and servicing of automated targetry systems; the operation, repair, and maintenance of target arrays and other command and control systems; inventory and purchasing protocols and procedures; records maintenance.

Skill in:

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

Ability to:

- Read and interpret blueprints, drawings, and specifications; repair and troubleshoot microprocessor-based equipment; install, operate, and troubleshoot diagnostic software; isolate and diagnose electronic problems and equipment malfunctions.
- Resolve conflicts or issues with customers or staff.
- Conduct field work in rough terrain and weather extremes; work in an outdoor environment subject to extreme heat, cold, dusty, windy, and/or wet conditions.

SPECIAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

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

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

- | | |
|---|---|
| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |
| ☒ Ability to complete tasks with numerous interruptions | ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, |

which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PSYCHOLOGICAL ASSISTANT	41	B	10.171
PSYCHOLOGIST	44	B	10.170
SUPERVISOR, PSYCHOLOGIST	45	A	10.168

JOB SUMMARY

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

JOB DUTIES

PSYCHOLOGICAL ASSISTANT

1. Document services provided in applicable charts.
2. De-escalate hostile or physically aggressive individuals and refer them to resources or arrange for admission.
3. Record information for billing purposes and recommend third-party payments.
4. Coordinate program services.
5. Provide summary reports.
6. Assist with individual, family, and group therapy and substance abuse counseling and treatment plans.
7. Assist with presentations and training programs.
8. Perform related duties as assigned.

PSYCHOLOGIST

1. Duties performed at the previous level, AND:
2. Administer, score, and interpret diagnostic and projective tests to provide evaluation and diagnoses.
3. Write comprehensive psychological reports detailing results, observations, findings, and recommendations.
4. Provide crisis intervention services.
5. Participate in treatment meetings to discuss the status and progress of individuals and recommend treatment.
6. Develop treatment plans or individualized functional analysis.
7. Provide individual, family, and group therapy and substance abuse counseling.
8. Conduct psycho-sexual evaluations on sex offenders and diagnostic classification.
9. Review psychosocial assessments to monitor treatment effectiveness and determine program eligibility.
10. Consult with treating physicians and ensure service delivery goals are met and documentation is compliant.
11. Provide court testimony.
12. Plan and develop program services.
13. Participate in committees and facility activities in developing service delivery needs assessments, policies, and procedures.
14. Write and administer grants and participate in accrediting and quality review programs.
15. Develop and conduct presentations and training programs.
16. Perform related duties as assigned.

PSYCHOLOGICAL ASSISTANT	41	B	10.171
PSYCHOLOGIST	44	B	10.170
SUPERVISOR, PSYCHOLOGIST	45	A	10.168

SUPERVISOR, PSYCHOLOGIST

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

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

PSYCHOLOGICAL ASSISTANT

Registration as a Psychological Assistant by the State of Nevada Board of Psychological Examiners.

PSYCHOLOGIST

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

SUPERVISOR, PSYCHOLOGIST

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

PSYCHOLOGICAL ASSISTANT

Knowledge of:

- Applicable federal and State laws and regulations.
- American Psychological Association Code of Ethics; reference books on psychological treatment and diagnostic and statistical manuals.
- Crisis intervention techniques; educational and learning disorders; client rights and confidentiality of information.

Skill in:

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

Ability to:

- Communicate test results in written and verbal form; assess client behavior and develop goals for therapy.
- Establish and maintain effective working relationships with clients, inmates, co-workers, and the public; conduct clinical and mental status evaluations and interviews.

PSYCHOLOGICAL ASSISTANT	41	B	10.171
PSYCHOLOGIST	44	B	10.170
SUPERVISOR, PSYCHOLOGIST	45	A	10.168

PSYCHOLOGIST

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

Knowledge of:

- Applicable agency policies and procedures.
- Theories, principles, and practices of psychological testing and interpretation of test results.
- Types, etiology, and treatment of mental disorders; clinical assessment methods; detailed therapeutic principles and techniques used in providing psychological services to clients with mental illness, intellectual, and related disabilities; psychopharmacology; agency and community resources; normal and abnormal human behavior and development.

Ability to:

- Conduct program development projects; implement clinical review systems; administer, score, and interpret psychological tests; diagnose mental illness, intellectual, and related disabilities; facilitate individual, group, and family counseling sessions.

SUPERVISOR, PSYCHOLOGIST

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

Ability to:

- Resolve clinical issues resulting from conflicting policies or regulations; establish goals and objectives; develop and recommend budgets, work plans, and administrative reports; communicate complex ideas and problems interdepartmentally; develop programs to meet specific agency needs.
- Integrate results from test instruments and develop appropriate treatment methods and goals.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

PSYCHOLOGICAL ASSISTANT	41	B	10.171
PSYCHOLOGIST	44	B	10.170
SUPERVISOR, PSYCHOLOGIST	45	A	10.168

SPECIAL REQUIREMENTS

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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, 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
SUPERVISOR, SAFETY SPECIALIST, RAILWAY	37	B	11.519

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

SAFETY SPECIALIST, RAILWAY

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.

SUPERVISOR, SAFETY SPECIALIST, RAILWAY

1. Duties performed at the previous level, AND:
2. Coordinate railway safety inspections and enforcement activities, geographic locations, inspection focus, and provide guidance on severity of penalties.
3. Oversee inspection activity reports and develop statistics.
4. Conduct program assessment through performance indicators and FRA guidance.
5. Develop operating procedures and draft regulations and statutes.
6. Conduct appeal hearings on challenges to citations and penalties.
7. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
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.

SAFETY SPECIALIST, RAILWAY	35	B	11.515
SUPERVISOR, SAFETY SPECIALIST, RAILWAY	37	B	11.519

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

SAFETY SPECIALIST, RAILWAY

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

SUPERVISOR, SAFETY SPECIALIST, RAILWAY

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.)

SAFETY SPECIALIST, RAILWAY

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.
- 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.

SAFETY SPECIALIST, RAILWAY
SUPERVISOR, SAFETY SPECIALIST, RAILWAY

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37 B 11.519

SUPERVISOR, SAFETY SPECIALIST, RAILWAY

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

Knowledge of:

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

Ability to:

- Formulate policies and procedures; provide presentations; investigate and resolve complaints.
- 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)

SAFETY SPECIALIST, RAILWAY	35	B	11.515
SUPERVISOR, SAFETY SPECIALIST, RAILWAY	37	B	11.519

- | | |
|---|--|
| ☒ 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>
CRIMINAL INVESTIGATOR	41	D	13.243
SUPERVISOR, CRIMINAL INVESTIGATOR	43	D	13.242

JOB SUMMARY

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

JOB DUTIES

CRIMINAL INVESTIGATOR

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

SUPERVISOR, CRIMINAL INVESTIGATOR

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

CRIMINAL INVESTIGATOR	41	D	13.243
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10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

CRIMINAL INVESTIGATOR

Three or more years of applicable experience as described in the job duties and based on the assigned agency, 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.

SUPERVISOR, CRIMINAL INVESTIGATOR

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

CRIMINAL INVESTIGATOR

Knowledge of:

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

Skill in:

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

Ability to:

- Use sound judgment under stress.
- Use initiative and independent judgement within established legal or procedural guidelines.
- Operate a police car, police radio, firearms, and other weapons and equipment as required.
- Conduct surveillance activities utilizing appropriate equipment and techniques; perform a variety of investigative functions; recognize emergencies or dangerous situations and take appropriate action; gain

CRIMINAL INVESTIGATOR
SUPERVISOR, CRIMINAL INVESTIGATOR

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43 D 13.242

the confidence of others, reason persuasively, and take corrective action; provide in-service training to other staff; assist in the development of agency policies, procedures, goals, and objectives.

- Establish and maintain effective working relationships with others; secure facts by personal contact, observation, and review of records; obtain and serve legal documents, arrest warrants, subpoenas, and affidavits; read and interpret court orders, legal documents, complaints, or judgments.
- Recognize and develop evidence for presentation in a court of law; testify effectively in court; analyze situations and take effective action; maintain composure in the face of resistance, indifference, or hostility; discuss and explain agency policies and procedures to individuals of various backgrounds.
- Conduct interviews to obtain needed information; obtain and verify facts, statements, and incidents; weigh facts impartially and accurately; interpret and apply various laws, policies, and procedures.
- Perform research; efficiently and effectively organize information and data; select, prepare, and maintain needed and required records or documents; present information and findings in a clear and concise manner.
- Write concise, logical, and grammatically correct reports; speak on a one-to-one basis using appropriate vocabulary and grammar; record information quickly and accurately.
- Work as part of a team and communicate and work cooperatively with others including co-workers, clientele, and the public.

SUPERVISOR, CRIMINAL INVESTIGATOR

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

Knowledge of:

- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.
- Principles of officer safety, public safety, and risk mitigation and management.

Ability to:

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

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. This position requires pre-employment screening for controlled substances.
4. The State of Nevada requires applicants to consent to a background check, which includes a review of criminal and employment history, and other personal history information including references, education records, neighborhood and credit checks, and a truthfulness examination with either a polygraph or computer voice stress analyzer (CVSA). 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>
YOUTH PAROLE COUNSELOR	40	B	13.266
SENIOR YOUTH PAROLE COUNSELOR	41	B	13.265
SUPERVISOR, YOUTH PAROLE COUNSELOR	43	A	13.263

JOB SUMMARY

Youth Parole Counselors oversee and enforce parole agreements and provide placement, counseling, education, and work programs for assigned youth.

JOB DUTIES

YOUTH PAROLE COUNSELOR

1. Conduct casework activities.
2. Coordinate with others to develop parole and treatment plans, goals, and objectives.
3. Monitor activities while institutionalized and create aftercare programs for community reintegration.
4. Document caseload interactions and collect and report data.
5. Monitor progress reports and compile data, for inclusion in a variety of automated information systems.
6. Prepare file notes, forms, and reports on progress or violations, and take appropriate action.
7. Recommend and facilitate the implementation of the parole plan and recommend parole revocation, wardship termination.
8. Meet with assigned youth and conduct unscheduled visits at home, at work, or in school.
9. Discuss goals and accomplishments, correct inappropriate behavior or violations, and recommend and assist youth in developing objectives to meet parole requirements.
10. Provide guidance and counseling to youth and families, make referrals, and document information.
11. Enforce parole violations and assist law enforcement.
12. Locate, apprehend, transfer, arrest, book, and detain youth.
13. Appear in court when youth are adjudicated and prepare paperwork.
14. Provide court documents, case summaries, and recommendations.
15. Investigate and make placement decisions for juveniles under interstate compact from other states.
16. Visit family or relatives, conduct home surveys, and recommend approval or denial to grant State residency.
17. Act as an officer of the court, coordinate court dates, ensure compliance with court orders, and prepare various court documents and reports.
18. Arrange for services, administer urinalysis tests, and provide recommendations to supervisors.
19. Perform related duties as assigned

SENIOR YOUTH PAROLE COUNSELOR

1. Duties performed at the previous level, AND:
2. Investigate and develop new programs and services regarding needs, availability, and funding.
3. Conduct the most complex and difficult casework assignments.
4. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.

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5. Liaise between various stakeholders to aid in program development, increase public awareness, and promote community relations.
6. Perform related duties as assigned.

SUPERVISOR, YOUTH PAROLE COUNSELOR

1. Duties performed at the previous levels, AND:
2. Review and approve parole reports, court documents, placement recommendations, and referrals.
3. Assist in the development of policies and procedures.
4. Develop and administer the budget, review and evaluate expenditures, and ensure expenses are within limits.
5. Conduct liaison activities with various stakeholders and share information on case management.
6. Review parole revocation and wardship termination recommendations and approve or deny wardship terminations.
7. Develop, coordinate, and implement training programs on a variety of topics.
8. Review and approve or deny crisis level supervision and enforcement requests.
9. Prepare statistical reports on caseload, placement, costs, special needs, interstate compact, and ward status.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

YOUTH PAROLE COUNSELOR

One or more years of applicable experience as described in the job duties and Certification as a Category II Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

SENIOR YOUTH PAROLE COUNSELOR

Two or more years of applicable experience as described in the job duties and Certification as a Category II Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

SUPERVISOR, YOUTH PAROLE COUNSELOR

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and Certification as a Category II 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.)

YOUTH PAROLE COUNSELOR

Knowledge of:

- Applicable federal and State laws, regulations, rules, and agency policies and procedures.
- Counseling techniques related to juvenile offenders; treatment team concept; specific security techniques involving the supervision of youth; criminal and administrative law and due process as applied to juvenile

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offenders; cultural and ethnic differences as applied to program placement of youth.

- Principles of psychology to adequately recognize, address, and react to individual needs or problems of youth and refer to appropriate resources; causes of deviant emotional or psychological behavior.
- Investigative and interviewing techniques; law enforcement principles and practices; casework services; courtroom procedures, court documents, and parole agreements.
- Interstate compact policies and procedures; casework principles and practices; crisis intervention techniques; laws of arrest and the use of force; functions of various law enforcement and human service agencies; various judicial jurisdictions; detention criteria.

Skill in:

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

Ability to:

- Establish and maintain cooperative working relationships with others; apply casework principles in the supervision of youth; work and communicate with juvenile offenders with various social, cultural, economic, and educational backgrounds; interpret and evaluate case histories and criminal records; maintain a professional demeanor in the face of resistance, indifference, or hostility; monitor and evaluate program activities and progress.
- Write concise, logical, grammatically correct reports; record information quickly and accurately; read and interpret laws, regulations, policies, and procedures.

SENIOR YOUTH PAROLE COUNSELOR

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

Knowledge of:

- Psychological terminology and testing methods; local resources available to implement specialized treatment programs and parole plans; judicial process related to the adjudication of juvenile offenders.

Ability to:

- Write various reports and legal documents required by the court, community resource agencies, institutions, schools, and diagnostic services; systematically arrange youth into risk needs categories; analyze problems, situations, practices and procedures to identify relevant concerns or factors to formulate logical and objective conclusions.
- Interact with both institutional and parole staff, parents, law enforcement agencies, schools, and other State agencies; recognize and react appropriately to emergency or dangerous situations that may affect the safety and security of assigned youth, staff members, and the community and take appropriate action; conduct supervision of assigned youth; gain the confidence of others, reason persuasively, and take corrective action; assist in the development of agency policies, procedures, goals, and objectives.

SUPERVISOR, YOUTH PAROLE COUNSELOR

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

Knowledge of:

- Juvenile parole as applied to the rights of juvenile offenders, casework, investigations, and enforcement

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principles and practices; social service, employment, vocational, and educational program opportunities.

- Purpose, activities, and mission of the Youth Parole Bureau; principles and practices of supervision and training; State budget process.

Ability to:

- Maintain good working relationships with other law enforcement agencies, the juvenile justice system, and the public; provide in-service training to staff; develop, interpret, and implement policies and procedures, programs, and budgets; effectively communicate program goals, policies, and procedures to others.
- Accept equivocal circumstances and take action where answers to problems are not readily apparent; represent the Bureau regarding services, needs, resources, and provide information about policies, procedures, goals, and objectives.
- 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 |

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SENIOR YOUTH PAROLE COUNSELOR	41	B	13.265
SUPERVISOR, YOUTH PAROLE COUNSELOR	43	A	13.263

*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>
CORRECTIONAL LIEUTENANT	41	D	13.310

JOB SUMMARY

Correctional Lieutenants supervise an assigned watch or major unit and the work of subordinate staff in the custody, discipline, and welfare of inmates in State correctional facilities.

JOB DUTIES

1. Oversee a major area or shift in a State correctional institution or facility.
2. Supervise day-to-day operations including inmate feeding, clothing, housing, custody, transportation, and discipline.
3. Assist in the development, implementation, and oversight of policies, procedures, goals, and objectives.
4. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
5. Analyze and propose legislative changes, draft amendments and provide testimony.
6. Conduct roll calls to verify attendance and assess staffing needs for security.
7. Authorize or recommend overtime based on institution/facility's requirements and personnel availability.
8. Resolve informal and formal grievances, provide information for higher-level responses, recommend disciplinary actions, and counsel employees in work-related activities.
9. Enforce institution/facility policies and procedures regarding security matters, including control of keys, tools, knives, contraband, and hazardous materials.
10. Inspect keys, locks, windows, doors, bars, gates, fences, walls, ceilings, fire suppression, and other areas for damage or breaches of security.
11. Direct staff and participate in searches of inmates, living and work areas, and administrative/support areas.
12. Inspect, take appropriate actions, and report on security, safety, and sanitation infractions.
13. Conduct routine and special counts of individuals following emergency procedures in the event of escapes.
14. Control, direct, and monitor individual activity and movement to ensure security and safety.
15. Review and endorse all incident reports and investigate and gather information for corrective action.
16. Place inmates in administrative segregation pending further review.
17. Control situations such as escape, inmate disturbances, criminal activity, and other concerns by initiating action and notifying designated officials.
18. Serve as incident commander in emergency situations.
19. Develop shift rosters and serve as member of the Qualification Appraisal Panel.
20. Oversee the work and performance of supervisory employees.
21. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
22. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

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

supervisory experience at a Sergeant or equivalent level and Certification as a Category III Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge, skills, and abilities required at the Correctional Sergeant, AND:

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; State budget, accounting, and purchasing policies, procedures, processes, and constraints.

Skill in:

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

Ability to:

- Read, understand, and follow instructions; work with officers and inmates; analyze and determine available staff within parameters of fiscal resources.
- 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, 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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