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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR# 31-22

June 10, 2022

TO: DHRM Listserv Recipients

FROM: Frank Richardson, Administrator *Frank Richardson*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – PARK RANGER
(COMMISSIONED) SERIES

Attached are revised proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Deputy Administrator Beverly Ghan at bghan@admin.nv.gov no later than July 11, 2022.

If no written objections are received in this office by July 11, 2022, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

TO: Frank Richardson, Administrator
Division of Human Resource Management

FROM: Beverly Ghan, Deputy Administrator
Division of Human Resource Management
Compensation, Classification & Recruitment Section

DATE: June 8, 2022

SUBJECT: INDIVIDUAL CLASSIFICATION STUDY – PARK RANGER (COMMISSIONED) SERIES

It is recommended the following class **be revised** effective: **Upon Expiration of UCA Posting**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.141	Park Ranger III (Commissioned)	36*	B	<i>13.141</i>	<i>Park Ranger III (Commissioned)</i>	<i>36*</i>	<i>D</i>
13.142	Park Ranger II (Commissioned)	35*	B	<i>13.142</i>	<i>Park Ranger II (Commissioned)</i>	<i>35*</i>	<i>D</i>
13.143	Park Ranger I (Commissioned)	32*	B	<i>13.143</i>	<i>Park Ranger I (Commissioned)</i>	<i>32*</i>	<i>D</i>

Basis for Recommendation

The Department of Conservation and Natural Resources, Division of State Parks has requested that the criminal justice degree be reestablished within the Education & Experience section of the Minimum Qualifications, at every level. The degree had been removed from the class series in November of 2012 when additional degree options were added. The agency has since determined that their recruitment efforts would be better served with the inclusion of the criminal justice degree, as they are losing out on otherwise qualified individuals.

As such, and in consultation with Subject Matter Experts from State Parks and analysts within the Division of Human Resource Management (DHRM), it is recommended that the Education & Experience section of the Minimum Qualifications be amended, at every level, to reflect the addition of the criminal justice degree. Additionally, an additional equivalency was added to the Park Ranger I (Commissioned) to allow for experience at the Park Ranger Technician III (1.958) to qualify. This change will allow for greater upward mobility within the Division.

In addition, the Class Concept for the Park Ranger I (Commissioned) was amended to maintain consistency with verbiage, formatting, and structure.

Furthermore, the EEO Administrator recommends changing the EEO-4 Code from “B” Professional to “D” Protective Service Workers which are occupations in which workers are entrusted with public safety, security and protection from destructive forces and includes police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers, and kindred workers.

A Park Rangers (Commissioned) participate in operations, law enforcement, resource management, interpretation, and maintenance activities at an assigned State park.

Throughout the review management and staff from the agency, and analysts within DHRM, participated by offering recommendations and reviewing changes as the process progressed and they support the recommendation.

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PARK RANGER III (COMMISSIONED)	36*	[B]D	13.141
PARK RANGER II (COMMISSIONED)	35*	[B]D	13.142
PARK RANGER I (COMMISSIONED)	32*	[B]D	13.143

SERIES CONCEPT

Park Rangers (Commissioned) participate in operations, law enforcement, resource management, interpretation, and maintenance activities at an assigned State park.

Coordinate and participate in day-to-day park operation and maintenance projects; train, supervise and evaluate the performance of assigned seasonal personnel; clean and maintain park buildings, grounds, offices, restrooms, and vehicles; schedule and assign personnel to collect fees, staff visitor centers, and conduct tours.

Gather, record and audit information related to visitor use and fees collected; take inventory and submit supply requests; prepare activity reports on areas of responsibility; make reservations and respond to letters and telephone inquiries; operate park weather station, sales outlet and water safety and control devices at the park.

Enforce laws and regulations including applicable State laws, county ordinances, and park rules and policies; investigate accidents, write citations, make arrests, conduct search and rescue operations, respond to emergency situations, and interact with other law enforcement agencies to preserve the peace and protect park visitors.

Implement the resource management plan; identify resource problems; develop solutions and initiate projects for resource preservation and rehabilitation.

Participate in planning, developing, and conducting special events and on-going interpretive activities such as tours, hikes, displays, exhibits, talks and visitor centers to inform park visitors of park attractions, flora, fauna, cultural and natural history, and environmental education.

Perform related duties as assigned.

CLASS CONCEPTS

Park Ranger III (Commissioned): Under the general supervision of a Park Supervisor III, incumbents coordinate and oversee the operation and maintenance of a major section of a large and complex park with special features such as historical sites, visitor centers, multiple fee collection points, complex maintenance and resource protection programs, concessions and contracts, sophisticated water and sewer systems, and special use facilities, in addition to performing the full range of duties outlined in the series concept.

Park Ranger II (Commissioned): Under the general supervision of a Park Supervisor, incumbents perform the full range of duties outlined in the series concept. This is the journey level in the series.

Park Ranger I (Commissioned): Under the direct supervision of a Park Supervisor, incumbents receive training in performing ~~[all or part of]~~ the duties ~~[outlined]~~ *described* in the series concept. This is the trainee level in the

* Reflects a 2-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention.

PARK RANGER III (COMMISSIONED)	36*	[B]D	13.141
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CLASS CONCEPTS (cont'd)

Park Ranger I (Commissioned): (cont'd)
 series[-P] and progression to the next level *in the series* may occur upon meeting the *minimum* qualifications, [of the next level,] satisfactory [job] performance, and *with the recommendation* [approval] of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must submit to a pre-employment screening for controlled substances.
- * Positions are subject to call back and must work various hours and/or shifts.
- * Positions require statewide travel.
- * Positions require work on evenings, weekends, and/or holidays.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTES:

- * Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Candidates may be required to submit to a background check and physical agility examination prior to appointment.
- * Incumbents must complete a P.O.S.T. academy within 18 months of appointment.

PARK RANGER III (COMMISSIONED)

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major or minor in park management, outdoor recreation management, ecology, forestry, biology, agriculture, education, natural or environmental sciences, horticulture, history/folklore, wildlife management, museum management, park interpretation, business or public administration, *criminal justice*, or related field, and two years of professional park ranger experience in park operations and maintenance; **OR** one year of experience as a Park Ranger II (Commissioned) in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See *Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: financial and statistical recordkeeping; safety principles and practices related to the use of assigned equipment. **Ability to:** preserve and enhance the park's natural resources; prepare reports, evaluations, bulletins, and memoranda; perform literary research necessary to develop interpretive materials; plan, organize and coordinate available resources to effectively manage an assigned area of the park; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Detailed knowledge of: Nevada Administrative Code and Nevada Revised Statutes applicable to operation of a State park; division policy manuals related to law enforcement, fee collection, volunteers, and general policies; current State personnel practices and principles used in supervising staff; inventory techniques required to maintain operating supplies. **Ability to:** manage a major area within a large and complex park; assist the Park Supervisor in day-to-day operation and maintenance of the park.

PARK RANGER III (COMMISSIONED)	36*	[B]D	13.141
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MINIMUM QUALIFICATIONS (cont'd)

PARK RANGER II (COMMISSIONED)

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major or minor in park management, outdoor recreation management, ecology, forestry, biology, agriculture, education, natural or environmental sciences, horticulture, history/folklore, wildlife management, museum management, park interpretation, business or public administration, *criminal justice*, or related field, and one year of professional park ranger experience in park operations and maintenance; **OR** one year of experience as a Park Ranger I (Commissioned) in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

General knowledge of: natural and cultural history of the assigned park and surrounding areas; ecological concepts; laws, policies and practices related to park operations; personnel practices and principles used in supervision; inventory techniques required to maintain operating supplies; basic fire suppression techniques as applied to grass, brush, and forest areas. **Ability to:** make oral and visual presentations to groups to provide information about State parks; enforce laws and regulations and perform law enforcement duties as required by the assignment; work effectively in situations involving argumentative or combative individuals; render emergency medical assistance including cardiopulmonary resuscitation (CPR) to park visitors as necessary; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: park and resource management practices utilized in Nevada; principles of training and supervision; State budget, accounting and purchasing procedures. **Ability to:** assist the Park Supervisor in the overall operation and maintenance of the park; perform professional park management duties; plan, coordinate and oversee park custodial and minor maintenance projects.

PARK RANGER I (COMMISSIONED)

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major or minor in park management, outdoor recreation management, ecology, forestry, biology, agriculture, education, natural or environmental sciences, horticulture, history/folklore, wildlife management, museum management, park interpretation, business or public administration, *criminal justice*, or related field; **OR** two years of experience which provided experience in organizing, overseeing and performing park maintenance, interpretive programming, visitor services, and resource management duties; **OR one year of experience as a Park Ranger Technician III in Nevada State service;** **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

General knowledge of: basic principles of park operations and maintenance; basic principles of park and resource management; natural and cultural history; accepted land management practices; interpretation of natural resources and historic areas; operation of standard hand and power tools used in facility maintenance. **Ability to:** participate in the operation and maintenance of an assigned State park; perform custodial and general maintenance duties in park buildings and grounds; provide information and assistance to park visitors; maintain records and prepare reports; participate in planning and providing interpretive programs for park visitors; communicate effectively both orally and in writing.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Park Ranger II (Commissioned).)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

PARK RANGER III (COMMISSIONED)
PARK RANGER II (COMMISSIONED)
PARK RANGER I (COMMISSIONED)

36* **[B]D** **13.141**
35* **[B]D** **13.142**
32* **[B]D** **13.143**

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	<u>13.141</u>	<u>13.142</u>	<u>13.143</u>
ESTABLISHED:	7/1/97P 6/4/96PC	7/1/87-12P	7/1/87-12P
REVISED:		10/17/86PC	10/17/86PC
REVISED:		8/6/87-3	8/6/87-3
REVISED:		5/20/88-3	
REVISED:		7/1/89R	7/1/89R
		7/6/90PC	7/6/90PC
REVISED:		11/15/91PC	11/15/91PC
REVISED:		7/1/97P	7/1/97P
		6/4/96PC	6/4/96PC
REVISED:	3/29/01UC	3/29/01UC	3/29/01UC
REVISED:	10/31/01UC	10/31/01UC	10/31/01UC
REVISED:	7/5/02UC	7/5/02UC	7/5/02UC
REVISED:	7/1/05LG	7/1/05LG	7/1/05LG
REVISED:	10/1/07LG	10/1/07LG	10/1/07LG
REVISED:		6/25/08UC	6/25/08UC
REVISED:	11/26/12UC	11/26/12UC	11/26/12UC
REVISED:	<i>XXXXUC</i>	<i>XXXXUC</i>	<i>XXXXUC</i>