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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701  
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**MEMORANDUM**  
**HR# 15-22**

April 12, 2022

**TO:** DHRM Listserv Recipients

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

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES – PARK AID SERIES

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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](mailto:bghan@admin.nv.gov) no later than May 10, 2022.

If no written objections are received in this office by May 10, 2022, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

## NOTICE OF PROPOSED CLASSIFICATION CHANGES

**Number: Posting #09-22**  
**Posting Expires: May 10, 2022**

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.955	Park Aid Series	21	H	<i>1.955</i>	<i>Park Aide Series</i>	<i>21</i>	<i>H</i>

### ***Basis for Recommendation***

At the request of the Nevada Division of State Parks (NSP), Department of Conservation & Natural Resources (DCNR), the Division of Human Resource Management (DHRM) conducted a review of the Park Aid series.

In consultation with Subject Matter Experts from NSP, and analysts within DHRM it is recommended that a minor change to the class titles be made at all levels to indicate that positions serve as assistants to higher-level classes. Park Aides perform routine custodial and general facility and equipment maintenance duties, assist visitors, collect fees, and assist in the operating of a State park.

It is further recommended that the Education and Experience section of the Minimum Qualifications for the Park Aide I be modified to allow for individuals who have not graduated from high school or obtained an equivalent education to qualify for employment. This will allow current high school students, or those who attended high school but did not receive a diploma, to be employed which increases the applicant pool.

In addition, the Class Concept at both levels in the series and the Education and Experience section of the Minimum Qualifications for the Park Aide II were amended to clarify expectations and to maintain consistency with verbiage, formatting, and structure.

Throughout the review management and staff from NSP, 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.***

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. You may also view the recommendations and specifications online at [https://hr.nv.gov/Sections/Classification/Proposed\\_Classification\\_Changes/](https://hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/). For additional information call (775) 684-0137.

**Objections to the proposed new classification must be received in writing by May 10, 2022.** Objections should be addressed to Beverly Ghan, Deputy Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

**POSTING DATE: April 12, 2022**



**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>
<b>PARK AIDE II</b>	<b>21</b>	<b>H</b>	<b>1.955</b>
<b>PARK AIDE I</b>	<b>20</b>	<b>H</b>	<b>1.920</b>

**SERIES CONCEPT**

Park Aides perform routine custodial and general facility and equipment maintenance duties, assist visitors, collect fees, and assist in the operation of a State park.

Assist in cleaning park grounds, structures, and facilities; remove debris from campgrounds, picnic areas and other park locations; sanitize restrooms; and empty trash receptacles.

Participate in grounds and facility maintenance projects; pick up papers, debris, and litter; weed and rake park areas; prune trees and shrubs; paint structures; remove potential health and safety hazards.

Furnish park visitors with information concerning park facilities, recreational areas, policies, rules, and fees; assist with interpretive programs and displays; and give historic tours.

Collect park user fees and make change as necessary; issue entrance tickets or permits; prepare routine reports and maintain records as assigned.

Organize and store cleaning supplies; prepare and monitor inventory lists; record supplies used and report shortages to supervisor to ensure adequate inventory.

Perform routine preventive maintenance on park vehicles and equipment; check fluid levels; clean and wax vehicles as needed; and report malfunctions and problems.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Park Aide II:** ~~[Positions allocated to this class work under the supervision]~~ *Under general supervision* of higher-level Parks staff ~~[and]~~ *incumbents* perform the full range of duties ~~[outlined]~~ *described* in the series concept. This is the journey level ~~[for]~~ *in* the series.

**Park Aide I:** ~~[Positions allocated to this class work under the direct supervision]~~ *Under close supervision* of higher-level Parks staff ~~[and]~~ *incumbents* receive training in performing all or part of the duties ~~[outlined]~~ *described* in the series concept. This is the trainee level ~~[for]~~ *in* the series *and progression to the next level in the series may occur upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.*

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## MINIMUM QUALIFICATIONS

### **SPECIAL REQUIREMENT:**

- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.

### **INFORMATIONAL NOTE:**

- \* Positions may be allocated as either Permanent or Seasonal and accordingly will adhere to all applicable rules, regulations, policies, and procedures as outlined in Nevada Revised Statutes and Nevada Administrative Codes for the appropriate allocation.

### **PARK AIDE II**

EDUCATION AND EXPERIENCE: Graduation from high school or ~~[the]~~ equivalent education and six months of *general work* experience in a park, zoo, museum, interpretive visitor center, or closely related ~~[setting]~~ field; **OR** six months *of* experience as a Park Aide I in Nevada State service; **OR an equivalent combination of education and experience as described above.** (See Special Requirement and Informational Note)

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

**General knowledge of:** methods and procedures used to perform custodial services; painting techniques used to paint structures; health and safety practices in a park environment necessary to eliminate potential hazards; policies, procedures, rules, and laws as applied to the Park System; Parks System fee collection policies and procedures. **Ability to:** perform a variety of grounds, facility, and equipment maintenance duties to assist in park operation; follow specific instructions and work with minimal supervision; *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 operations, services, policies, and procedures; fee collection procedures.

### **PARK AIDE I**

EDUCATION AND EXPERIENCE: ~~[Graduation from high school or equivalent education.]~~ **Courses at the high school level; OR six months of general work experience.** (See Special Requirement and Informational Note)

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

**General knowledge of:** general methods and procedures used in cleaning and maintaining facilities; basic math; operation of standard hand and power tools. **Ability to:** assist in cleaning and maintenance of park grounds and facilities; collect fees and make change; operate basic power tools used in grounds and facility maintenance; maintain routine records and complete forms; move and transport trash containers and other objects weighing up to 50 pounds; perform physical labor for extended periods of time; and follow oral and written directions.

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 Aide II.)*

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 AIDE II**  
**PARK AIDE I**

**21 H 1.955**  
**20 H 1.920**

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	<u>1.955</u>	<u>1.920</u>
ESTABLISHED:	5/19/77	3/8/65
REVISED:		2/1/68
REVISED:		6/1/71
REVISED:		8/23/71
REVISED:		6/29/73
REVISED:		5/19/77
REVISED:		9/20/77
REVISED:	7/1/87-12P	7/1/87-12P
	10/17/86PC	10/17/86PC
REVISED:	5/20/88-3	5/20/88-3
REVISED:	4/20/89-12	4/20/89-12
REVISED:	7/1/97P	7/1/97P
	6/4/96PC	6/4/96PC
REVISED:	6/25/08UC	
REVISED:	5/18/12RNC	5/18/12RNC
REVISED:	9/14/18UC	9/14/18UC
<b>REVISED:</b>	<b>5/10/22UC</b>	<b>5/10/22UC</b>