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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR# 21-22

April 27, 2022

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – SAFETY
SUPERVISOR/SPECIALIST, ELEVATOR – DIR 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 May 25, 2022.

If no written objections are received in this office by May 25, 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: April 27, 2022

SUBJECT: INDIVIDUAL CLASSIFICATION STUDY – SAFETY SUPERVISOR/SPECIALIST,
ELEVATOR – DIR 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
11.564	Safety Supervisor, Elevator – DIR	39*	B	<i>11.564</i>	<i>Safety Supervisor, Elevator – DIR</i>	<i>39*</i>	<i>B</i>
11.538	Safety Specialist, Elevator – DIR	37*	B	<i>11.538</i>	<i>Safety Specialist, Elevator – DIR</i>	<i>37*</i>	<i>B</i>
11.563	Safety Representative, Elevator - DIR	34*	B	<i>11.536</i>	<i>Safety Representative, Elevator – DIR</i>	<i>34*</i>	<i>B</i>
	New			<i>11.652</i>	<i>Safety Associate, Elevator – DIR</i>	<i>32*</i>	<i>B</i>

Basis for Recommendation

At the request of the Division of Industrial Relations (DIR), Department of Business & Industry, the Division of Human Resource Management (DHRM) conducted a review of the Safety Supervisor/Specialist, Elevator - DIR class specifications. Safety Specialists promote recognized safety practices among businesses covered by federal and State safety and health laws and regulations.

In consultation with Subject Matter Experts from DIR and analysts within DHRM it is recommended that a new training level, titled Safety Associate, Elevator - DIR be added to the series. This additional level is consistent with other series within DIR to include the Safety Associate, Enforcement - DIR Safety Associate, Consultation – DIR.

- 1) The Safety Associate, Elevator - DIR, under close supervision, will receive training in performing the duties described in the series concept. This is the trainee level 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.

The Safety Associate, Elevator - DIR is allocated at a grade 32 which is consistent with the two-grade differential between levels in a series applied to most classes in State service as well as being comparable to two series as described above. In addition, the EEO Administrator assigned an EEO-4 code of “B” Professionals which is consistent with the other levels within this series.

It is also recommended that the Class Concept for the Safety Representative, Elevator – DIR be amended to reflect its change to a continuing trainee level.

In addition, it is recommended that the Special Requirements section of the Minimum Qualification be amended to account for the possibility of statewide travel and working evenings, weekends, and/or holidays. Furthermore, the Information Notes section of the Minimum Qualifications were modified to maintain consistency with the class titles used.

It is further recommended that the Education and Experience section of the Minimum Qualifications be modified, at every current level, to indicate additional areas where experience could be obtained as well as account for more college or university degree areas.

The development of an additional training level within the series and the increase in allowable experience and education requirements will allow for a more diverse applicant pool as well as create additional career pathways for current State employees.

Throughout the review management and staff from DIR, 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>
SAFETY SUPERVISOR, ELEVATOR – DIR	39*	B	11.564
SAFETY SPECIALIST, ELEVATOR - DIR	37*	B	11.538
SAFETY REPRESENTATIVE, ELEVATOR - DIR	34*	B	11.563
<i>SAFETY ASSOCIATE, ELEVATOR – DIR</i>	<i>32</i>	<i>B</i>	<i>11.652</i>

SERIES CONCEPT

Safety Specialists promote recognized safety practices among businesses covered by federal and State safety and health laws and regulations. Incumbents identify or train others to identify safety and health hazards and violations, and recommend reasonable and feasible means of abatement; research specific technology and industry applications using technical references and applicable codes and standards; prepare written reports and/or training materials; make public presentations to promote knowledge of safety issues among the public and industry groups; and maintain current knowledge of new technologies, standards, codes, rules and regulations.

Perform skilled work in the inspection of elevators, escalators, moving walks, dumbwaiters, personnel hoists, and related equipment; provide technical assistance to a variety of professionals.

Conduct shutdown and operating inspections of assigned equipment to ensure compliance with safety standards of the Division of Industrial Relations, Mechanical Compliance Section and its regulations and adopted industry codes related to the equipment’s installation; conduct opening and closing conferences with company management as needed; exercise appropriate safety precautions when inspecting elevator car tops, machine rooms, and pits; evaluate whether appropriate preventive maintenance is being performed by company personnel; issue notices of violations with time period for abatement; recommend citations and fines when violations are not corrected in specified time period; submit inspection reports which determine whether operating permits are issued, withheld, or revoked.

Investigate all accidents and complaints concerning elevators and related equipment which include interviewing complainants/witnesses, inspecting equipment, determining cause and appropriate method of correction; issue administrative fines or permit suspensions as appropriate; prepare investigation reports.

Provide technical assistance in response to inquiries from designers, constructors, architects, owners, users, service, and repair organizations regarding the interpretation of code requirements, maintenance, or operational problems with equipment.

Perform related duties as assigned.

CLASS CONCEPTS

Safety Supervisor, Elevator – DIR: Under general direction, incumbents serve as first-line supervisors for Safety Specialists in the Division of Industrial Relations, Mechanical Compliance Section. Supervisory duties include performance evaluations, work performance standards, scheduling, work assignment and review, training and development, and disciplinary action as required. All positions review other inspectors’ reports, personally review, and approve the majority of constructions plans and permits of proposed or existing installations of elevators and related equipment; conduct initial inspections of new and reinstalled objects; and issue monetary

*** Reflects a two grade, special salary adjustment granted by the 2013 Legislature to improve recruitment and retention for the Division of Industrial Relations.**

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CLASS CONCEPTS (cont'd)

Safety Supervisor, Elevator – DIR: (cont'd)

finer and revoke operating certificates based on inspection reports of subordinate inspectors. This is the supervisory level in the series.

Safety Specialist, Elevator – DIR: Under general supervision, incumbents perform the full range of duties outlined in the series concept. Incumbents regularly receive complex assignments requiring a broad knowledge of a variety of industries, or specialized expertise in a particular industry or process. Incumbents orient and train new Safety Specialists and/or Safety Representatives, may serve in a lead capacity on functional or team assignments, and may be assigned to focus on special projects. This is the journey level in the series.

Safety Representative, Elevator – DIR: Under ~~close~~ *general* supervision, incumbents *continue to* receive training in performing ~~some or all of~~ the inspection duties described in the series concept. This is the ~~entry~~ *continuing trainee* level in the series ~~[-P]~~ *and* progression to the next level *in the series* may occur upon meeting minimum qualifications, satisfactory ~~job~~ performance and with the ~~approval~~ *recommendation* of the appointing authority.

Safety Associate, Elevator – DIR: *Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the trainee level in the series and progression to the next level in the series may occur upon meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.*

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid driver’s license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.
- * For the Safety Supervisor, *Elevator - DIR* and Safety Specialist, *Elevator - DIR*, a Qualified Elevator Inspector’s (QEI) Certificate is required at the time of application and as a condition of continuing employment.
- * *Positions may be required to work evenings, weekends, and/or holidays.*
- * *Positions may require statewide travel.*

INFORMATIONAL NOTES:

- * For the Safety Supervisor, *Elevator - DIR* and Safety Specialist, *Elevator – DIR*, incumbents must obtain and maintain a State of Nevada Elevator Inspector’s Certificate of Competency within twelve months of appointment and as a condition of continuing employment.
- * For the Safety Representative, *Elevator – DIR*, incumbents must obtain and maintain a State of Nevada Elevator Inspector’s Certificate of Competency within twelve months of appointment and as a condition of continuing employment.
- * For the Safety Representative, *Elevator – DIR*, incumbents must obtain and maintain a Qualified Elevator Inspector’s (QEI) Certificate within thirty-six months of appointment and as a condition of continuing employment.

SAFETY SUPERVISOR, ELEVATOR - DIR

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in engineering, *occupational safety and health, construction management*, or closely related ~~curriculum~~ *field* and three years of experience in the construction, installation, repair and adjustment of elevators, escalators,

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MINIMUM QUALIFICATIONS (cont'd)

SAFETY SUPERVISOR, ELEVATOR – DIR (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

moving walks, lifts, hoists, amusement rides, *cranes/lifting equipment, conveyor systems, hydraulic systems, pneumatic systems*, or similar equipment; **OR** Associate's degree ~~[in one of the mechanical technologies]~~ *from an accredited college, university, or trade school in engineering, occupational safety and health, construction management, or closely related field* and four years of experience as described above; **OR** graduation from high school or equivalent education and five years of experience as described above; **OR** one year of experience as a Safety Specialist, Elevator – DIR in Nevada State service *to include a Qualified Elevator Inspector (QEI) certification*; **OR** an equivalent combination of education and experience as described above. ~~[Two years of this experience must have involved the inspection of a variety of elevators.]~~
(See Special Requirements and Informational Notes.)

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

Working knowledge of: ANSI/ASME Safety codes for elevators, escalators, and related equipment; the Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code and National Electrical Code as related to elevators and related equipment; the operation of electrical and mechanical controls. **Ability to:** research code applications for nonstandard designs; *and all knowledge, skills, and abilities at the lower levels.*

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

Working knowledge of: principles and practices of ~~[personnel]~~ supervision. **Ability to:** assign work, evaluate performance, and train employees; implement policies and procedures to ensure consistency in enforcement activities; participate constructively in conferences with employers to evaluate proposed administrative fines and abatement activities; allocate staff resources to maximize effectiveness.

SAFETY SPECIALIST, ELEVATOR - DIR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, *occupational safety and health, construction management*, or closely related ~~[curriculum]~~ *field* and two years of experience in the construction, installation, repair, and adjustment of elevators, escalators, moving walks, lifts, hoists, amusement rides, *cranes/lifting equipment, conveyor systems, hydraulic systems, pneumatic systems*, or similar equipment; **OR** Associate's degree ~~[in one of the mechanical technologies]~~ *from an accredited college, university or trade school in engineering, occupational safety and health, construction management, or closely related field* and three years of experience as described above; **OR** graduation from high school or equivalent education and four years of experience as described above; **OR** one year of experience as a Safety Representative, Elevator – DIR in Nevada State service *to include a Qualified Elevator Inspector (QEI) certification*; **OR** an equivalent combination of education and experience as described above. ~~[One year of this experience must have involved the inspection of a variety of elevators.]~~
(See Special Requirements and Informational Notes.)

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

Working knowledge of: AC/DC circuitry and solid-state circuitry; the design, construction, operation, maintenance and repair of elevators and related equipment; principles governing hydraulic systems; basic mechanics; safety codes for elevators, escalators, moving walks and related equipment by the American Society of Mechanical Engineers (ASME) and American National Standards Institute (ANSI); safety precautions necessary around elevator cars. **General knowledge of:** welding procedures. **Ability to:** read and interpret mechanical and electrical codes, standards, drawings and specifications relating to the installation and operation of elevators, escalators and related equipment; inspect elevators and related equipment to detect deviations from prescribed standards; physically inspect elevator cars, machine rooms, and pits in a safe manner; use hand tools such as pressure gauges, tachometers, and volt and light meters; perform standard mathematical calculations; write clear and concise reports; maintain equanimity in the face of resistance or hostility; communicate effectively with persons contacted in the course of conducting elevator inspections;

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MINIMUM QUALIFICATIONS (cont'd)

SAFETY SPECIALIST, ELEVATOR – DIR (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at the time of application): (cont'd)
make oral presentations at conferences with management; *and all knowledge, skills, and abilities at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Safety Supervisor, Elevator – DIR)

SAFETY REPRESENTATIVE, ELEVATOR – DIR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, *occupational safety and health, construction management*, or closely related ~~[curriculum]~~ *field* and one year of experience in the construction, installation, repair, and adjustment of elevators, escalators, moving walks, lifts, hoists, amusement rides, *cranes/lifting equipment, conveyor systems, hydraulic systems, pneumatic systems*, or similar equipment; OR Associate's degree ~~in one of the mechanical technologies]~~ *from an accredited college, university, or trade school in engineering, occupational safety and health, construction management, or closely related field* and two years of experience as described above; OR graduation from high school or equivalent education and three years of experience as described above; OR *one year of experience as a Safety Associate, Elevator – DIR 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 the time of application):

General knowledge of: basic elevator and escalator operation and installation; motors and/or control circuitry; computers and computer software. **Ability to:** read and interpret blueprint drawings; read and interpret relevant rules, regulations, and codes related to elevators and escalators; and walk, kneel, and climb ladders as required to perform inspections; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Safety Specialist, Elevator – DIR)

SAFETY ASSOCIATE, ELEVATOR – DIR

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in engineering, occupational safety and health, law enforcement, fire science, construction management, or closely related field; OR Associate's degree from an accredited college, university, or trade school in engineering, occupational safety and health, law enforcement, fire science, construction management, or closely related field and one year of experience in the building trades, industrial operations and/or mechanical trades; OR graduation from high school or equivalent education and two years of experience as described above; OR one year of experience as an Architectural/Engineering Drafter II, Compliance Investigator I, Electrician I, Engineering Drafter III, Engineering Technician III or Maintenance Repair Specialist I in Nevada State service; OR two years of experience as a Maintenance Repair Worker 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 the time of application):

General knowledge of: standard interviewing and investigative techniques used to identify violations of federal and State rules, regulations, policies, and procedures; current workplace safety issues; standard mechanical and scientific terminology, measures, and concepts relevant to mechanical equipment; the

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MINIMUM QUALIFICATIONS (cont'd)

SAFETY ASSOCIATE, ELEVATOR – DIR (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at the time of application): (cont'd) practical application of statistical data and mathematics including algebra and geometry. Ability to: research and understand applied technical information from a variety of scientific and mechanical disciplines; research, interpret, and implement applicable laws, rules, and regulations; write organized and grammatically correct reports and correspondence; communicate effectively in interviews, meetings and when providing testimony in court; establish and maintain cooperative working relationships; maintain composure in the face of resistance, indifference, and hostility; analyze operations problems and business practices, identify relevant factors and relationships, recognize alternatives and their implications, and formulate logical, objective conclusions; physically conduct inspections requiring prolonged standing, walking, sitting, climbing, bending and twisting, stooping, and/or reaching.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): (These are identical to the Entry Level Knowledge, Skills, and Abilities required for Safety Representative, Elevator – DIR)

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.

	<u>11.564</u>	<u>11.538</u>	<u>11.563</u>	<u>11.652</u>
ESTABLISHED:	6/27/16UC	12/10/10PC	6/27/16UC	<i>5/25/22UC</i>
REVISED:		07/01/13LG		
REVISED:		6/27/16UC		
REVISED:	4/25/17UC	4/25/17UC	4/25/17UC	
<i>REVISED:</i>	<i>5/25/22UC</i>	<i>5/25/22UC</i>	<i>5/25/22UC</i>	