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

May 13, 2022

TO: DHRM Listserv Recipients

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

SUBJECT: PROPOSED CLASSIFICATION CHANGES – DEPUTY BRAND
INSPECTOR 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 June 10, 2022.

If no written objections are received in this office by June 10, 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: May 13, 2022

SUBJECT: INDIVIDUAL CLASSIFICATION STUDY – DEPUTY BRAND INSPECTOR 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
New				<i>1.510</i>	<i>Brand Inspector III</i>	<i>27</i>	<i>C</i>
New				<i>1.512</i>	<i>Brand Inspector II</i>	<i>25</i>	<i>C</i>
1.514	Deputy Brand Inspector (Non-Commissioned)	23*	C	<i>1.514</i>	<i>Brand Inspector I</i>	<i>23*</i>	<i>C</i>

Basis for Recommendation

With the authorization of the 2021 Legislature, finalized by the December 2021 Interim Finance Committee, the Department of Agriculture (DOA) has requested the addition of two levels to the currently titled Deputy Brand Inspector (Non-Commissioned) series.

In consultation with Subject Matter Experts from DOA and analysts within DHRM it is recommended that the existing class be retitled to Brand Inspector I and two new levels be added at Brand Inspector II and Brand Inspector III.

- 1) *Brand Inspector III, 1.510, grade 27*: under general direction, and in addition to performing the full range of duties as described in the series concept, incumbents supervise a staff of Brand Inspector I's and II's to include performance appraisals, work performance standards, scheduling, work assignment and review, training, and discipline as required. Incumbents plan, organize, and oversee the activities and operations either statewide or in an assigned region; assist in the development, review, revision, and implementation of policies and procedures; ensure adherence to Department policies and procedures; prepare narrative and statistical reports regarding activities of the unit; assist with budget development by compiling information to support projected expenditures in specific areas such as operating costs, travel costs, staffing, and staff development; monitor and maintain assigned budget as required.
- 2) *Brand Inspector II, 1.512, grade 25*: under limited supervision, incumbents perform the full range of duties described in the series concept and function as the day-to-day supervisor of an assigned unit. The incumbent supervises a staff of lower-level Brand Inspector I's to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline.

- 3) *Brand Inspector I, 1.514, grade 23*: Under limited supervision, incumbents perform the full range of duties as described in the series concept on an intermittent and/or seasonal basis. This is the journey level in the series.

The Brand Inspector III is allocated at a grade 27 and the Brand Inspector II is allocated at a grade 25, which is consistent with the two-grade differential between levels in a series applied to most classes in State service. In addition, the EEO Administrator assigned an EEO-4 code of “C” Technicians which is consistent with the original level within this series.

It is also recommended that the Special Requirements and Informational Note of the Minimum Qualifications be amended to clarify and expand on the expectations of the position.

Lastly, the Entry Level Knowledge, Skills, and Abilities at the Brand Inspector I were amended to reflect changed resulting from the addition of two new levels in the series.

Throughout the review management and staff from DOA, 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>
<i>BRAND INSPECTOR III</i>	<i>27</i>	<i>C</i>	<i>1.510</i>
<i>BRAND INSPECTOR II</i>	<i>25</i>	<i>C</i>	<i>1.512</i>
<i>[DEPUTY] BRAND INSPECTOR I [(NON-COMMISSIONED)]</i>	<i>23*</i>	<i>C</i>	<i>1.514</i>

Under general supervision, ~~[Deputy]~~ Brand Inspectors *receive and* respond to requests for brand inspections for *the* change of ownership, *slaughter*, transportation, or *to determine* proof of ownership *of livestock within the State*.

Visually inspect livestock for brands, *identification* marks, *colors*, *gender*, ~~[and]~~ *tattoos and other identifying characteristics*; ~~[if necessary,]~~ clip or shave animals *as needed to clearly observe and identify characteristics of animals* to determine legal ownership *and lawful transfer*.

Accurately ~~[R]~~ record brands, identification marks, *colors*, *gender*, *tattoos*, *other identifying characteristics*, ~~[and]~~ number of animals, *locations of inspection, destination, and other required information* ~~[on transportation documents or other standardized forms for the sale or movement of animals in or out of state.]~~ *for the legal sale, lawful transportation, slaughter, and issuance of brand inspection clearance certificates; verify animal health records when required; complete all required documents, forms, and logs.*

Prior to inspection ensure the requestor is current with all Department applicable fees, assessments, and licensing; accurately calculate and ~~[C]~~ *collect applicable inspection fees* ~~[according to]~~ *per established rates and procedures; [and] remit fees and required documentation to the Department per State rules, regulations, and Department policy.* ~~[to division office.]~~

~~[Verify animal health documents when required for transportation purposes.]~~

Inspect animals prior to sale at livestock auctions to determine legal ownership through *the* identification of brands, *identification* marks, *colors*, *gender*, *tattoos*, ~~[and]~~ *other identifying characteristics, and proof of ownership documentation; ensure sellers of livestock are current with all Department applicable fees, assessments, and licensing; collect applicable fees according to established procedure; issue brand inspection clearance* certificates to new owners.

Perform related duties as assigned.

CLASS CONCEPTS

***Brand Inspector III:** Under general direction, and in addition to performing the full range of duties as described in the series concept, incumbents supervise a staff of Brand Inspector I's and II's to include performance appraisals, work performance standards, scheduling, work assignment and review, training, and discipline as required. Incumbents plan, organize, and oversee the activities and operations either statewide or in an assigned region; assist in the development, review, revision, and implementation of policies and procedures; ensure adherence to Department policies and procedures; prepare narrative and statistical reports regarding activities of the unit; assist with budget development by compiling information to support projected expenditures in specific areas such as operating costs, travel costs, staffing, and staff development; monitor and maintain assigned budget as required.*

* Reflects a 3-grade, special salary adjustment granted by the 2021 Legislature (final approval through Interim Finance Committee, December 9, 2021).

BRAND INSPECTOR III	27	C	1.510
BRAND INSPECTOR II	25	C	1.512
[DEPUTY] BRAND INSPECTOR I [(NON-COMMISSIONED)]	23*	C	1.514

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CLASS CONCEPTS (cont'd)

Brand Inspector III: (cont'd)

While the incumbent is expected to perform the full range of duties as described in the series concept, the preponderance of duties is in the planning, organizing, and overseeing of the program either statewide or in an assigned region.

Brand Inspector II: Under limited supervision, incumbents perform the full range of duties described in the series concept and function as the day-to-day supervisor of an assigned unit. The incumbent supervises a staff of lower-level Brand Inspector I's to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline.

Brand Inspector I: Under limited supervision, incumbents perform the full range of duties as described in the series concept on an intermittent and/or seasonal basis. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Incumbents must be physically able to walk around and inspect animals for identification purposes.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * **Brand Inspector I [H]** incumbents are required to provide their own transportation for which mileage will be reimbursed based *at the current federal rate based* on the *travel distance between the* duty location *and inspection site.*
- * **Brand Inspector I [H]** incumbents must maintain a telephone with a number that is available to *both the Department and the public at their own expense.*
- * *Positions are subject to call-out or call-back.*
- * *Positions may require statewide travel.*
- * *Positions may require work on evenings, weekends, and/or holidays*

INFORMATIONAL NOTE:

- * **Brand Inspector I [P]** positions are intermittent and ~~[part-time-F]~~ flexible *work* hours *and/or workdays [are]* will be required *of the incumbent.*

BRAND INSPECTOR III

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and two years of experience conducting brand inspections for the purpose of a change of ownership, proof of ownership, slaughter, or transportation of livestock; OR one year of experience as a Brand Inspector II in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at the time of application):
Working knowledge of: federal and State laws and regulations related to livestock ownership; determination and identification of stray/stray animals; brand identification, animal breeds, gender identification, and other types of identification; brands and marks recorded within the State; animal health laws and regulations pertaining to livestock. General knowledge of: supervisory principles and practices; budgeting. Ability to: monitor and maintain assigned budgets; establish and maintain effective working relationships with coworkers, other agencies, livestock owners, and the public; and all knowledge, skills, and abilities at the lower levels.

BRAND INSPECTOR III	27	C	1.510
BRAND INSPECTOR II	25	C	1.512
[DEPUTY] BRAND INSPECTOR I [(NON-COMMISSIONED)]	23*	C	1.514

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MINIMUM QUALIFICATIONS (cont'd)

BRAND INSPECTOR III (cont'd)

FULL LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: Department policies and procedures. General knowledge of: State rules for personnel management.

BRAND INSPECTOR II

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and two years of experience working with and/or caring for livestock in any setting; one year which included conducting brand inspections for the purpose of a change of ownership, proof of ownership, slaughter, or transportation of livestock; OR one year of experience as a Brand Inspector I in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES: (required at time of application):
General knowledge of: brand identification, animal breeds, gender identification, and other types of identification; brands and marks recorded within the State; animal health laws and regulations pertaining to livestock. Skill in: computer applications to include database, spreadsheet, word processing, and other work-related software and hardware. Ability to: supervise assigned staff; effectively communicate both verbally and in writing; maintain effective working relationships; and all knowledge, skills, and abilities required at the lower level

FULL LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Brand Inspector III).

BRAND INSPECTOR I

EDUCATION AND EXPERIENCE: *Experience working with and/or caring for large livestock in any setting; OR relevant work experience that provided the Entry Level Knowledge, Skills, and Abilities. (See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: addition, subtraction, division, and multiplication. *Skill in: the use of a touchscreen tablet or other computer device to navigate, search, input, edit, save, and print information. Ability to: work around and handle livestock; ~~[assist in branding animals;]~~ read, identify, and distinguish brands; work outdoors in inclement weather; read *and interpret* forms and documents; write clearly and complete required forms; use database, spreadsheet, and/or word processing software.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
~~[Working knowledge of: ownership, stray, and health laws pertaining to livestock; brand identification, animal breeds, and types. Ability to: use electric clippers and livestock handling apparatus; determine the age and gender of cattle; accurately count moving groups of animals; maintain good working relationships with livestock owners, the public, and other agencies; assess fees and collect money.]~~ *(These are identical to the Entry Level Knowledge, Skills, and Abilities for Brand Inspector 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 class.

	<u>1.510</u>	<u>1.512</u>	<u>1.514</u>
ESTABLISHED:	6/10/22UC	6/10/22UC	8/3/72

BRAND INSPECTOR III

27

C

1.510

BRAND INSPECTOR II

25

C

1.512

~~DEPUTY~~ BRAND INSPECTOR I ~~(NON-COMMISSIONED)~~

23*

C

1.514

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1.510

1.512

1.514

REVISED:
REVISED:

12/19/85-12
7/1/87-12P
10/17/86PC

REVISED:
REVISED:

11/15/91PC
7/1/97P
6/4/96PC

REVISED:

9/8/97R
8/28/98UC

REVISED:
REVISED:

3/29/01UC
7/5/02UC

REVISED:

5/11/07UC

REVISED:

10/1/07LG

REVISED:

9/14/12PC

REVISED:

12/9/21LG

REVISED:

6/10/22UC