



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #57-09
October 13, 2009

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives

FROM: Teresa Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script that reads "Teresa Thienhaus".

SUBJECT: F/Y 2010/2011 Occupational Studies

During this biennium, the Department of Personnel will conduct class specification maintenance reviews for classes on the attached list. These reviews are intended to update duty statements, review class concepts and ensure the validity of the minimum qualifications. Classification analysts will work closely with recruiters and subject matter experts to develop class specifications that are effective for recruitment and classification.

We will not be reviewing individual positions in this process, nor do we anticipate any grade changes as a result of the reviews. The NPD-19 process remains the appropriate avenue for addressing significant changes in a position.

If you would like to have a class or series reviewed that is not on the list, please contact Mary Day at 684-0120 or maryday@dop.nv.gov by November 6, 2009 regarding any issues your agency is having with a particular specification. At the time the review of a class or series begins, each agency that has positions in the class or series will be contacted.

TT:md

CLASS SPECIFICATION MAINTENANCE REVIEWS

EDUCATION

All classes, with the exception of the Literacy Coordinator (5.240)

ENGINEERING & ALLIED

6.352 Architectural Drafter
6.750 Construction Project Coordinator series
6.751 Project Manager series

FISCAL MANAGEMENT & STAFF SERVICES

7.304 Purchasing Officer series
7.307 Buyer series
7.631 Budget Technician
7.909 Master Information Technology Specialist series

MEDICAL, HEALTH & RELATED SERVICES

10.550 Health Facilities Surveyor series

REGULATORY & PUBLIC SAFETY

11.351 Chief Compliance Investigator series
11.354 Compliance Investigator series
11.363 Compliance/Audit Investigator series

11.512 Safety Manager series
11.521 Safety Specialist series

SOCIAL SERVICES & REHABILITATION

12.562 Youth Training Center Counselor

SWORN LAW ENFORCEMENT

13.251 Chief Compliance/Enforcement Investigator
13.255 Compliance/Enforcement Investigator series
13.265 Youth Parole Counselor series