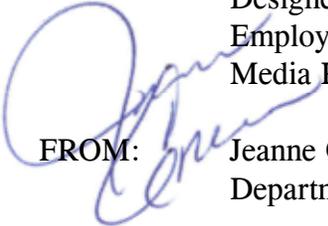




DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #04/07
January 19, 2007

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Designee for Rules Distribution
Employee Representatives
Media Representatives


FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: NOTICE OF PUBLIC MEETING – PERSONNEL COMMISSION

Attached is the agenda for the February 2, 2007, meeting of the Personnel Commission. This meeting will begin at 9:00 a.m. in Las Vegas at the Grant Sawyer Building, Room 1412, 555 E. Washington Avenue, and via video conferencing to Carson City at the Blasdel Building, Room 100, 209 E. Musser Street.

Please visit our website for the full agenda at <http://dop.nv.gov/perd/2007/04-07.pdf>.

JG:ss

Attachment

TO: Personnel Commission
Claudette Enus, Chair
Jack Eastwick, Member
Katherine Fox, Member
David Read, Member
David Sánchez, Member

FROM: Jeanne Greene, Director
Department of Personnel

AGENDA: Personnel Commission Meeting
February 2, 2007

LOCATIONS: Las Vegas at the Grant Sawyer Building, Room 1412, 555 E. Washington Avenue, and via video conferencing to Carson City at the Blasdel Building, Room 100, 209 E. Musser Street

NOTE: Agenda items may be heard in a different order than listed, at the discretion of the Chair.

- I. Call To Order - 9:00 a.m.
- II. *Adoption of Agenda
- III. *Minutes of Previous Meeting
- IV. *Prohibitions & Penalties
Department of Motor Vehicles
- V. *Approval of Class Specifications
 - A. *Forestry Program Manager*
 - B. *Food Service Cook/Supervisor series*
 - C. *Driver – Shuttle Bus and Van/Automobile series*
 - D. *Securities Administrator*
 - E. Abolish Obsolete Classifications
 1. 11.142 - Records & Identification Section Supervisor
 2. 12.228 - Workers' Compensation Program Specialist series

- VI. *Approval of Occupational Group Study Revised Class Specifications
 - Fiscal Management & Staff Services occupational group
 - Subgroup: Public Information
 - Sales & Promotion Representative series*

- VII. Uncontested Classification Action Report
 - Posting #03-07*

- VIII. Special Reports

- IX. Comments by the General Public

- X. Select Date for Next Quarter Meeting

- XI. *Adjournment

**Indicates agenda items scheduled to be voted on by the Personnel Commission.*

If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact Shelley Blotter at (775) 684-0119.

We are pleased to make reasonable accommodations for individuals who wish to attend this meeting. If special arrangements or audiovisual equipment are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Debra Berry at (775) 684-0110 no less than five working days prior to the meeting.

NOTE: As video conferencing gives the Commission, staff and others flexibility to attend meetings in either northern or southern Nevada, handouts to the Commission on the day of the meeting might not be transmitted to the distant location.

TO:

Personnel Commission

FROM:

Jeanne Greene, Director
Department of Personnel

Refer: February 2, 2007, Agenda
Item: IV

The Department of Motor Vehicles has revised their prohibitions and penalties. These prohibitions and penalties are submitted for Personnel Commission approval pursuant to NAC 284.742.

TO: Personnel Commission

FROM: Jeanne Greene, Director
Department of Personnel

Refer: February 2, 2007, Agenda
Item: V - A

It is recommended that the changes to this class be approved effective February 2, 2007, as follows:

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
1.805	Forestry Program Manager Options A. Resource Management B. Fire Management C. Conservation Camps NEW	39 A	1.805	Forestry Program Manager Options A. Resource Management B. Fire Management C. Conservation Camps D. Support Services	39 A

Explanation of Change

The Nevada Division of Forestry (NDF) requested the creation of a new option in the Forestry Program Manager class. NDF has restructured its Fire Management section, and changes have occurred in the geographical boundaries of fire districts along the Sierra Front. Fire stations previously managed by the NDF western region are now under the direction of other fire districts. As a result, the manager of the western region has been transferred to division headquarters and assigned other duties. The position now has responsibility for all support services to include developing capital improvement projects, deferred maintenance and equipment replacement budgets; identifying, prioritizing and justifying support services needs; developing and implementing new budget elements such as the vehicle replacement program; developing equipment specifications and coordinating purchases of equipment; and overseeing information technology and communication services.

The position is comparable to the other Forestry Program Manager positions that direct staff and activities in major program areas. The positions are similar with regard to the knowledge, skills and abilities required, supervision received and exercised, and personal contacts. There is no fiscal impact to this study as the current incumbent is a Forestry Regional Manager, grade 39.



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FORESTRY PROGRAM MANAGER			
OPTIONS A. RESOURCE MANAGEMENT	39	A	1.805
B. FIRE MANAGEMENT			
C. CONSERVATION CAMPS			
D. SUPPORT SERVICES			

CLASS CONCEPTS

Forestry Program Managers plan, coordinate and oversee activities, services and staff in major program areas such as resource management, fire management, conservation camp management, or support services.

- A. Resource Management - program includes State nurseries and seed banks, urban and community forestry, forest stewardship, threatened and endangered plant species, rural forestry assistance, and enforcement and education programs.*
- B. Fire Management - program includes fire suppression, law enforcement and fire prevention, training, air operations, the Sierra Front Program, and emergency dispatch centers.*
- C. Conservation Camp - program is a revenue-generating enterprise in which inmates of honor camps are trained and employed in a variety of resource management, community service, emergency response and fire suppression projects.*
- D. Support Services - program includes fleet management, information systems, training, division facilities, and communication systems.*

~~[Under direction of the Deputy State Forester, Forestry Program Managers are responsible for either: A) the Resource Management Program which includes nurseries, urban and community forestry, forest stewardship, threatened and endangered plant species, rural forestry assistance, and enforcement and education programs; B) the Fire Management Program including fire management, law enforcement and fire prevention, training, air operations, the Sierra Front Program, and fire control communications; or C) the Conservation Camp Program, a revenue-generating enterprise in which inmates of honor camps are trained and employed in a variety of resource management, community service, emergency response and fire suppression projects.]~~

Plan, organize, coordinate and evaluate assigned statewide programs and activities; confer with regional and subordinate staff to determine program effectiveness and ensure consistent application of division policies, State law and program guidelines.

Develop and implement program goals and objectives in accordance with the division mission; establish and monitor performance indicators to measure results and progress toward desired outcomes.

Develop and manage program and grant budgets; receive input from program specialists and regional staff; review program budget requests; project future program budget needs by coordinating use of federal, State and county funds and by reviewing and evaluating past and current spending patterns; recommend and justify spending adjustments as needed.

FORESTRY PROGRAM MANAGER

OPTIONS A. RESOURCE MANAGEMENT

39

A

1.805

B. FIRE MANAGEMENT

C. CONSERVATION CAMPS

D. SUPPORT SERVICES

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CLASS CONCEPTS (cont'd)

Investigate and pursue external funding sources; prepare and submit grant proposals to federal agencies for approval; notify regions of budget allocated; consolidate, review and submit federal reporting documents; ensure that program expenditures and activities are in compliance with established grant criteria; negotiate agreements and contracts related to funding, reimbursement or exchange of services.

Develop, review and analyze legislative proposals related to fire or resource management [øf], conservation camp management *or support services*; draft amendments and recommendations and testify before legislative committees as requested.

Supervise and evaluate the performance of subordinate supervisors, program specialists and other personnel as assigned; interview and select applicants; assign and review work; develop work performance standards.

Develop and implement policies to carry out division mandates; design and review programs; interpret laws and regulations; coordinate regional assignments to meet provisions of statutes; and review program reports in order to ensure division goals and objectives are met.

Coordinate operations with local, State and federal authorities and other stakeholders in resource, fire and conservation camp management programs to accomplish common goals.

Represent the division at meetings with representatives of city councils, county commissions, State agencies, national groups and civic organizations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

OPTION A: RESOURCE MANAGEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in forestry, natural resources management or closely related field and four years of increasingly responsible experience in natural resource management including at least two years of supervisory experience; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

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

Working knowledge of: coordination of statewide programs related to resource management; management practices of forestry, range management and watershed management including forest silviculture, forest insect and disease, vegetation management, riparian enhancement, wildlife management and revegetation; supervisory techniques and practices; environmental assessments and resource project plans; laws, regulations and policies related to forest harvest practices and the protection of threatened and endangered plant species; forest insect and disease abatement; grant writing and management; budget preparation and control; oral and written communication skills. **Ability to:** plan, organize and coordinate statewide resource management programs and projects; establish and maintain cooperative and effective working relationships with representatives of federal, State, local and private

FORESTRY PROGRAM MANAGER

OPTIONS A. RESOURCE MANAGEMENT

39

A

1.805

B. FIRE MANAGEMENT

C. CONSERVATION CAMPS

D. SUPPORT SERVICES

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MINIMUM QUALIFICATIONS (cont'd)

agencies; negotiate and administer contracts; identify and pursue external funding sources for resource management programs; train, supervise and evaluate the performance of assigned personnel.

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

Detailed knowledge of: coordination of statewide resource management programs and projects; best practices in forest, range and watershed management; federal, State and local laws and regulations related to forest and wildland management; resource conservation principles and practices. **Working knowledge of:** State Rules for Personnel Administration; division budget policies and procedures; State purchasing regulations and practices.

OPTION B: FIRE MANAGEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in forestry, natural resources management or closely related field and four years of increasingly responsible firefighting experience in an all-risk agency and/or experience in coordinating fire management programs for a large agency including at least two years of supervisory experience; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

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

Working knowledge of: coordination of statewide programs related to fire management; wildland and structural fire suppression and prevention methods; fire and arson investigation; development of interagency mutual aid agreements; building and fire codes management practices including ordinances; division policies and procedures related to fire suppression operations, personnel and equipment; supervisory techniques and practices; budget preparation and control; oral and written communication skills. **Ability to:** plan, organize and coordinate statewide fire management programs and projects; establish and maintain cooperative and effective working relationships with representatives of federal, State and local agencies; negotiate and administer contracts; identify and pursue external funding sources for fire management programs; train, supervise and evaluate the performance of assigned personnel.

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

Detailed knowledge of: coordination of statewide fire management programs and projects; federal, State and local laws, regulations, policies and procedures as applied to forest and wildland fires; contract and grant administration. **Working knowledge of:** State Rules for Personnel Administration; division budget policies and procedures; State purchasing regulations and practices.

OPTION C: CONSERVATION CAMPS

EDUCATION AND EXPERIENCE: Bachelor's degree *from an accredited college or university* in business administration, forestry, natural resource management or related field and four years of increasingly responsible conservation camp experience which included conservation and natural resource management activities, fire suppression and budget preparation including at least two years of supervisory experience; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

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

Working knowledge of: goals, objectives and purposes of the conservation camp program and its relationship to the Department of Corrections; State budget and purchasing policies and procedures; strategic planning and program development processes; marketing and community relations techniques; resource management and development of interagency agreements. **Ability to:** analyze inmate population projections, legislatively mandated financial goals, and vehicle and equipment needs in relation to overall

FORESTRY PROGRAM MANAGER

OPTIONS A. RESOURCE MANAGEMENT

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A

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B. FIRE MANAGEMENT

C. CONSERVATION CAMPS

D. SUPPORT SERVICES

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MINIMUM QUALIFICATIONS (cont'd)

OPTION C: CONSERVATION CAMPS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

operation and profitability of the conservation camp program; coordinate statewide conservation camp activities and programs; plan, develop and manage program budgets; provide direction, consistency and oversight regarding conservation camp operations, staff, fiscal administration, purchasing, safety and training; establish and maintain positive and effective working relationships with Department of Corrections management to ensure program success; testify before the Legislature regarding conservation camp revenues, needs and expenses; effectively communicate both orally and in writing with various groups and entities.

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

Working knowledge of: State Administrative Manual sections related to purchasing; State Rules for Personnel Administration; mission, functions and activities of the Division of Forestry; department and division policies, administrative guidelines and directives; development and administration of a statewide program budget. **Ability to:** negotiate and administer contracts; coordinate statewide programs related to fire management.

OPTION D: SUPPORT SERVICES

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in business administration, natural resource management or related field and four years of increasingly responsible experience in coordinating various conservation and forestry programs which included budget development and administration, analyzing and interpreting financial information and making recommendations, and managing business operations, two years of which were in a supervisory capacity; OR an equivalent combination of education and experience. (See Special Requirement)*

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

Working knowledge of: *methods and practices used in the development, justification, maintenance and administration of budgets for programs and projects; State purchasing policies and procedures including determination of needs, selection of items, and stores management; strategic planning and program development processes; supervisory principles and practices. **Ability to:** implement and ensure compliance with safety, emergency management, and staff training and certification requirements; effectively communicate both orally and in writing with various groups and entities; develop and implement statewide support services policies and procedures; review and evaluate program operations.*

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

Working knowledge of: *State Administrative Manual sections related to purchasing; State Rules for Personnel Administration; mission, functions and activities of the Division of Forestry; goals, objectives and purposes of the support services program; department and division policies, administrative guidelines and directives related to support services; development and administration of statewide program budgets. **Ability to:** coordinate, organize and direct statewide support services programs including fleet management, information systems, training, facilities including buildings and infrastructure, communication systems, and emergency dispatch centers; negotiate and administer contracts.*

FORESTRY PROGRAM MANAGER

OPTIONS A. RESOURCE MANAGEMENT

39

A

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B. FIRE MANAGEMENT

C. CONSERVATION CAMPS

D. SUPPORT SERVICES

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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.

1.805

ESTABLISHED: 10/1/97UC

REVISED: 4/6/06R

6/20/06UC

REVISED: 2/7/07PC

TO: Personnel Commission

FROM: Jeanne Greene, Director
Department of Personnel

Refer: February 2, 2007, Agenda
Item: V - B

It is recommended that the changes to these classes be approved effective February 2, 2007, as follows:

CURRENT				PROPOSED			
CODE	TITLE	GRADE/EEO-4		CODE	TITLE	GRADE/EEO-4	
3.207	Institutional Cook III	29	H	3.207	Food Service Cook/Supervisor III	29	H
3.203	Institutional Cook II	27	H	3.203	Food Service Cook/Supervisor II	27	H
3.206	Institutional Cook I	25	H	3.206	Food Service Cook/Supervisor I	25	H

Explanation of Change

In order to improve recruitment results for this class series, the Department of Personnel recommends several changes to this series specification. The minimum qualifications were revised to better describe the types of qualifying experience. The class concepts were revised to improve readability and to further specify the number of meals served, possible work locations, and duties. In addition, the series title was revised to better reflect the possible work locations and to match other food service class series in the occupational subgroup. The Division of Child & Family Services, University of Nevada, Reno, and the Department of Corrections use this series and support these changes.



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
[INSTITUTIONAL] FOOD SERVICE COOK/SUPERVISOR III	29	H	3.207
[INSTITUTIONAL] FOOD SERVICE COOK/SUPERVISOR II	27	H	3.203
[INSTITUTIONAL] FOOD SERVICE COOK/SUPERVISOR I	25	H	3.206

SERIES CONCEPT

[~~Institutional~~] *Food Service Cook/Supervisors* prepare and/or supervise quantity food preparation and serving according to standardized menus and recipes in an institutional, *correctional, residential, or non-residential* setting.

Serve or supervise the serving of meals *in a controlled environment* cafeteria style, or the delivery of bulk or individual servings as special situations may require; ensure food quality and food portion control by utilizing standard measuring devices, equipment, standardized recipes, and food production sheets to maintain established food cost control and quality.

Prepare special dietary meals for individuals/*inmates* requiring low sodium, low calorie, low cholesterol, or other special diets prescribed by a physician.

Train food service personnel/*inmates* in the operation of kitchen equipment such as food choppers, meat grinders, peelers, steam cookers, ovens, and mixing machines; demonstrate methods of food preparation, cooking, and baking.

Prepare food delivery carts to transport prepared meals to individuals/*inmates* unable to eat in the common dining area.

Maintain a clean and sanitary kitchen environment including equipment, dining areas, eating utensils, and food storage areas; direct staff in cleaning activities including dishwashers, defrosting and cleaning refrigerators, and disassembling and cleaning stoves, ovens, and grills to ensure compliance with health codes and sanitation requirements.

Ensure proper rotation of food and supply inventories using oldest stock first; minimize food wastage by ensuring proper food preparation processes and utilizing leftovers as ingredients in other meals as appropriate; perform complete inventory of food and supplies periodically.

Monitor cost control on a per plate basis by ordering appropriate quantities of food items and supplies in accordance with established policies and guidelines and by using portion control; maintain necessary reports and records for analysis and accounting purposes.

Prepare and submit orders for commodity foods including fresh, frozen, and canned food as well as sugar, flour, wrapping supplies, utensils, and cleaning supplies; maintain appropriate supply levels.

Perform related duties as assigned.

[INSTITUTIONAL] FOOD SERVICE COOK/SUPERVISOR III	29	H	3.207
[INSTITUTIONAL] FOOD SERVICE COOK/SUPERVISOR II	27	H	3.203
[INSTITUTIONAL] FOOD SERVICE COOK/SUPERVISOR I	25	H	3.206

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CLASS CONCEPTS

~~[Institutional]~~ **Food Service Cook/Supervisor III:** ~~[Positions allocated to this class work under general supervision in an institutional facility]~~ *Under general supervision, incumbents perform or supervise the performance of the full range of duties described in the series concept. Incumbents work in an institutional or correctional setting serving three meals daily to over 500 individuals; [Incumbents, in addition to performing the full range of duties described in the series concept,] order and obtain food and kitchen supplies; schedule, assign, coordinate and review work of a staff of 20 or more inmates on an assigned shift; monitor security of the general kitchen area and food; provide training and orientation to new staff/inmates regarding agency policies and procedures, food preparation and service, and health and safety regulations.*

~~[Institutional]~~ **Food Service Cook/Supervisor II:** ~~[Positions allocated to this class work under general supervision in an institutional facility]~~ *Under general supervision, incumbents perform or supervise the performance of the full range of duties described in the series concept. Incumbents work in an institutional, correctional, or residential setting serving three meals daily to 100 to 500 individuals; [Incumbents, in addition to performing the full range of duties described in the series concept,] order and obtain food and kitchen supplies; schedule, assign, coordinate and review work of a staff of [approximately] five or more students or inmates on an assigned shift; monitor security of the general kitchen area and food as required; provide training and orientation to new staff [in] regarding agency policies and procedures, food preparation and service, and health and safety regulations.*

~~[Institutional]~~ **Food Service Cook/Supervisor I:** *Under general supervision, incumbents perform or supervise the performance of the full range of duties described in the series concept. Incumbents [prepare and serve food for groups of] work in a non-residential setting serving meals daily to less than 100 individuals [in a non-residential setting] and may supervise [food service workers] a small staff.*

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * *Incumbents in the Department of Corrections are required to work with and amongst inmates to complete job duties.*

[INSTITUTIONAL] FOOD SERVICE COOK/SUPERVISOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of experience which involved planning, preparation, and serving of regular and special meals; following established menus; ordering food supplies; and maintaining records in ~~[an institutional food service facility]~~ *a military, institutional, correctional, healthcare, hospitality, or other large quantity food service facility.* One year of the required experience must have been in a supervisory capacity; **OR** one year of experience as ~~[an Institutional]~~ *a Food Service Cook/Supervisor II* in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

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

Working knowledge of: ~~[institutional food preparation methods and practices; and]~~ supervisory techniques and practices. **Ability to:** train and supervise others in the preparation of three meals daily for over 500 individuals in an institutional or *correctional* setting; plan, organize and coordinate food preparation and bakery operations; schedule and assign food service and bakery duties to a large staff; *and all knowledge, skills, and abilities required at the lower levels.*

INSTITUTIONAL FOOD SERVICE COOK/SUPERVISOR III	29	H	3.207
INSTITUTIONAL FOOD SERVICE COOK/SUPERVISOR II	27	H	3.203
INSTITUTIONAL FOOD SERVICE COOK/SUPERVISOR I	25	H	3.206

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MINIMUM QUALIFICATIONS (cont'd)

~~INSTITUTIONAL~~ **FOOD SERVICE COOK/SUPERVISOR III** (cont'd)

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

Working knowledge of: State purchasing policies and procedures; and State and federal regulations related to supervision of personnel and/or inmates.

~~INSTITUTIONAL~~ **FOOD SERVICE COOK/SUPERVISOR II**

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience which involved preparation and serving of food according to standardized menus in ~~[an institutional food service facility]~~ **a military, institutional, correctional, healthcare, hospitality, or other large quantity food service facility**; **OR** one year of experience as ~~[an Institutional]~~ **a Food Service Cook/Supervisor I** in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

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

Working knowledge of: quantity food preparation methods and practices; culinary terminology; and special diets such as low sodium, diabetic diet, high or low fiber, high or low calories and others. **General knowledge of:** quantity food purchasing practices. **Ability to:** coordinate the overall operation of a quantity food preparation unit serving three meals daily to over 100 individuals; train and provide work direction to others in the preparation of institutional **or correctional** meals; *and all other knowledge, skills, and abilities required ~~[at]~~ at the lower level.*

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

Working knowledge of: agency policies and procedures related to food preparation and serving. **General knowledge of:** supervisory techniques and practices.

~~INSTITUTIONAL~~ **FOOD SERVICE COOK/SUPERVISOR I**

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience which involved preparation and serving of meals according to standardized menus in a **military, institutional, correctional, healthcare, hospitality, or other large quantity food service facility**; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

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

General knowledge of: menu planning; quantity food preparation methods and practices; health and sanitation regulations applicable to food preparation; and fire and safety hazards related to food preparation, food production service and equipment operation. **Ability to:** read and follow recipes for a wide variety of food items; utilize materials and equipment used in a quantity food service facility; and prepare a high volume of meals according to established schedules.

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

Working knowledge of: State health, safety, and sanitation regulations and procedures related to operation of a high volume dining or food service facility. **Ability to:** calculate weights and measures for standard recipes; safely operate various types of culinary equipment.

INSTITUTIONAL FOOD SERVICE COOK/SUPERVISOR III	29	H	3.207
INSTITUTIONAL FOOD SERVICE COOK/SUPERVISOR II	27	H	3.203
INSTITUTIONAL FOOD SERVICE COOK/SUPERVISOR I	25	H	3.206

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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~~ *series*.

	<u>3.207</u>	<u>3.203</u>	<u>3.206</u>
ESTABLISHED:	7/1/89P	1/1/61	1/1/61
REVISED:	5/20/88PC	8/1/68	8/1/68
REVISED:		7/1/89P	7/1/89P
		5/20/88PC	5/20/88PC
REVISED:	7/1/99P	7/1/99P	7/1/99P
	10/2/98PC	10/2/98PC	10/2/98PC
REVISED:	2/2/07PC	2/2/07PC	2/2/07PC

TO:

Personnel Commission

FROM:

Jeanne Greene, Director
Department of Personnel

Refer: February 2, 2007, Agenda
Item: V - C

It is recommended that the changes to these classes be approved effective February 2, 2007, as follows:

CURRENT				PROPOSED			
CODE	TITLE	GRADE/EEO-4		CODE	TITLE	GRADE/EEO-4	
3.505	Driver - Shuttle Bus	24	H	3.505	Driver - Shuttle Bus	24	H
3.506	Driver - Van/Automobile	22	H	3.506	Driver - Van/Automobile	22	H

Explanation of Change

In order to clarify the driver's license requirements for the Driver - Shuttle Bus class, the Department of Personnel recommends the following revision. The current requirement of a "Class C" commercial driver's license is not correct and has been changed to a "commercial driver's license with a passenger endorsement." Other formatting changes have been made so that the class specification conforms to current standards. University of Nevada Reno, the Division of Mental Health and Developmental Services, and the Department of Administration have reviewed the class specification and are in agreement with the proposed changes.



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

Table with 4 columns: TITLE, GRADE, EEO-4, CODE. Rows include DRIVER - SHUTTLE BUS (Grade 24, EEO-4 H, Code 3.505) and DRIVER - VAN/AUTOMOBILE (Grade 22, EEO-4 H, Code 3.506).

SERIES CONCEPT

Drivers operate various types of motor vehicles such as automobiles, vans, or light trucks in order to transport people and/or materials to and from specified locations in accordance with established agency policies and safe driving practices.

Pick up and transport individuals to laboratory and x-ray facilities and doctor appointments; provide assistance to individuals with disabilities in getting in and out of the vehicle.

Provide courier services by picking up and/or delivering a variety of materials such as pharmacy supplies, x-rays, lab specimens and results, mail, reports, legal documents, bank deposits, and other items.

Clean exterior and interior of assigned vehicles by washing, vacuuming, and sweeping out as required.

Perform basic vehicle maintenance by checking oil, gas, radiator coolant and windshield cleaning chemicals as needed; report vehicle malfunctions and needed repairs according to established procedures.

Maintain records related to trip mileage, passengers transported, and other data for various reports.

Perform related duties as assigned.

CLASS CONCEPTS

Driver - Shuttle Bus: Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, drive shuttle buses that transport sixteen or more [than fifteen passengers] occupants, including the driver. This is the advanced journey level for the series.

Driver - Van/Automobile: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level for the series.

MINIMUM QUALIFICATIONS

[NOTES AND REQUIREMENTS FOR ALL POSITIONS IN THIS SERIES:]

SPECIAL REQUIREMENTS:

- * [Per] Pursuant to NRS 284.4066, [ah] positions in this series have been identified as affecting public safety. Persons offered employment in [this class series] these positions must first submit to a pre-employment screening [test] for controlled substances.

DRIVER - SHUTTLE BUS	24	H	3.505
DRIVER - VAN/AUTOMOBILE	22	H	3.506

Page 2 of 3

MINIMUM QUALIFICATIONS (cont'd)

Additional Special Requirement for Driver – Shuttle Bus positions:

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

Additional Special Requirement for Driver – Van/Automobile positions:

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

INFORMATIONAL NOTE:

- * Incumbents are subject to random testing for drugs and alcohol per [~~CFR Title 49 Part 382~~ of federal regulations] *Code of Federal Regulations, Title 49, Chapter III, Part 382.*

DRIVER – SHUTTLE BUS

EDUCATION AND EXPERIENCE: One year of experience driving vehicles that require a commercial driver's license. [~~Possession of a valid Nevada Class C Commercial Driver's License is required at the time of appointment and for continued employment.~~] (*See Special [Notes and] Requirements and Informational Note*)

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

Working knowledge of: defensive driving techniques; State traffic laws and rules of the road; and safe and proper operation of a motor vehicle. **Ability to:** operate vehicles such as shuttle buses, vans, and light trucks; maintain schedules and time lines; provide assistance and directions to passengers; *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: agency policies and procedures related to driving and transporting passengers and materials.

DRIVER – VAN/AUTOMOBILE

EDUCATION AND EXPERIENCE: Two years of motor vehicle driving experience. [~~Possession of a valid driver's license is required at the time of appointment and for continued employment.~~] (*See Special [Notes and] Requirements and Informational Note*)

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

General knowledge of: defensive driving techniques; State traffic laws and rules of the road; and safe and proper operation of a motor vehicle. **Ability to:** operate vehicles such as vans and light trucks; maintain simple clerical records; perform basic vehicle maintenance; and read, understand, and follow city, county, and State maps.

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

Working knowledge of: agency policies and procedures related to driving and transporting passengers and materials.

DRIVER - SHUTTLE BUS
DRIVER - VAN/AUTOMOBILE

24	H	3.505
22	H	3.506

Page 3 of 3

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>3.505</u>	<u>3.506</u>
ESTABLISHED:	7/1/99P 10/2/98PC	1/1/61
REVISED:		9/18/80-3
REVISED:		1/15/81-3
REVISED:		7/1/89P
		5/20/88PC
REVISED:		10/19/90-3
REVISED:		7/1/99P
		10/2/98PC
REVISED:	2/2/07PC	2/2/07PC

TO:

Personnel Commission

FROM:

Jeanne Greene, Director
Department of Personnel

Refer: February 2, 2007, Agenda
Item: V - D

It is recommended that the changes to this class be approved effective February 2, 2007, as follows:

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
11.370	Securities Administrator	44 A	11.370	Securities Administrator	44 A

Explanation of Change

The newly elected Secretary of State has requested the minimum qualifications for the Securities Administrator class be broadened to include individuals with an advanced degree and supervisory experience in a relevant field. This will expand the applicant pool and allow the agency to consider a wider range of individuals with valuable experience related to securities administration. The Office of the Secretary of State has reviewed the class specification and supports these changes.



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SECURITIES ADMINISTRATOR	44	A	11.370

Under administrative direction of the Chief Deputy Secretary of State, plan, organize, direct, manage and supervise the operations of the Securities Division of the Secretary of State's office including administration of the division budget; the registration of securities; licensing of broker dealers, investment advisers and sales representatives; and all securities enforcement activities including criminal and non-criminal investigations and legal actions.

Direct the work of managerial, supervisory, professional, technical and support staff; supervise and evaluate the performance of subordinate supervisors and other personnel as assigned; interview, select and hire personnel; delegate responsibility to appropriate levels; develop and communicate work performance standards consistent with principles of effective management; identify training needs and provide for appropriate training opportunities based on organizational requirements and within budget constraints.

Prepare, review and administer the budget for the Securities Division; draft initial budget request for incorporation into the Secretary of State's overall budget; monitor and approve expenditures for the division.

Supervise the review and processing of registration and licensing applications and on-going audits of broker dealers and investment advisers to ensure compliance with all rules, regulations and laws by advising and supervising the Chief of Securities Registration and by directing the performance and legal analysis of unique or complex registration and licensing applications.

~~Render~~ *Oversee the rendering of* legal interpretive opinions and no-action letters concerning the application of securities and commodities laws.

Confer with securities issuers, attorneys, licensees, principals and the public to resolve questions, conflicts and issues pertaining to State securities and commodities laws.

Supervise enforcement activities of the division by advising investigative and enforcement staff; provide direction for complex investigations, evaluation of evidence and analysis of completed cases.

Approve and sign all subpoenas and administrative orders issued by the division in connection with enforcement activities.

Serve as hearing officer in administrative proceedings related to violations of securities laws, commodities laws and notary laws.

Make final determination regarding which cases are referred to the Attorney General for civil action or criminal prosecution based on the severity of violations of securities and commodities laws and in a manner consistent with the purposes of State statutes.

Approve, negotiate and sign legally binding settlement agreements and consent orders on behalf of the division in accordance with the requirements of federal and State securities laws and regulations and taking into consideration the fairness and reasonableness of compromises between the severity of the violation, the needs of the public, the company's intent and the company's resources.

Testify as an expert witness on behalf of the division in both civil and criminal cases; testify concerning securities law as well as accounting matters and financial records.

~~[Conduct]~~ **Evaluate** legal research and analysis of problem areas in the securities and commodities statutes, regulations and internal policies and procedures; draft needed changes for implementation, conduct hearings to adopt new regulations and provide testimony at legislative hearings.

Direct, supervise and participate in the administration of educational and informational programs; provide instruction and speak at seminars and workshops to enhance awareness of capital formation for businesses and the avoidance of securities fraud for investors.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: ~~[Graduation from an accredited law school with a juris doctor degree and five years of progressively responsible professional experience in the regulation of the securities industry.]~~ **Advanced degree in a relevant field or law degree from an accredited college or university and at least five years of experience in a relevant field; OR an equivalent combination of education and relevant experience.** At least three years of the above experience must have included supervision of professional level employees and involved planning, organizing, controlling and evaluating work activities in a law enforcement or investigative setting.

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

Detailed knowledge of: *regulatory law including* state and federal securities and commodities laws; legal and administrative hearings procedures, rules of evidence, rules of civil and criminal procedure; legal procedure as applied to the preparation of legal documents, presenting cases and examining witnesses; ~~[legal]~~ research and analysis **of complex issues and problems.** **Working knowledge of:** effective management practices including budget development, resource allocation and personnel administration; investigative techniques; financial and accounting principles. **Ability to:** plan, organize and manage the work of professional staff including attorneys and criminal investigators; analyze financial documents and statements, suspected violations of state and federal securities laws and plan investigations; analyze sophisticated investment schemes, reconstruct events and track the movement of funds; negotiate settlement agreements; resolve complex issues with individuals who may be hostile or uncooperative; communicate effectively both orally and in writing including media representatives and the general public.

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

Detailed knowledge of: Nevada Uniform Securities Act and Commodities Code; Nevada Administrative Procedures Act; agency rules, regulations, policies and procedures; **relevant sections of the** State Administrative Code and State personnel administrative manual; and fiscal management including budget preparation and the legislative process.

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.

	11.370
ESTABLISHED:	8/6/87PC
REVISED:	4/26/89R
	9/22/89PC
REVISED:	7/1/91P
	10/19/90PC
REVISED:	8/19/99R
	4/28/00UC
REVISED:	2/2/07PC

TO: Personnel Commission

FROM: Jeanne Greene, Director
Department of Personnel

Refer: February 2, 2007, Agenda
Item: V - E

It is recommended that these classes be abolished effective February 2, 2007, as follows:

1.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
11.142	Records & Identification Section Supervisor	36 C		ABOLISH	

Explanation of Change

The Department of Personnel recommends the Records & Identification Section Supervisor class be abolished. This was a single position class that was reallocated in 2005 to another occupational group and is no longer being used by the Department of Public Safety. The Department of Public Safety is in agreement with this recommendation.

2.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
12.228	Workers' Compensation Program Specialist V	34 B		ABOLISH	
12.232	Workers' Compensation Program Specialist IV	33 B			
12.235	Workers' Compensation Program Specialist III	32 B			
12.238	Workers' Compensation Program Specialist II	30 B			
12.239	Workers' Compensation Program Specialist I	28 B			

Explanation of Change

The Department of Personnel recommends the Workers' Compensation Program Specialist class series be abolished. In 2000, a majority of the positions went to the private sector with the Employers' Insurance Company of Nevada. The Nevada System of Higher Education (NSHE) was the only agency left with positions allocated to the series, but they have since been moved to administrative faculty or reallocated to the Program Officer series. NSHE has no future plans to use the Workers' Compensation Program Specialist series and agrees with this recommendation.

TO: Personnel Commission

FROM: Jeanne Greene, Director
Department of Personnel

Refer: February 2, 2007, Agenda
Item: VI

The Department of Personnel has partially completed an occupational review of the Fiscal Management & Staff Services occupational group. The following class specifications reflect revisions of the duty statements, knowledge, skills and abilities, concepts and minimum qualifications.

It is recommended that the changes to these class specifications be approved effective February 2, 2007, as follows:

Subgroup: Public Information
Sales & Promotion Representative series

CURRENT				PROPOSED			
CODE	TITLE	GRADE/EEO-4		CODE	TITLE	GRADE/EEO-4	
7.850	Sales & Promotion Representative II	31	B	7.850	Sales & Promotion Representative II	31	B
7.829	Sales & Promotion Representative I	29	B	7.829	Sales & Promotion Representative I	29	B

Basis for Recommendation

As part of the occupational group study process, the Department of Personnel recommends minor revisions to the Sales & Promotion Representative series. The duty statements and class concepts were updated to better reflect current responsibilities of the positions.

Through the validation process, the minimum qualifications were revised to align with required entry-level knowledge, skills and abilities at each level in the series.

7.850 - Sales & Promotion Representative II, Grade 31 – Incumbents prepare and maintain an annual budget; write press releases for upcoming publications; market a wide variety of publications and merchandise; write, edit and print a catalog of publication offerings and supervise volunteer staff during promotional events.

7.829 - Sales & Promotion Representative I, Grade 29 – Incumbents perform the duties outlined in the series concept at the journey level.



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

Table with 4 columns: TITLE, GRADE, EEO-4, CODE. Rows include SALES & PROMOTION REPRESENTATIVE II (Grade 31, EEO-4 B, Code 7.850) and SALES & PROMOTION REPRESENTATIVE I (Grade 29, EEO-4 B, Code 7.829).

SERIES CONCEPT

Sales & Promotion Representatives plan and direct the promotion and sales of books, magazines, calendars, clothing and merchandise, sales catalogs and promotional items.

Publicize and advertise publications, merchandise and product lines; research and identify markets; contact area merchants, distributors, or organizations; prepare and place advertising; mail brochures or advance copies; and follow-up with potential distributors or buyers in order to expand the market and create interest.

Manage special promotional campaigns and merchandising; determine promotional strategy, campaign costs and distribution plans; develop brochures and initiate and write advertising; arrange for author appearances, special incentives, gifts, or bonuses; contact sales representatives, distributors, and other interested parties in order to increase sales; process orders and maintain product inventory.

Maintain sales and distribution records and update customer and vendor data files; review and resolve customer complaints; calculate costs and charges, analyze sales information, and determine future distribution needs.

Perform related duties as assigned.

CLASS CONCEPTS

Sales & Promotion Representative II: Under general supervision, incumbents prepare and maintain an annual budget; write press releases for upcoming publications; market a wide variety of book and/or magazine publications and merchandise; write, edit, and print a catalog of publication offerings and supervise volunteers during promotional exhibits, author appearances, organizational functions, and special events.

Sales & Promotion Representative I: Under general supervision, incumbents perform the duties outlined in the series concept at the journey level.

MINIMUM QUALIFICATIONS

SALES & PROMOTION REPRESENTATIVE II

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university with major coursework in marketing, advertising, English, journalism, public relations or related field and one year of experience in the sales, marketing and promotion of a product line which included writing and designing promotional materials; organizing promotional events and the use of direct mail techniques; OR

SALES & PROMOTION REPRESENTATIVE II	31	B	7.850
SALES & PROMOTION REPRESENTATIVE I	29	B	7.829

Page 2 of 3

MINIMUM QUALIFICATIONS (cont'd)

SALES & PROMOTION REPRESENTATIVE II (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

graduation from high school or equivalent education and three years of experience as described above; **OR** one year of experience as a Sales and Promotion Representative I in Nevada State service; **OR** an equivalent combination of education and experience.

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

Working knowledge of: effective marketing campaigns best suited for various types of merchandise or publications; graphic arts/designs and illustrative materials; production schedules. **General knowledge of:** budget preparation. **Ability to:** effectively merchandise a product line; carry out effective marketing campaigns to increase sales; review publications and their respective deadlines and submission requirements; organize and direct promotional exhibits and author appearances; write and design a wide variety of promotional materials, advertisements and other marketing materials; write press releases according to journalistic guidelines; prepare and maintain a budget; proofread written materials and detect errors with a high degree of accuracy; determine effectiveness of ads and other promotional campaigns; analyze sales records and make adjustments or recommendations when necessary to increase or improve sales; provide supervision and direction to lower level staff, seasonal and volunteer workers; *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: State Purchasing procedures; internal policies regarding discounts, pricing, and cooperative advertisements.

SALES & PROMOTION REPRESENTATIVE I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in marketing, advertising, English, journalism, public relations or related field; **OR** graduation from high school or equivalent education and two years of progressively responsible experience in the sales, marketing and promotion of a product line including writing advertisements and other promotional materials, and the use of direct mail techniques; **OR** an equivalent combination of education and experience.

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

Working knowledge of: English grammar, syntax and punctuation; journalistic style writing; sales and promotional techniques; record-keeping practices. **General knowledge of:** photography as it relates to selection of photographs for reproduction quality and intrinsic value. **Ability to:** generate or create potential for sales or programs; write copy for catalogs, brochures and advertisement for sales and promotional campaigns; make oral group presentations to individuals, librarians, retailers and wholesalers; establish and maintain cooperative working relationships with co-workers, vendors, clients and customers; arrange copy and/or art work for promotional materials; calculate costs of merchandise and return on sales; prepare reports and statistics; operate a personal computer.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Sales & Promotion Representative II.)

SALES & PROMOTION REPRESENTATIVE II
SALES & PROMOTION REPRESENTATIVE I

31
29

B
B

7.850
7.829

Page 3 of 3

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.

7.850

7.829

ESTABLISHED:	7/1/89P 8/19/88PC	7/1/89P 8/19/88PC
REVISED:	7/1/95P 9/16/94PC	7/1/95P 9/16/94PC
REVISED:	2/2/07PC	2/2/07PC

TO: Personnel Commission

FROM: Jeanne Greene, Director
Department of Personnel

Refer: February 2, 2007, Agenda
Item: VII

REPORT OF CLASSIFICATION CHANGES NOT REQUIRING PERSONNEL COMMISSION APPROVAL

Attached is a report of changes made to the classification plan pursuant to NRS 284.160, sections 4 through 6 which reads as follows:

- “4. The classification plan and changes therein are subject to approval by the commission, except that the director may make a change in the classification plan without the prior approval of the commission if:
- (a) The director deems it necessary for the efficiency of the public service;
 - (b) The change is not proposed in conjunction with an occupational study; and
 - (c) The director, at least 20 working days before acting upon the proposed change:
 - (1) Provides written notice of the proposal to each member of the commission, to all departments and to any head of an employees' organization who requests notice of such proposals; and
 - (2) Posts a written notice of the proposal in each of the principal offices of the department of personnel.
- Any occupational study conducted by the department in connection with the preparation, maintenance or revision of the classification plan must be approved by the commission.
5. If no written objection to the proposed change to the classification plan is received by the director before the date it is scheduled to be acted upon, the director may effect the change. The director shall report to the commission any change in the classification plan made without its approval at the commission's next succeeding regular meeting.
6. If a written objection is received before the date the proposed change is scheduled to be acted upon, the director shall place the matter on the agenda of the commission for consideration at its next succeeding regular meeting.”

The conditions set forth in these statutes have been met. A copy of the justifications and revised class specifications are on file in the office of the Director of Personnel.

The following changes have been effected:

UNCONTESTED CLASSIFICATION ACTION REPORT

POSTING #03-07, Effective December 12, 2006

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
1.119	Agriculturist IV	37 B	1.119	Agriculturist IV	37 B
1.120	Agriculturist III	34 B	1.120	Agriculturist III Options A: Noxious Weed Program B: Agricultural Programs	34 B
1.123	Agriculturist II	33 B	1.123	Agriculturist II	33 B
1.128	Agriculturist I	30 B	1.128	Agriculturist I	30 B

EXPLANATION OF CHANGE

As requested by the Department of Agriculture, the Department of Personnel recommends revisions to the class specifications for the Agriculturist series. Since this series was last reviewed in 2005, the activities of the nursery and organic programs and producer certification have increased. To better describe current assignments, we have added duty statements to reflect responsibilities for these programs. The additional duty statements are comparable to other Agriculturist duties and do not warrant a change in grade level.

To facilitate recruitment efforts, it is also recommended an option be created for the noxious weed program position. Statute requires the incumbent of this position to hold a master's degree in a biological science. Other Agriculturist positions at this level require a bachelor's degree.

Management of the Department of Agriculture participated in this review and supports this recommendation.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
1.817	Conservation Crew Supervisor III New Option New Option	31 D	1.817	Conservation Crew Supervisor III Options A: Natural Resource B: Fire Suppression	31 D
1.820	Conservation Crew Supervisor II	29 D	1.820	Conservation Crew Supervisor II	29 D
1.825	Conservation Crew Supervisor I	27 D	1.825	Conservation Crew Supervisor I	27 D

EXPLANATION OF CHANGE

The Nevada Division of Forestry requested that options entitled Natural Resource and Fire Suppression be created for the journey level Conservation Crew Supervisor class. As a result, options under the Conservation Crew Supervisor III have been created and the series and class concepts have been revised to better reflect the duties performed by positions in each option.

In addition, a Special Requirement was added to reflect that positions assigned to the Fire Suppression option must meet Firefighter Type 1 (FFT1) training requirements outlined in the Wildland Fire Qualification System Guide, PMS 310-1 as developed by the National Wildland Coordinating Group (NWCG) within one year of appointment. Informational Notes were also added to clarify the work schedule and annual physical examinations required of positions in the Fire Suppression option.

The Division of Forestry and the Department of Conservation and Natural Resources support these changes.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
7.422	Review Appraiser	37 B	7.422	Review Appraiser	37 B
	NEW		7.421	Review Appraiser Intern II	35 B
	NEW		7.423	Review Appraiser Intern I	33 B
	NEW		7.424	Review Appraiser Trainee	31 B

EXPLANATION OF CHANGE

The Department of Transportation requested the expansion of the Review Appraiser class specification to include trainee level classes. This request is based on the fact that several positions have been vacant for a very long time as a result of a lack of qualified candidates. In order to solve the recruitment problem, the department has decided to offer on-the-job training that will, along with academic training, lead to licensure as a Certified General Appraiser by the Nevada State Real Estate Division.

Positions allocated to the Review Appraiser Trainee class receive training in appraising real property. It is recommended that the class be allocated at grade 31 to align with the Fiscal/Business Professional Trainee class, also grade 31. Fiscal/Business Professional Trainees perform a variety of duties related to fiscal or business management functions in State government. Both classes have similar education and experience requirements and serve as the entry level for professional business-related classes.

Review Appraiser Intern I's continue to receive training in appraising real property and must be registered as a Review Appraiser Intern with the Nevada State Real Estate Division. It is recommended that the class be allocated at grade 33, two grades above the Review Appraiser Trainee class in order to recognize the year of property appraisal experience required.

Review Appraiser Intern II's receive additional training in appraising all types of properties and two years of appraisal experience is required. It is recommended that the class be allocated at grade 35, two grades above the Review Appraiser Intern I, grade 33, in recognition of the two years of experience required in appraising and reviewing of all types properties.

Since the critical requirement for a Review Appraiser is licensure by the Nevada Real Estate Division as a Certified General Appraiser, it is recommended that the current bachelor's degree requirement be removed. The Nevada Department of Transportation believes that the degree requirement may have discouraged licensed applicants without a degree from applying for the job.

The Nevada Department of Transportation is in agreement with the recommendation.

CURRENT				PROPOSED			
CODE	TITLE	GRADE/EEO-4		CODE	TITLE	GRADE/EEO-4	
7.760	Chief Biostatistician	41	A		Abolish		
7.761	Biostatistician III	38	B	7.761	Biostatistician III	38	B
7.762	Biostatistician II	35	B	7.762	Biostatistician II	35	B
7.763	Biostatistician I	32	B	7.763	Biostatistician I	32	B

EXPLANATION OF CHANGE

As the Chief Biostatistician position has been moved to the unclassified service, the Department of Personnel recommends the abolishment of this class. Minor changes to the minimum qualifications for the Biostatistician III and I classes were made for uniformity within the series. The Health Division supports these changes.