



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMO PERD #50/11

October 4, 2011

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

FROM: Teresa Thienhaus, Division Administrator
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES

A handwritten signature in cursive script, reading "Teresa Thienhaus".

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections, please notify Peter Long in the Compensation, Classification and Recruitment Section in writing no later than November 3, 2011.

If no written objections are received in this office by November 3, 2011, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **04-12**
Posting Expires: **November 3, 2011**

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

CURRENT				PROPOSED			
CODE	TITLE	GRADE/EEO-4		CODE	TITLE	GRADE/EEO-4	
1.817	Conservation Crew Supervisor III	31	D	1.817	Conservation Crew Supervisor III	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

Upon request of the Nevada Division of Forestry, the Division of Human Resource Management recommends minor revisions to the series concept to include duty statements associated with positions in the series. Modifications were also made to the class concept of the Conservation Crew Supervisor III and the knowledge, skills and abilities.

Following reorganization of the Conservation Camp Program and abolishment of the Assistant Conservation Camp Supervisor class, some Conservation Crew Supervisor III's now assist the Camp Supervisor with training, budget monitoring and coordinating projects. The class specification now reflects these responsibilities.

The Nevada Division of Forestry supports the changes.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	New		7.413	Deputy Division Administrator, State Lands	42 B

EXPLANATION OF CHANGE

The Department of Conservation & Natural Resources (DCNR), Division of State Lands, requested that the Division of Human Resource Management establish a new class titled Deputy Division Administrator, State Lands. The position will plan, organize, direct and manage all program sections related to division operations, activities and personnel as directed by the Administrator within the Division of State Lands. The position also establishes goals, objectives, schedules, policies and procedures compatible with statutory, regulatory, departmental and divisional requirements and reviews and approves work plans, budgets and applications for federal grants in accordance with applicable federal laws and regulations.

It is recommended the Deputy Division Administrator, State Lands be placed in the Property Appraisal, Validation & Acquisition subgroup of the Fiscal Management & Staff Services occupational group. It is also recommended that this class be allocated at grade 42, to align with the Assistant Chief, Right-of-Way in the Department of Transportation. Incumbents in both classes assist the head of a division in managing the staff and activities of the division; supervise subordinate supervisors; provide policy, procedural and technical direction to division sections; participate in budget development and control of expenditures; and act on behalf of the division head as requested. In addition, positions in both classes are similar in that they oversee and participate in high profile and politically sensitive projects involving

land use, resource management and protection, and land acquisition. Both classes have decision-making authority in their respective divisions and require a bachelor's degree in business/public administration or real estate-related field and five years of increasingly responsible experience, two years of which were in a supervisory capacity.

During the review, the Division of Human Resource Management worked closely with management of the DCNR who assisted in developing the class specification.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0151.

Objections to the proposed change(s) must be received in writing by November 3, 2011. Objections should be addressed to Peter Long, Deputy Administrator, Compensation, Classification and Recruitment, Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: October 4, 2011