

Brian Sandoval
Governor



Jeff Mohlenkamp
Director

Lee-Ann Easton
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

209 E. Musser Street, Suite 101 | Carson City, NV 89701
Phone: (775) 684-0150 | <http://dop.nv.gov>

MEMO PERD # 08/12

February 8, 2012

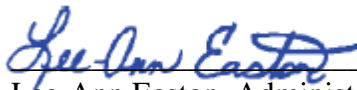
TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives

FROM: Lee-Ann Easton, Administrator
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES

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 March 9, 2012.

If no written objections are received in this office by March 9, 2012, action will be taken to effect the changes and a report will be made to the Personnel Commission.



Lee-Ann Easton, Administrator

LE:cp/tp

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: 09-12
Posting Expires: March 9, 2012

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/EE0-4	CODE	TITLE	GRADE/EE0-4
11.405	Chief Insurance Assistant	42 A	11.405	Insurance Regulation Liaison***	42 A

EXPLANATION OF CHANGE

The Department of Business & Industry, Insurance Division, has requested revisions to the Chief Insurance Assistant. The position is currently vacant and the current class specification no longer describes the duties assigned. Under general direction of the Commissioner of Insurance, the incumbent coordinates, reviews, provides oversight of projects and regulations, and controls major technical projects for the Division of Insurance to ensure compliance with Title 57 of the Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC). The title was changed to Insurance Regulation Liaison to better express the liaison duties of the position.

Although the position is no longer supervisory, the complexity of the work, the nature and level of personal contacts, and the minimum qualifications remain unchanged. Therefore, no adjustment of grade level is appropriate at this time.

During the review, the Division of Human Resource Management worked closely with management of the Division of Insurance who indicated they plan to request this class be moved into the unclassified service during the 2013 Legislative session. As a result, it is recommended this class be abolished through attrition.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EE0-4	CODE	TITLE	GRADE/EE0-4
9.354	Chief Pilot – Options A. NDOW (Wildlife) B. NDOT (Transportation)	41 C	9.354	Chief Pilot – Options A. NDOW (Wildlife) B. NDOT (Transportation)	41 C
9.356	Pilot III – Options A. NDF (Forestry) and NDOW B. NDOT	39 C	9.356	Pilot III – Options A. NDF (Forestry) and NDOW B. NDOT	39 C
9.355	Pilot II – Options A. NDF B. NDOW	37 C	9.355	Pilot II – Options A. NDF B. NDOW	37 C
9.359	Pilot I	36 C	9.359	Pilot I - Options A. DCNR (Conservation & Natural Resources) B. NDOT (Transportation)	C

EXPLANATION OF CHANGE

The Nevada Department of Transportation identified a need for a new option in the Pilot series. Positions in this class will serve as Second-in-Command Pilot on assigned departmental flights, and in addition, will perform a variety of office and hangar duties to assist the Chief Pilot. Those duties will include gathering weather data, preparing flight plans and load calculations, conducting pre- and post-flight inspections of the aircraft, cleaning and maintaining the interior and exterior of the aircraft and hangar, and ensuring flight manuals are on board.

As a result, the Division of Human Resource Management recommends approval of the Pilot I, Option B (NDOT) class. Allocation at that level is appropriate based on the assignment of Second-in-Command duties and the tasks associated with aircraft, hangar and office responsibilities.

No other changes were made to the class specifications, and all agencies that use this series were consulted.

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 March 9, 2012. Objections should be addressed to Peter Long, Deputy Division Administrator, Compensation, Classification and Recruitment, Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: February 8, 2012



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
[CHIEF] INSURANCE [ASSISTANT] <i>REGULATION LIAISON****</i>	42	A	11.405

Under general direction of the Commissioner of Insurance, [~~supervises,~~] coordinate[s], review[s] and control[s] major technical [~~areas~~] *projects* of the Division of Insurance related to the following areas: consumer services, [~~enforcement and legal,~~] life and health, medical legal screening panel, property and casualty, and self-insurance for worker's compensation; and plan and direct other areas of insurance regulation as assigned by the Commissioner.

[~~Supervises personnel in the following sections of the division: Consumer Services, Enforcement and Legal, Life and Health, Medical Legal Screening Panel, Property and Casualty, and Self Insurance for Worker's Compensation, by: assigning and prioritizing work assignments; developing alternate approaches and tactics; setting work schedules and employee tasks; reporting to the Commissioner on the status of various projects and assignments; organizing and coordinating employees for those projects and assignments; arranging or conducting training for employees; establishing work performance standards; evaluating performance and monitoring statistics on such performance and various assignments; coordinating procedures and policies used by employees and by the division; assisting employees with technical insurance problems, analysis and reports; reviewing budgets and requests for personnel; and interviewing personnel for hiring in order to ensure an efficient operation, the~~] *Work in conjunction with Deputies and Section Chiefs to coordinate projects as assigned by the Commissioner; organize and coordinate the work of employees on the projects; prioritize work assignments; develop alternate approaches and tactics; report to the Commissioner on the status of various projects and assignments; evaluate performance results and monitor statistics on such performance and various projects; provide analysis and reports regarding the extent that* attainment of division goals and programs and compliance with Title 57 of Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC).

Formulate policies and plans [~~through supervisory activities; by review of laws and regulations; by~~]; draft[ing] laws and regulations, bulletins and orders; [~~by~~] respond[ing to investigations or] *to* requests [~~by members of~~] *from* the public, other regulatory agencies, and *the Legislature*. [~~by advice to the Commissioner to ensure attainment of division goals and programs and compliance with Title 57 of NRS and NAC.~~]

Make recommendations regarding future procedures, plans, directives, legislation and regulations; [~~by~~] review[ing] programs, new legislation and regulations; [~~by~~] identify[ing] problems; [~~or upon review of investigations;~~] [~~by~~] evaluate [ing] current factors, predict[ing] trends, and prepare[ing] proposals *and* procedures [~~and legal documents~~] for review by the Commissioner to plan for [~~the~~] future needs within the division, State and insurance industry.

Represent the division by appearing as an official representative; [~~conferring, or~~] present[ing] testimony *or confer* at governmental and public forums including the Legislature, public hearings, private meetings, regulatory meetings with licensees or other regulators, with the NAIC (National Association of Insurance Commissioners); respond[ing] in writing to complaints, inquiries, public information requests, official communications [~~such as~~] *or* bulletins [~~and orders~~]; give[ing] informational presentations to civic groups, professional organizations, other regulators *and* [~~other~~] State agencies, representatives of other states, licensees and their officers and representatives, including their attorneys, federal agencies and representatives, and legislators to promote the division's viewpoint, *and* provide information on insurance laws and regulation. [~~protect consumers purchasing insurance and to benefit the citizens of the State of Nevada.~~] Propose policy and plans for the division; [~~and~~] make [~~and~~] reviews *and* recommendations as hearing officer and as assistant *to the Commissioner*. [~~This includes the drafting of related legal documents and orders, bulletins, regulations and proposed legislation to promote the division's viewpoint; and providing information on insurance laws and~~]

~~regulations, to protect consumers purchasing insurance and to further the regulation of insurance pursuant to Title 57 of NRS and NAC.]~~

~~[Regulates and enforces the laws relating to the regulation of the insurance industry, by conducting investigations and prosecutions; reviewing financial statements and examinations concerning insurance activities and licensees; reviewing forms and rate filings; receiving complaints, information from routine filings and correspondence; performing or directing the performance of investigative tasks; collecting and presenting data found through investigations; furnishing appropriate prosecutors with that information; conducting such prosecutions or acting as hearing officer for such prosecutions; attending meetings to investigate violations of Title 57 of NRS or to negotiate resolutions to such investigations; to ensure compliance with Title 57 of NRS by the division and by licensees.]~~

Analyze data and reports, including financial statements of insurers and other licensees, budget records of the division, rates and form filings, statistics related to those reports, examination reports of insurers, legal documents such as articles of incorporation, by-laws, orders, contracts, policies and similar documents to ensure compliance with Title 57 of NRS and the procedures of the division.

Organize and prioritize tasks for staff assignments by *the* Commissioner ~~[and for those technical sections supervised,]~~ to ensure completion of projects and goals of *the* division and to respond to members of the public, other State or federal agencies and representatives and licensees.

Draft legal documents, including contracts, opinions, orders, bulletins, regulations, proposed legislation, prosecutorial documents, including subpoenas; technical reports for use by the Commissioner, other staff members, members of the public or other state or federal agencies, to ensure the completion of the goals and programs of the division and to further the regulation of insurance pursuant to Title 57 of NRS.

Travel within Nevada and out of state to represent the division and to conduct or supervise investigations, prosecutions, serve as hearing officer or provide information related to insurance laws and regulations.

Assist members of the public, legislators, the deputy attorney general assigned to the division, licensees, other state agencies, representatives of other states or federal agencies and respond to questions or problems related to insurance, to ensure understanding and compliance with Title 57 of NRS.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Two years of experience in the actual operation, management, and/or official representation of insurance companies, brokers, agents, adjustors or other segments of the insurance industry may be substituted for the Bachelor’s degree.

EDUCATION AND EXPERIENCE: ~~[Graduation]~~ **Bachelor’s degree** from an accredited college or university ~~[with a major]~~ in public administration, business administration, economics, insurance, accounting, statistics or actuarial science and three years of managerial or supervisory level experience which involved policy formulation or decision making responsibility in one or more areas in the regulation of insurance companies, brokers, agents, adjusters or other segments of the insurance industry; **OR** a law degree, or a Master’s degree in the appropriate major field of study outlined above, or the professional designation of Chartered Property and Casualty Underwriter (CPCU) or Chartered Life Underwriter (CLU) may be substituted for one year of experience; **OR** an equivalent combination of education and experience. ~~[in which the candidate has demonstrated possession of the entry level knowledge, skills and abilities.]~~

MINIMUM QUALIFICATIONS (cont'd)

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

Detailed knowledge of: insurance statutes and practices under which insurance companies, agents and brokers operate. **Working knowledge of:** insurance coverages, terms and industry practices; the practical, legal and regulatory principles of insurance; federal statutes and regulations pertaining to insurance; principles of insurance risk analysis, rating systems, rating plans and rate making and classification; organization and operation of insurers, health maintenance organizations, agents, brokers, administrators and other licensees; practical legal and regulatory principles of the business of insurance. **Ability to:** read and comprehend legal and technical documents; write analytical reports and business correspondence; make oral group presentations; communicate with people of various socio-economic, cultural, and educational backgrounds; prioritize assignments; project future needs and plan accordingly; motivate others; train and instruct employees; [~~handle hostile people~~] *identify* and resolve problems; mediate disputes and alternative dispute resolution regarding market conduct, disciplinary actions, etc; organize and analyze data; modify existing procedures; work with frequent interruptions.

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

Working knowledge of: [~~management techniques;~~] the Nevada Revised Statutes and Nevada Administrative Code regarding hearings; legal principles, their application and legal research methods. **Ability to:** apply knowledge of insurance and related laws in comprehensive reports or in hearings; collect evidence and prepare documentation for use in hearings or court; analyze financial statements, examination reports, insurance policies and statutes for matters related to regulation of insurance; organize and conduct special investigations and studies; interpret legal requirements and apply them to financial records, tax procedures and insurance operations; [~~supervise staff;~~] coordinate the work of staff with available resources and various programs; work with related agencies in a concerted effort.

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.

11.405

- ESTABLISHED: 10/15/73
- REVISED: 5/8/79-3
- REVISED: 12/19/85-12
- REVISED: 9/16/88R
- 6/9/89PC
- REVISED: 7/1/95P
- 9/16/94PC
- REVISED: 3/9/12UC



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF PILOT - OPTIONS A. NDOW (Wildlife) B. NDOT (Transportation)	41	C	9.354
PILOT III - OPTIONS A. NDF (Forestry) and NDOW B. NDOT	39	C	9.356
PILOT II - OPTIONS A. NDF B. NDOW	37	C	9.355
PILOT I - OPTIONS A. DCNR (Conservation & Natural Resources) B. NDOT	36	C	9.359

SERIES CONCEPT

Pilots fly missions and aircraft which vary with the department to which the position is assigned. Pilots must maintain current certification to fly agency aircraft which may include jets, turboprop single- and/or multi-engine airplanes, rotorcraft helicopter or other equipment owned or leased by the agency.

Perform pre-flight and post-flight activities which include scheduling routes; monitoring weather conditions; calculating load and fuel requirements; performing routine pilot inspections to ensure the aircraft is in airworthy condition; fueling and preheating aircraft as necessary; securing aircraft in hangar, or covering and tying down aircraft after completion of flight.

Pilot jet, piston and turbine aircraft which may include helicopters and fixed-wing single-engine and/or multi-engine aircraft.

Maintain operation and component records for agency aircraft by recording date and hours of operation and when change of components occurred.

Perform airframe and powerplant inspection of the airplanes and/or helicopters at specified intervals and perform aircraft servicing, routine repairs, and field repairs as a result of problems detected during inspections or in response to problems that occurred while the aircraft was in operation. Examples of inspection/aircraft servicing activities are: changing the oil in the engine and gear boxes; lubricating of the aircraft; inspecting electrical systems.

Review and maintain files of information regarding Federal Aviation Administration (FAA) regulations, aeronautical charts, factory and vendor service bulletins, airworthiness directives, and agency operating procedures in order to remain current and implement existing and new rules, regulations and techniques affecting the operation and maintenance of aircraft.

Participate in training and recertification activities as needed to maintain current ratings required to pilot assigned aircraft.

Perform related duties as assigned.

CHIEF PILOT - OPTIONS	41	C	9.354
PILOT III - OPTIONS	39	C	9.356
PILOT II - OPTIONS	37	C	9.355
PILOT I <i>OPTIONS</i>	36	C	9.359

Page 2 of 10

CLASS CONCEPTS

Chief Pilot - Options A, NDOW and B, NDOT: Under general direction, Chief Pilots plan, coordinate, and manage flight operations; perform and/or supervise the performance of duties described in the series concept; and supervise air service and flight personnel including hiring, training, assigning and scheduling work, and evaluating performance.

Schedule flights by coordinating agency and departmental functions and requests from outside agencies with the availability of aircraft and flight personnel; communicate with agency staff regarding changes and conflicts; prepare and submit flight charges for billing.

Conduct training for flight personnel in aircraft operation and servicing; schedule training at flight and ground schools and maintenance seminars; periodically evaluate pilot proficiency; instruct pilots in techniques specific to agency flight requirements.

Schedule and control maintenance and perform aircraft servicing of agency aircraft to ensure equipment is maintained in accordance with FAA regulations; maintain records of aircraft components; maintain inventory of commonly and currently needed components required for the repair of aircraft.

Prepare and monitor the air operations budget utilizing operation and component records to estimate future operating costs; evaluate, locate sources, and recommend purchase of new aircraft and equipment; arrange and monitor contractual services such as maintenance, building rental, aircraft rental, and contract pilots.

Pilot III - Option A, NDF and NDOW: Under general supervision, incumbents perform the duties described in the series concept and are trained and qualified to pilot assigned agency aircraft which may include rotorcraft, fixed-wing multi-engine and/or single-engine aircraft. Flying duties may be performed in any of the aircraft utilized by the agency in conducting fire suppression and wildlife survey activities. Such activities require flying for extended periods at high and/or low altitudes, over mountainous and variable terrain, and with obscured visibility resulting from fires and weather conditions. The Pilot III – Option A class is distinguished from the Pilot II by responsibility for flying both fire suppression and wildlife survey missions as described below in the class concepts for Pilot II - Options A: NDF and B: NDOW.

Pilot III - Option B, NDOT: Under general supervision, incumbents perform the duties described in the series concept and are assigned to the Department of Transportation. Incumbents pilot multi-engine jet and turboprop aircraft and/or single-engine aircraft at both high and low altitudes and in congested airspace such as in the Las Vegas area.

Plan, schedule and conduct aerial photography missions at high and low altitudes using integrated camera and modern navigational systems; oversee loading and mounting of gyroscopically stabilized camera equipment.

Transport passengers including the Governor, elected officials, department staff and administrators, and others to various locations within and outside the State; conduct flights in adverse weather conditions requiring instrument flight rules (IFR) in accordance with established safety requirements and regulations.

Pilot II – Options A, NDF and B, NDOW: Under general supervision, incumbents perform the duties described in the series concept and are trained and qualified to pilot agency aircraft for which they are assigned. Aircraft type may include rotorcraft, fixed-wing multi-engine and/or single-engine aircraft. Flying duties may be performed in any of the aircraft utilized in conducting fire suppression or wildlife surveys. Such activities require flying for extended periods at high and/or low altitudes, over mountainous and variable terrain, and with obscured visibility resulting from fires and adverse weather conditions.

CHIEF PILOT - OPTIONS	41	C	9.354
PILOT III - OPTIONS	39	C	9.356
PILOT II - OPTIONS	37	C	9.355
PILOT I OPTIONS	36	C	9.359

Page 3 of 10

CLASS CONCEPTS (cont'd)

Pilot II - Option A. NDF: Conduct fire reconnaissance missions and air attack flights including: reporting fires; evaluating fire conditions; ordering ground crews and equipment and coordinating air attacks pending the arrival of an incident commander; monitoring and reporting fire conditions; assisting the incident commander in directing air operations; and transporting personnel, cargo and equipment to various locations within and outside the State.

Perform functions associated with helitack crew operations which include external load missions as appropriate to the needs of the agency (e.g., bambi bucket operations, hover hookups, and long line missions).

Pilot II - Option B. NDOW: Conduct wildlife survey missions including: animal herding; gathering biological data related to the number, gender and general health of game and non-game wildlife; fish planting; gathering environmental data including stream and creek surveys; and transporting personnel, cargo and equipment to various locations within and outside the State.

Pilot I – Option A. DCNR: Under general supervision, incumbents perform fire reconnaissance/attack duties on a seasonal or permanent basis, and there is no automatic progression to the next level in the series. Aircraft types may include rotorcraft, fixed-wing multi-engine and/or single-engine aircraft. Flying duties may be performed in any of the aircraft utilized in conducting fire suppression. Such activities require flying for extended periods at high and/or low altitudes, over mountainous and variable terrain, and with obscured visibility resulting from fires and adverse weather conditions.

Conduct fire reconnaissance missions and air attack flights including: reporting fires; evaluating fire conditions; ordering ground crews and equipment and coordinating air attacks pending the arrival of an incident commander; monitoring and reporting fire conditions; assisting the incident commander in directing air operations; and transporting personnel, cargo and equipment to various locations within and outside the State.

Perform functions associated with helitack crew operations which include external load missions as appropriate to the needs of the agency (e.g., bambi bucket operations, hover hookups, and long line missions).

Pilot I – Option B. NDOT: *Under general supervision, incumbents assist the Pilot-in-Command with: gathering weather data; load planning calculations; planning and filing flight plan; securing pre-departure flight clearances; performing preflight maintenance inspections; ensuring proper flight manuals are on board; monitoring fueling activities; towing and securing aircraft in department hangar facilities; providing dispatcher/flight follower oversight of department flights; and gathering, reviewing and disseminating Notice to Airmen (NOTAM) information to department pilots.*

Perform office and hangar duties which include maintaining and revising aircraft manuals, charts and GPS database subscriptions, maintenance of hangar interior and exterior, hangar equipment maintenance and aircraft cleaning.

Assist the Chief Pilot with development, revision and implementation of flight procedures and operating manuals and ongoing evaluation of the Flight Operations Safety Management System Program; monitor and revise company stored flight routes; update paper and/or electronic flight charts; schedule aircraft/crews; and coordinate and facilitate the implementation of the NDOT Irregular Operations Plan.

Act as Second-in-Command (SIC) Pilot on assigned departmental flights and perform pre- and post-flight aircraft inspections; board passengers, bags and cargo; assist the Chief Pilot during meetings and correspondence with the FAA, and perform other support and SIC Pilot functions assigned.

CHIEF PILOT - OPTIONS	41	C	9.354
PILOT III - OPTIONS	39	C	9.356
PILOT II - OPTIONS	37	C	9.355
PILOT I <i>OPTIONS</i>	36	C	9.359

Page 4 of 10

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * A valid second class medical certificate issued by an authorized FAA medical examiner is required at the time of appointment and as a condition of continuing employment.

CHIEF PILOT

OPTION A – NDOW

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education, and 5,000 hours logged, pilot-in-command total flight time, with a minimum of 1,000 hours in single-and/or multi-engine fixed-wing aircraft and 4,000 hours in rotorcraft helicopter, as designated by the agency at the time of recruitment. Flight experience must include a minimum of 250 hours in low-level flight; 250 hours conducting external load operations; 500 hours mountain flying above 5,000 feet mean sea level; 100 hours of flight time within the preceding 12 months; and one year of experience which included responsibility for assisting in the supervision of flight operations. (*See Special Requirements, Certification Requirements*)

CERTIFICATION REQUIREMENTS:

- * A valid commercial pilot certificate with rotorcraft helicopter and fixed-wing single-and/or multi-engine land rating, including instrument rating, for rotorcraft helicopter issued by the FAA.
- * May be required to obtain Interagency Co-Operator Wild Land Fire Fighting Certification in support of the Nevada Division of Forestry.

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

Detailed knowledge of: aircraft servicing practices and principles of department aircraft; design, components, system and performance limitations, and maintenance needs of the aircraft utilized; operating policies and practices. **General knowledge of:** principles and practices of management and supervision. **Ability to:** plan, organize and manage department flight operations; communicate orally and in writing in order to prepare and deliver reports and recommendations regarding operational activities; evaluate pilot proficiency and provide training in specialized flight techniques; perform, oversee, and exercise sound judgment in aircraft inspection and aircraft servicing activities; fly wildlife surveys and other air operation activities; *and all knowledge, skills, and abilities required in the lower level NDOW options.*

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

Detailed knowledge of: State and department administrative rules and regulations; principles and practices of management and supervision. **Working knowledge of:** wildlife and fisheries aerial surveys needs; best flight pattern to be used over identified survey areas; Wildlife Commission policies and regulations; fuel requirements and load calculations. **Ability to:** establish schedules and work priorities, and train and supervise staff; plan, prepare and monitor air operations and maintenance budgets; evaluate aircraft and equipment in relation to the needs of the department; prepare and administer reports and other documents; fly agency aircraft at high and low altitudes in mountainous terrain and on instruments; communicate effectively with agency personnel; assist law enforcement personnel in searches for missing and/or injured persons.

CHIEF PILOT - OPTIONS	41	C	9.354
PILOT III - OPTIONS	39	C	9.356
PILOT II - OPTIONS	37	C	9.355
PILOT I OPTIONS	36	C	9.359

Page 5 of 10

MINIMUM QUALIFICATIONS (cont'd)

CHIEF PILOT (cont'd)

OPTION B – NDOT

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and 6,000 hours logged pilot-in-command flight time in single or multi-engine land planes, of which 200 hours must have been in actual or simulated instrument conditions, 300 must have been flown the last 12 months, and 2,500 hours must have been as pilot-in-command in multi-engine aircraft. Of those 2,500 hours, 1,000 hours must have been as pilot-in-command in fixed wing multi-engine turbojet aircraft including 200 hours as pilot-in-command in Cessna 500 series turbo jet aircraft; and 500 hours as pilot-in-command in fixed-wing multi-engine turboprop aircraft. *(See Special Requirements, Certification Requirements & Informational Note)*

CERTIFICATION REQUIREMENTS:

- * A valid Multi-Engine Airline Transport Pilot's Certificate.

INFORMATIONAL NOTE:

- * Incumbents must successfully complete high altitude physiological training and initial or recurrent flight simulator training for agency aircraft within 6 months of appointment. Continued recurrent flight simulator training is required as a condition of employment.

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

Working knowledge of: professional transport piloting; policies, regulations and requirements of the FAA as related to transporting passengers and flying in congested airspace; fuel requirements and load calculations; principles of loading and weight distribution and resulting effect on aircraft operation; meteorology, air traffic rules, and radio communications; aircraft systems including hydraulic, anti-ice and de-ice gear, environmental pressurization, fuel, engine, propeller, fire protection, electrical, oxygen, avionics, flight management, autopilot, primary and secondary control, on-board passenger comfort, anti-skid and power brake, warning annunciator, thrust reverser and other systems. **Ability to:** fly agency aircraft at high and low altitudes, in mountainous terrain and on instruments; pilot passenger transport and aerial photography missions to various locations within and outside the State; interact and communicate effectively with passengers who may include elected and appointed officials, agency administrators and others; *and all knowledge, skills, and abilities required at the lower level NDOT options.*

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

Working knowledge of: agency policies and procedures related to flight operations; special FAA policies, procedures and regulations related to department air operations; air navigation, aircraft operation and maintenance procedures for aircraft components and systems; aircraft performance limitations and weight and balance for the aircraft utilized; aerial photogrammetry in high performance multi-engine turboprop aircraft, at high and low altitude, at low airspeeds, over mountainous terrain and/or in congested airspace.

PILOT III

OPTION A – NDF and NDOW

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education, and 3,500 hours logged, pilot-in-command total rotorcraft or fixed-wing multi- and/or single-engine aircraft flight time, as designated by the agency at the time of recruitment. Flight experience must include 250 hours low-level

CHIEF PILOT - OPTIONS	41	C	9.354
PILOT III - OPTIONS	39	C	9.356
PILOT II - OPTIONS	37	C	9.355
PILOT I <i>OPTIONS</i>	36	C	9.359

Page 6 of 10

MINIMUM QUALIFICATIONS (cont'd)

PILOT III (cont'd)

OPTION A – NDF and NDOW (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

flight; 250 hours conducting external load operations; 500 hours mountain flying above 5,000 feet mean sea level; and 100 hours of flight time within the preceding 12 months. (*See Special Requirements, Certification Requirements*)

CERTIFICATION REQUIREMENTS:

- * A valid commercial pilot certificate with rotorcraft helicopter rating including instrument rating or fixed-wing multi-engine and/or single-engine land rating, including instrument rating issued by the FAA.

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

Detailed knowledge of: FAA rules, regulations and operating procedures governing flight operations and aircraft servicing; air traffic control rules and procedures; flight theory as applicable to multi- and/or single-engine fixed-wing aircraft and rotorcraft; design, components, system and performance limitations and maintenance requirements of the aircraft utilized by the agency. **Working knowledge of:** principles of loading and weight distribution and the effect on aircraft operation; *and all knowledge, skills, and abilities required at the lower level in the applicable option.*

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

Working knowledge of: agency policies and procedures; United States Forest Service and Bureau of Land Management policies and procedures related to fire suppression and air operations. **General knowledge of:** forest and wildland fire behavior. **Ability to:** perform inspections, service and repair of agency aircraft; acquire air attack certification; readily recognize conditions which are hazardous to aircraft operations or ground crew; effectively monitor radio communication from multiple sources, including air traffic control, incident commander, and fire fighting units. **Skill in:** use of aircraft tools required for maintenance.

OPTION B – NDOT

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and 4,500 hours logged pilot-in-command flight time in single-engine or multi-engine land planes, of which 200 hours must have been in actual or simulated instrument conditions, 300 must have been flown the last 12 months, and 1,500 hours must have been as pilot-in-command in multi-engine aircraft. Of those 1,500 hours, 250 hours must have been as pilot-in-command in fixed-wing multi-engine turbojet aircraft including 100 hours as pilot-in-command in Cessna 500 series aircraft; or 250 hours as pilot-in-command in fixed-wing multi-engine turboprop aircraft. (*See Special Requirements, Certification Requirements*)

CERTIFICATION REQUIREMENTS:

- * A valid Multi-Engine Airline Transport Pilot's Certificate.
- * Incumbents must successfully complete high altitude physiological training and initial or recurrent flight simulator training for agency aircraft within 6 months of appointment. Continued recurrent flight simulator training is required as a condition of employment.
- * In order to serve the needs of the agency, additional certification may be required and will be designated at the time of recruitment.

CHIEF PILOT - OPTIONS	41	C	9.354
PILOT III - OPTIONS	39	C	9.356
PILOT II - OPTIONS	37	C	9.355
PILOT I <i>OPTIONS</i>	36	C	9.359

Page 7 of 10

MINIMUM QUALIFICATIONS (cont'd)

PILOT III (cont'd)

OPTION B – NDOT (cont'd)

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

Working knowledge of: professional transport piloting; policies, regulations and requirements of the FAA as related to transporting passengers and flying in congested airspace; fuel requirements and load calculations; principles of loading and weight distribution and resulting effect on aircraft operation; meteorology, air traffic rules, and radio communications; aircraft systems including hydraulic, anti-ice and de-ice gear, environmental pressurization, fuel, engine, propeller, fire protection, electrical, oxygen, avionics, flight management, autopilot, primary and secondary control, on-board passenger comfort, anti-skid and power brake, warning enunciator, thrust reverser and other systems. **Ability to:** fly agency aircraft at high and low altitudes, in mountainous terrain and on instruments; pilot passenger transport and aerial photography missions to various locations within and outside the State; interact and communicate effectively with passengers who may include elected and appointed officials, agency administrators and others.

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

Working knowledge of: agency policies and procedures related to flight operations; special FAA policies, procedures and regulations related to department air operations; air navigation, aircraft operation and maintenance procedures for aircraft components and systems; aircraft performance limitations and weight and balance for the aircraft utilized; aerial photogrammetry in high performance multi-engine turboprop aircraft, at high and low altitude, at low airspeeds, over mountainous terrain and/or in congested airspace.

PILOT II

OPTION A - NDF

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and 2,500 hours logged, pilot-in-command total flight time in fixed-wing aircraft and/or rotorcraft, as designated by the agency at the time of recruitment. Flight experience must include a minimum of 250 hours low-level flight; 250 hours conducting external load operation; 500 hours mountain flying above 5,000 feet mean sea level; and 100 hours in the preceding 12 months. (*See Special Requirements, Certification Requirements*)

CERTIFICATION REQUIREMENT:

- * A valid commercial pilot certificate with rotorcraft helicopter rating, including instrument rating issued by the FAA.

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

Detailed knowledge of: FAA rules, regulations and operating procedures governing flight operations and aircraft maintenance; air traffic control rules and procedures; flight theory as applicable to multi-engine and/or single fixed-wing or rotorcraft. **Working knowledge of:** design, components, system and performance limitations and maintenance requirements of the aircraft utilized by the agency; principles of loading and weight distribution and the effect on aircraft operation. **Ability to:** exercise good judgment in all flying conditions; prepare and maintain required logs and reports; *and all knowledge, skills, and abilities required at the lower level.*

CHIEF PILOT - OPTIONS	41	C	9.354
PILOT III - OPTIONS	39	C	9.356
PILOT II - OPTIONS	37	C	9.355
PILOT I OPTIONS	36	C	9.359

Page 8 of 10

MINIMUM QUALIFICATIONS (cont'd)

PILOT II (cont'd)

OPTION A – NDF (cont'd)

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

Working knowledge of: United States Forest Service and Bureau of Land Management policies and procedures related to fire suppression and air operations. **General knowledge of:** forest fire behavior. **Ability to:** perform inspections, service and repair of agency aircraft; readily recognize conditions which are hazardous to aircraft operations or ground crew; effectively monitor radio communication from multiple sources, including air traffic control, incident commander, and fire fighting units; conduct proficiency training for agency and cooperator pilots. **Skill in:** use of aircraft tools for servicing and general maintenance; performing maintenance check flights of agency aircraft.

OPTION B – NDOW

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education, and 2,500 hours logged, pilot-in-command total flight time in rotorcraft helicopter. Flight experience must include a minimum of 250 hours in low-level flight; 250 hours conducting external load operations; 500 hours mountain flying experience above 5,000 feet mean sea level; and 100 hours in the preceding 12 months. *(See Special Requirements, Certification Requirement)*

CERTIFICATION REQUIREMENT:

- * A valid commercial pilot certificate with rotorcraft helicopter rating, including instrument rating issued by the FAA.

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

Working knowledge of: wildlife species including big game, upland game, waterfowl and non-game animals. **Ability to:** conduct wildlife surveys in mountainous areas in a variety of weather conditions; sling materials and equipment to remote locations; fly low-elevation flights in mountainous terrain for purposes of animal capture; *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: department policies and procedures related to flight operations; flying techniques specific to conducting biological and environmental surveys of wildlife and habitat; animal herding and fish planting techniques. **Ability to:** transport biologists, game wardens, agency administrators and others to various locations within and outside the State; fly low altitude game survey missions over mountainous and variable terrain; respond quickly and appropriately to changing weather conditions and the behavior of animals being surveyed.

PILOT I

OPTION A – DCNR

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education, and 1,500 hours logged, pilot-in-command flight time, either in multi- and/or single-engine fixed-wing aircraft or rotorcraft, as designated by the agency at the time of recruitment. Flight experience must include a minimum of 250 hours low-level flight; 250 hours conducting external load operations; 500 hours mountain flying experience above 5,000 feet mean sea level; and 100 hours in the preceding 12 months. *(See Special Requirements, Certification Requirement)*

CHIEF PILOT - OPTIONS	41	C	9.354
PILOT III - OPTIONS	39	C	9.356
PILOT II - OPTIONS	37	C	9.355
PILOT I <i>OPTIONS</i>	36	C	9.359

Page 9 of 10

MINIMUM QUALIFICATIONS (cont'd)

PILOT I OPTION A (cont'd)

CERTIFICATION REQUIREMENT:

- * Current commercial and instrument certifications issued by the FAA in either multi- and/or single-engine aircraft or rotorcraft as designated by the agency at the time of recruitment.

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

Detailed knowledge of: FAA rules, regulations and operating procedures governing flight operations and aircraft maintenance; air traffic control rules and procedures; flight theory as applicable to multi- and/or single engine fixed wing aircraft or rotorcraft. **Working knowledge of:** the design, components, system and performance limitations, and maintenance requirements of various types of aircraft; principles of loading and weight distribution and the effect on aircraft operation. **General knowledge of:** forest fire behavior. **Ability to:** exercise good judgment in all flying conditions; prepare and maintain required logs and reports; establish and maintain cooperative working relationships with others; acquire air attack certification; readily recognize conditions which are hazardous to aircraft operations or ground crews; effectively monitor radio communication from multiple sources such as air traffic control, incident commander and various firefighting units. **Skill in:** operating aircraft in potentially hazardous conditions such as low levels, fires, mountainous terrain, and adverse weather conditions; flight planning, navigation, meteorology, map reading, radio communications, and instrument flying.

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

Working knowledge of: United States Forest Service and Bureau of Land Management policies and procedures related to fire suppression and air operations.

OPTION B – NDOT

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and 1,500 hours flight time logged as a pilot in single-engine or multi-engine land airplanes, of which 75 hours must have been in actual or simulated instrument conditions, 200 hours must have been flown in the last 12 months, and 200 hours must have been in multi-engine aircraft. (See Special Requirements, Certification Requirement)

CERTIFICATION REQUIREMENT:

- * A valid Commercial Pilot's Certificate with a multi-engine land and instrument airplane rating.

SPECIAL REQUIREMENTS:

- * Continued recurrent flight simulator training is required as a condition of employment.
- * In order to serve the needs of the agency, additional certification may be required and will be identified at the time of recruitment.

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

Working knowledge of: Federal Aviation Regulations Part 43,61 and 91; flying in congested airspace; fuel requirements for aircraft dispatch; weight and balance calculation; meteorology, air traffic rules, and radio communications; aircraft systems including hydraulic, anti-ice and de-ice equipment, environmental pressurization, fuel, engine, propeller, fire protection, electrical, oxygen, avionics, flight management, autopilot, primary and secondary flight controls, anti-skid and power brake, warning systems, thrust reverser and other systems. **Ability to:** fly aircraft at high and low altitudes, in

CHIEF PILOT - OPTIONS	41	C	9.354
PILOT III - OPTIONS	39	C	9.356
PILOT II - OPTIONS	37	C	9.355
PILOT I OPTIONS	36	C	9.359

Page 10 of 10

MINIMUM QUALIFICATIONS (cont'd)

OPTION B – NDOT

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

mountainous terrain, in visual and/or instrument meteorological conditions; perform aerial photography; and interact with passengers who may include elected officials, agency administrators and others.

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

Working knowledge of: agency policies and procedures related to flight operations; special FAA policies, procedures and regulations related to department air operations; air navigation, aircraft operation and maintenance procedures for aircraft components and systems; aircraft performance limitations and weight and balance for the aircraft utilized; aerial photogrammetry in high performance multi-engine turboprop aircraft, at high and low altitudes, at low airspeeds, over mountainous terrain and/or in congested airspace.

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>9.354</u>	<u>9.356</u>	<u>9.355</u>	<u>9.359</u>
ESTABLISHED:	7/1/75	8/18/97UC	7/1/75	2/21/02R 5/6/02UC
REVISED:			4/24/79-3	
REVISED:	12/19/85-12		12/19/85-12	
REVISED:	12/9/88-3		12/9/88-3	
REVISED:	7/6/90PC		7/6/90PC	
REVISED:	7/1/91P		7/1/91P	
	11/29/90PC		11/29/90PC	
REVISED:	2/15/91-3		2/15/91-3	
REVISED:			5/24/91-3	
REVISED:			8/23/91-3	
REVISED:	11/15/91PC		11/15/91PC	
REVISED:	8/18/97UC		8/18/97UC	
REVISED:	2/2/98R	2/2/98R	2/2/98R	
	10/8/99UC	10/8/99UC	10/8/99UC	
	10/8/99UC	10/8/99UC	10/8/99UC	
REVISED:		2/21/02R	2/21/02R	
		5/6/02UC	5/6/02UC	
REVISED:	10/15/07UC	10/15/07UC	10/15/07UC	10/15/07UC
REVISED:	3/7/08UC	3/7/08UC		
REVISED:				8/5/08R 3/9/12UC