



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMO PERD #53/12

December 13, 2012

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

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
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, regarding these changes, please send your written notification to Peter Long at plong@admin.nv.gov no later than January 16, 2013.

If no written objections are received in this office by January 16, 2013, 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: 04-13
Posting Expires: January 16, 2013

Per NRS 284.160, the Administrator 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
1.921	Park Ranger III (Non-Commissioned)	34 B	1.921	Park Ranger III (Non-Commissioned)	34 B
1.922	Park Ranger II (Non-Commissioned)	33 B	1.922	Park Ranger II (Non-Commissioned)	33 B
1.923	Park Ranger I (Non-Commissioned)	30 B	1.923	Park Ranger I (Non-Commissioned)	30 B

EXPLANATION OF CHANGE

The Division of Human Resource Management recommends minor revisions to the minimum qualifications to expand the types of acceptable degrees. Special Requirements were added to reflect that positions in these classes require statewide travel, working various hours and/or shifts, evenings, weekends, holidays and are subject to call back. The experience required for Park Ranger III was decreased by one year to maintain consistency within the class plan. Additionally, the class concept for Park Ranger I was slightly modified because State Parks no longer has positions permanently allocated at the Park Ranger I level.

Park Rangers (Non-Commissioned) participate in operations, resource management, interpretation and maintenance activities at an assigned State park; coordinate and participate in day-to-day park operation and maintenance projects; train, supervise and evaluate the performance of assigned seasonal personnel; and gather, record and audit information related to visitor use and fees collected. Incumbents also advise visitors of park rules, regulations and policies; assist at accidents, conduct search and rescue operations, respond to emergency situations, and interact with other law enforcement agencies to preserve the peace and protect park visitors; and participate in planning, developing and conducting special events and on-going interpretive activities such as tours, hikes, displays, exhibits, talks and visitor centers to inform park visitors of park attractions, flora, fauna, cultural and natural history, and environmental education.

1.921 - Park Ranger III (Non-Commissioned), Grade 34: Under the general supervision of a Park Supervisor III, incumbents coordinate and oversee the operation and maintenance of a major section of a large and complex park with special features such as historical sites, visitor centers, multiple fee collection points, complex maintenance and resource protection programs, concessions and contracts, sophisticated water and sewer systems, and special use facilities, in addition to performing the full range of park ranger duties.

1.922 - Park Ranger II (Non-Commissioned), Grade 33: Under the general supervision of a Park Supervisor, incumbents perform the full range of park operations and maintenance resource management and interpretive duties outlined at an assigned park. This is the journey level in the series.

1.923 - *Park Ranger I (Non-Commissioned), Grade 30*: Under the direct supervision of a Park Supervisor, incumbents receive training in performing park operations and maintenance duties. Progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
10.538	Radiation Physicist	38 B	10.538	Radiation Control Supervisor	38 B
10.539	Radiological Staff Specialist	37 B	10.539	Radiation Control Specialist III	37 B
10.524	Radiation Control Specialist II	35 B	10.524	Radiation Control Specialist II	35 B
10.528	Radiation Control Specialist I	32 B	10.528	Radiation Control Specialist I	32 B

EXPLANATION OF CHANGE

This revision consolidates three separate class specifications into a single, coherent document covering the supervisory, leadworker, journey, and trainee levels in the radiation control program within the Nevada State Health Division. The consolidation was accomplished by adding text pertaining to the top two levels to the existing class specification for Radiation Control Specialist I and II. In the process, the series concept, class concepts, and minimum qualifications underwent extensive revisions at all levels to reflect current technology, organization, and program requirements.

The proposed changes in title for the top two levels are intended to provide a clearer indication of the respective roles of the two classes within the series.

The Health Division participated in this study and supports the recommendation.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
13.231	Airport Control Officer III	34 D		ABOLISH	
13.232	Airport Control Officer II	32 D			
13.233	Airport Control Officer I	30 D			

EXPLANATION OF CHANGE

During the 2011 Legislative Session, the Taxicab Authority elected to discontinue the Airport Control Officer series because employees in that classification were limited to regulating the taxicab industry to the McCarran International Airport. By reclassifying incumbents to the Compliance/Enforcement Investigator series, the area being regulated has been expanded to cover not only the airport, but to all of Clark County.

The Division of Human Resource Management recommends the Airport Control Officer series be abolished as it no longer used.



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 January 16, 2013. 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: December 13, 2012

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PARK RANGER III (NON-COMMISSIONED)	34	B	1.921
PARK RANGER II (NON-COMMISSIONED)	33	B	1.922
PARK RANGER I (NON-COMMISSIONED)	30	B	1.923

SERIES CONCEPT

Park Rangers (Non-Commissioned) participate in operations, resource management, interpretation and maintenance activities at an assigned State park.

Coordinate and participate in day-to-day park operation and maintenance projects; train, supervise and evaluate the performance of assigned seasonal personnel; clean and maintain park buildings, grounds, offices, restrooms and vehicles; schedule and assign personnel to collect fees, staff visitor centers and conduct tours.

Gather, record and audit information related to visitor use and fees collected; take inventory and submit supply requests; prepare activity reports on areas of responsibility; make reservations and respond to letters and telephone inquiries; operate park weather station, sales outlet and water safety and control devices at the park.

Advise visitors of park rules, regulations and policies; assist at accidents, conduct search and rescue operations, respond to emergency situations, and interact with other law enforcement agencies to preserve the peace and protect park visitors.

Implement the resource management plan; identify resource problems; develop solutions and initiate projects for resource preservation and rehabilitation.

Participate in planning, developing and conducting special events and on-going interpretive activities such as tours, hikes, displays, exhibits, talks and visitor centers to inform park visitors of park attractions, flora, fauna, cultural and natural history, and environmental education.

Perform related duties as assigned.

CLASS CONCEPTS

Park Ranger III (Non-Commissioned): Under the general supervision of a Park Supervisor III, incumbents coordinate and oversee the operation and maintenance of a major section of a large and complex park with special features such as historical sites, visitor centers, multiple fee collection points, complex maintenance and resource protection programs, concessions and contracts, sophisticated water and sewer systems, and special use facilities, in addition to performing the full range of duties outlined in the series concept.

Park Ranger II (Non-Commissioned): Under the general supervision of a Park Supervisor, incumbents perform the full range of duties outlined in the series concept. This is the journey level in the series.

PARK RANGER III (NON-COMMISSIONED)	34	B	1.921
PARK RANGER II (NON-COMMISSIONED)	33	B	1.922
PARK RANGER I (NON-COMMISSIONED)	30	B	1.923

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CLASS CONCEPTS (cont'd)

Park Ranger I (Non-Commissioned): Under the direct supervision of a Park Supervisor, incumbents [~~either:~~

- ~~1)] receive training in performing all or part of the duties outlined in the series concept. Progression to the next level may occur upon meeting the qualifications of the next level, satisfactory job performance and approval of the appointing authority. [~~or~~~~
- ~~2) perform below the journey level on a permanent basis and do not automatically progress to the next level.~~

~~Positions at this level are not expected to represent the agency at public meetings or interact with other State and federal agencies. As a result, incumbents have limited decision making and consequence of error and little personal interaction with State and federal agencies.]~~

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * *Candidates may be required to submit to a background check and physical agility examination prior to appointment.*

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must submit to a pre-employment screening for controlled substances.
- ~~[* Candidates may be required to submit to a background check and physical agility examination prior to appointment.]~~
- * *Positions are subject to call back and must work various hours and/or shifts.*
- * *Positions require statewide travel.*
- * *Positions require work on evenings, weekends, and/or holidays.*
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

PARK RANGER III (NON-COMMISSIONED)

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major or minor in park management, *outdoor* recreation management, ecology, forestry, biology, *agriculture, education, natural or environmental sciences, horticulture, history/folklore, wildlife management, museum management, park interpretation, business or public administration* or [~~closely~~] related field and two years of [~~journey level~~] *professional* park ranger experience in park operations and maintenance; **OR** an equivalent combination of education and experience; **OR** [~~two~~] *one* year of experience as a Park Ranger II in Nevada State service. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: financial and statistical recordkeeping; safety principles and practices related to the use of assigned equipment. **Ability to:** preserve and enhance the park's natural resources; prepare reports, evaluations, bulletins and memoranda; perform literary research necessary to develop interpretive materials; plan, organize and coordinate available resources to effectively manage an assigned area of the park; *and all knowledge, skills and abilities required at the lower levels.*

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MINIMUM QUALIFICATIONS (cont'd)

PARK RANGER III (NON-COMMISSIONED) (cont'd)

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

Detailed knowledge of: Nevada Administrative Code and Nevada Revised Statutes applicable to operation of a State park; division policy manuals related to park maintenance, fee collection, volunteers and general policies; current State personnel practices and principles used in supervising staff; inventory techniques required to maintain operating supplies. **Ability to:** manage a major area within a large and complex park; assist the Park Supervisor in day-to-day operation and maintenance of the park.

PARK RANGER II (NON-COMMISSIONED)

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major or minor in park management, *outdoor* recreation management, ecology, forestry, biology, *agriculture, education, natural or environmental sciences, horticulture, history/folklore, wildlife management, museum management, park interpretation, business or public administration* or [closely] related field and one year of professional park ranger experience in park operations and maintenance; **OR** an equivalent combination of education and experience [~~at or above the bachelor's degree level~~]; **OR** one year *of* experience as a Park Ranger I in Nevada State service. (*See Special Requirements*)

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

General knowledge of: natural and cultural history of the assigned park and surrounding areas; ecological concepts; laws, policies and practices related to park operations; personnel practices and principles used in supervision; inventory techniques required to maintain operating supplies; basic fire suppression techniques as applied to grass, brush and forest areas. **Ability to:** make oral and visual presentations to groups to provide information about State parks; advise visitors of park rules, regulations and policies; work effectively in situations involving argumentative or combative individuals; assist staff and visitors in emergency incidents and accidents; *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: park and resource management practices utilized in Nevada; principles of training and supervision; State budget, accounting and purchasing procedures. **Ability to:** assist the Park Supervisor in the overall operation and maintenance of the park; perform professional park management duties; plan, coordinate and oversee park custodial and minor maintenance projects.

PARK RANGER I (NON-COMMISSIONED)

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major or minor in park management, *outdoor* recreation management, ecology, forestry, biology, *agriculture, education, natural or environmental sciences, horticulture, history/folklore, wildlife management, museum management, park interpretation, business or public administration* or [closely] related field; **OR** an equivalent combination of education and experience; **OR** *two years of experience which provided experience in organizing, overseeing and performing park maintenance, interpretive programming, visitor services, and resource management duties.* (*See Special Requirements*)

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

General knowledge of: basic principles of park operations and maintenance; basic principles of park and resource management; natural and cultural history; accepted land management practices; interpretation of natural resources and historic areas; operation of standard hand and power tools used in facility maintenance. **Ability to:** participate in the operation and maintenance of an assigned State park; perform custodial and general maintenance duties in park buildings and grounds; provide information and assistance

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MINIMUM QUALIFICATIONS (cont'd)

PARK RANGER I (NON-COMMISSIONED)

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

to park visitors; maintain records and prepare reports; participate in planning and providing interpretive programs for park visitors; communicate effectively both orally and in writing.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Park Ranger II (Non-Commissioned).)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>1.921</u>	<u>1.922</u>	<u>1.923</u>
ESTABLISHED:	7/1/05LG	7/1/05LG	7/1/05LG
REVISED:		6/25/08UC	6/25/08UC
REVISED:	<i>1/16/13UC</i>	<i>1/16/13UC</i>	<i>1/16/13UC</i>



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
RADIATION CONTROL SUPERVISOR	38	B	10.538
RADIATION CONTROL SPECIALIST III	37	B	10.539
RADIATION CONTROL SPECIALIST II	35	B	10.524
RADIATION CONTROL SPECIALIST I	32	B	10.528

SERIES CONCEPT

Radiation Control Specialists *determine compliance with State and federal regulations pertaining to radiation*; inspect and investigate *complaints involving* radiation sources and radiation producing devices; ~~[to]~~ measure and evaluate levels of ionizing *and non-ionizing* radiation; *and address other radiological issues. Incumbents work in one or more specialty areas such as mammography, X-ray, radioactive materials licensing, radioactive materials inspection, radon, incident response, low-level radioactive waste site management, and oversight of federal facilities.*

~~[Register x-ray, mammography, and other ionizing radiation machines; identify location of machines and ensure applications for registration are completed; provide forms and explain compliance requirements, rules, and regulations;] Inspect machines, facilities, records, safety equipment, and personnel associated with the operation of the machines to determine compliance with [applicable] requirements of the Nevada Revised Statutes, [and] Nevada Administrative Code [; enforce regulations by identifying violations, and following up with appropriate corrective action], federal regulations, and accrediting bodies.~~

License the use of radioactive materials; identify and investigate the sources of radiation to determine potential hazards to the public; inspect ~~[all individuals, corporations, and organizations licensed by the Health Division]~~ licensees to control radioactive materials and ensure compliance with applicable regulations~~[; evaluate applications to use radioactive materials].~~

Identify violations by licensees, registrants, certificated facilities and other users of radiological materials and devices; draft violation letters; take appropriate enforcement actions; review and recommend approval or disapproval of corrective measures; develop and maintain records, reports, and files relating to inspections, investigations, radioactive material documentation, and instrument calibration.

Respond to ~~[emergencies]~~ incidents ~~[resulting from]~~ involving accidents, *theft, allegations or requests [involving] related to possible or confirmed* ionizing radiation; gather information regarding causation *and persons involved*; evaluate the scope of the incidents; direct the placement of barriers and other restrictions to control access to the contaminated area; provide direction and technical advice to responding agencies on the methods and procedures to control and remove radioactive contaminations; determine when a state of emergency no longer exists; *provide radiological training to first responders and cooperating agencies.*

~~[Develop and maintain records, reports and files including registration application and certificates for each radiation machine, inspection reports, investigative reports, correspondence, inspection dates, radioactive material licenses and documentation, and instrument calibration records.]~~

~~[Provide public information and education regarding the licensing and registration of radiation or radioactive materials and x-ray machines; answer questions regarding radioactive materials, ionizing radiation machines, radon gas and section rules and regulations.]~~

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SERIES CONCEPT (cont'd)

Provide information to the regulated community and the general public concerning regulations and requirements of radiological programs.

Implement the mammography program in accordance with federal requirements; develop or administer program budget and contracts; conduct or coordinate pre-certification, renewal, or annual inspections of mammography machines and facilities; review applications for mammography machine and operator certificates; draft certificate documents.

Evaluate new technologies utilized in radiological programs and facilities for conformance with current and proposed State and federal requirements and regulations.

Conduct low-level radioactive waste site inspections to ensure compliance with State and federal regulations and license conditions; develop sampling requirements, collect environmental samples, and review and evaluate the results of laboratory analysis; determine need for maintenance and repair.

Perform related duties as assigned.

CLASS CONCEPTS

Radiation Control Supervisor: *Under general direction, incumbents perform the full range of duties described in the series concept and act as first line supervisor of a mammography, X-ray, or radioactive materials unit of Radiation Control Specialists. Supervisory duties include assigning and reviewing work, developing work performance standards, evaluating performance, counseling, and initiating disciplinary measures as needed. Assignments may include oversight of the monitoring of radiological activities at federal installations or acting as a deputy Food and Drug Commissioner for radiological activities under NRS/NAC 585.*

Radiation Control Specialist III: *Under limited supervision, incumbents function as leadworkers in a specialty area and provide training/mentoring to lower level staff in the specialty. Radiation Control Specialist III's are also expected to perform as generalists at or above the journey level and are involved in research and analysis of radiological issues, preparation of technical reports, and drafting of regulations, licensing guides, application packages, and inspection protocols.*

Radiation Control Specialist II: ~~[Radiation Control Specialist II's]~~ *Under general supervision, incumbents perform the [full range of] duties described in the series concept at the journey level. Duties are distinguished from the Radiation Control Specialist I class by greater complexity and independence in performing job assignments. [Incumbents receive general supervision from the Supervisor, Radiological Health Section through immediate notification of emergencies, review of plans for corrective action and completed work. This is the journey level class in the series.]*

Radiation Control Specialist I: ~~[Radiation Control Specialist I's receive training in the performance of]~~ *Under guidance of a higher level radiation control professional, incumbents perform [the] basic duties described in the series concept in a trainee capacity. Work is assigned through instructions and reviewed for technical accuracy. This is the entry level in the series, and progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance, and with the approval of the appointing authority. [Incumbents receive direct supervision from the Supervisor, Radiological Health Section as well as technical advice from the Radiation Control Specialist II's. Work is reviewed on an ongoing basis. This is the entry level class in the series.]*

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * *A valid driver's license is required at the time of appointment and for continued employment.*
- * *Participation in a medical monitoring program is required for some positions.*
- * *Division duty officer rotation and call-back availability for public health incidents/emergencies are required for all positions.*
- * *A State of Nevada/FBI background check, including fingerprinting, will be required of selected applicants.*

INFORMATIONAL NOTES:

- * *Some positions require the incumbent to apply for a specified federal security clearance within the first six months of employment. Such clearance must be obtained and maintained as a condition of continued employment.*
- * *Depending upon assignment, incumbents may be required to pass a radioactive materials training and/or X-ray inspection course.*
- * *Incumbents assigned to oversee federal facilities will be required to successfully complete federal training.*
- * *Incumbents assigned to radioactive materials control will be required to pass appropriate U.S. Nuclear Regulatory Commission training courses and undergo periodic audits.*
- * *~~Federal Food and Drug Administration (FDA) Certified MQSA Mammography Inspector status and/or radioactive material inspector certification must be obtained within 6 months following the date of appointment and be maintained throughout employment.] Mammography program incumbents will be required to obtain and maintain U.S. Food and Drug Administration certification in accordance with the Mammography Quality Standards Act.~~*
- * *Incumbents must comply with all applicable State and federal security and safeguard requirements.*

RADIATION CONTROL SUPERVISOR

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in radiological science, X-ray technology, health physics, nuclear medicine, chemistry, math, biology, or closely related field and four years of progressively responsible professional experience in comprehensive radiation control programs, meeting federal and state requirements and including licensing and registration, emergency response and management, and investigations; OR an equivalent combination of education and experience as described above; OR one year of experience as a Radiation Control Specialist III in Nevada State service. (See Special Requirements and Informational Notes)*

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

Detailed knowledge of: health physics, radiation protection, and general environmental protection theories and practices in order to be considered a primary contact for environmental policies and interpretation of program results; principles of data acquisition and report writing to present technical and administrative information in clear, concise language in the preparation of staff papers, reports, studies, regulations, policies, and contractor evaluations; nuclear physics and advanced mathematics as necessary to review contractor programs and conduct assessments; radiation and environmental protection regulations defined in the Code of Federal Regulations and other federal and international requirements; radiation detection and radiological effects of radionuclides necessary to review the technical accuracy of contracts and programs and to provide lay persons with information regarding the significance of radiological contaminants. Ability to: coordinate activities with other State agencies and levels of government to provide radiological assistance, direct incident responses, and implement preventive detection strategies; and all knowledge, skills and abilities required at the lower levels.

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MINIMUM QUALIFICATIONS (cont'd)

RADIATION CONTROL SUPERVISOR (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: precedents for application of license issuance criteria and problem resolution; public information requirements and policies; security and classification procedures for safeguarding sensitive or classified information; applicable federal orders, procedures and requirements. Ability to: work with others to develop policy recommendations, guidance and multi-agency coordination; issue licenses, initiate enforcement actions and assess administrative penalties; monitor and evaluate radiological remediation activities; collect and maintain the integrity of various soil, air and water samples for radiological constituents; train, supervise and evaluate the performance of subordinate staff; develop costs and justifications for purchases and other budget items; authorize and manage expenditures; support and participate in presentations at Board of Health and legislative committee meetings and hearings.

RADIATION CONTROL SPECIALIST III

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in radiological science, X-ray technology, health physics, nuclear medicine, chemistry, math, biology, or closely related field and three years of professional radiological regulatory experience; OR an equivalent combination of education and experience as described above; OR one year of experience as a Radiation Control Specialist II in Nevada State service. (See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: techniques for the evaluation of applications to register radiation machines and for the licensing of radioactive materials to ensure safe and proper use; inspection techniques and preparation and use of inspection reports; federal mammography certification requirements and federal/State inspection protocols; instrument capabilities, limitations and calibration requirements. Ability to: develop proposed regulation changes; use a scientific calculator and data management systems; use multiple types of radiation equipment and understand the theories behind their use; and all knowledge, skills and abilities required at the lower levels.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: current policy issues in radiation control; provisions of the Rocky Mountain Low Level Radioactive Waste Compact; federal and State statutes, regulations, programs and procedures regarding mammography certification; U.S. Environmental Protection Agency grant requirements; U.S. Food and Drug Administration contract requirements; calibrations database; emergency response procedures; X-ray registration; radioactive materials inspection procedures; low-level radioactive waste disposal site programs; research and material sources; health physics and radiation protection practices in order to assess the degree of potential hazard and advise Health Division administration, the Board of Health and the general public. Ability to: determine policy implications and assess impact; foresee consequences and assess the need for procedural, regulatory, or statutory changes; prepare technical reports in a clear and concise fashion including a discussion of various options and their consequences; act in a consultant capacity on various radiological issues; utilize historical data in presenting information and formulating conclusions; evaluate technical reports and information; develop new procedures for unusual circumstances.

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MINIMUM QUALIFICATIONS (cont'd)

RADIATION CONTROL SPECIALIST II

EDUCATION AND EXPERIENCE: [~~Bachelor's degree in chemistry, math, physics, biology, X-ray technology, nuclear medicine or other closely related field and two years of experience in a radiological regulatory capacity or closely related field; **OR** two years of experience as a Radiation Control Specialist I in the State of Nevada; **OR** an equivalent combination of education and experience.~~] *Bachelor's degree from an accredited college or university in radiological science, X-ray technology, health physics, nuclear medicine, chemistry, math, biology, or closely related field and two years of professional experience in radiological regulation or licensee/registrant radiological operations; **OR** four years of experience as described above plus certification as a Registered Radiation Protection Technologist by the National Registry of Radiation Protection Technologists or certification by the American Registry of Radiologic Technologists in radiography, nuclear medicine, or radiation therapy; **OR** an equivalent combination of education and experience as described above; **OR** two years of experience as a Radiation Control Specialist I in Nevada State service. (See Special Requirements and Informational Notes)*

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

[~~**Knowledge of:** characteristics of ionizing radiation including alpha, beta, neutron and gamma emissions from radioactive materials; X rays produced by X ray machines and the use of other forms of ionizing radiation in radiation machines; the theory and method of detection and measurement of radiation; imaging systems and film processors. **Ability to:** perform radiation safety and health physics calculations;~~] *Working knowledge of: technical terminology related to radiation control; federal and State laws, regulations, and standards for control of radioactive materials and radiation-producing devices; appropriate actions to minimize or eliminate potential health hazards from radiation; health physics principles to conduct radiological health and safety assessments in both normal and emergency situations; methods of detection and measurement of radiation; complaint investigation techniques; concepts of radiation quantities and approaches to dose determination. General knowledge of: inspection techniques and preparation and use of inspection reports; radiological licensing and registration requirements; techniques for evaluating applications for radiological licensing and registration; digital imaging systems; personnel monitoring devices. Ability to: respond to radiological incidents; read and interpret regulations and technical data; provide basic regulatory guidance and education to licensees and registrants; and all knowledge, skills and abilities required at the lower level.*

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

[~~**Knowledge of:** proper techniques for the evaluation of applications to register radiation machines to assure safe and proper use of the radiation machines; proper requirements and techniques for the licensing of radioactive materials to insure safe and proper use of radioactive materials; section, Division and other State agencies administrative policies and procedures to perform duties in conformance with those policies and procedures. **Ability to:** use a scientific calculator, personal computers and associated software; work independently to complete assignments with minimal direction and within established time frames.~~] *(These are identical to the Entry Level Knowledge, Skills and Abilities for Radiation Control Specialist III.)*

RADIATION CONTROL SPECIALIST I

EDUCATION AND EXPERIENCE: [~~Associate's degree in medical physics, radiology technology, nuclear medicine or closely related field and two years of experience in X ray technology, nuclear medicine or related radiological field;~~] *Bachelor's degree from an accredited college or university in radiological science, X-ray technology, health physics, nuclear medicine, chemistry, math, biology, or closely related field and one year of professional experience related to the position; **OR** an equivalent combination of education and experience as described above; **OR** one year of experience as a Health/Human Services Professional Trainee in Nevada State service. (See Special Requirements and Informational Notes)*

RADIATION CONTROL SUPERVISOR	38	B	10.538
RADIATION CONTROL SPECIALIST III	37	B	10.539
RADIATION CONTROL SPECIALIST II	35	B	10.524
RADIATION CONTROL SPECIALIST I	32	B	10.528

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MINIMUM QUALIFICATIONS (cont'd)

RADIATION CONTROL SPECIALIST I (cont'd)

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

Working knowledge of: ~~characteristics [of radiation, the], biological effects and risks of exposure to radiation; [both internally and externally, and the theory and methods of detection and measurement of radiation]~~ **radiation protection principles and standards; contamination control. General knowledge of: technical terminology related to radiation control; X-ray machine electronics and film processors. Ability to:** write letters and reports in a clear, concise manner and convey information, instructions, and requirements in an understandable fashion; orally explain technical findings and requirements to non-technical persons including licensee or registrant management, Health Division management and members of the general public; work cooperatively with professional [staff] and clerical staff, licensees, registrants, and members of the general public; **research technical issues; use radiation detection devices, laptops, cell phones, and other technical equipment in the field; work effectively with frequent interruptions and distractions in such locations as hospitals, clinics, medical offices, and mine sites; organize material and information in a systematic and logical way to optimize efficiency.**

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

~~[Knowledge of: health physics and radiation protection practices to ensure a correct assessment of the degree of potential health hazard from radiation during either normal use or in an emergency situation; appropriate actions to minimize or eliminate potential health hazards; radiation protection standards contained in state and federal laws, rules and regulations; uses of radiation and the training required of persons to safely use radiation; methods and equipment used to control, shield, and measure radiation in order to minimize radiation exposure; proper inspection techniques to determine that a registrant's or licensee's use of ionizing radiation is in compliance with the conditions of their registration or license and state law; technical terminology, mathematical calculations, and the technical reports written to document inspections. Ability to: use radiation detection equipment, both portable and laboratory, for radiation survey and analysis.]~~ **(These are identical to the Entry Level Knowledge, Skills and Abilities for Radiation Control Specialist II.)**

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	<u>10.538</u>	<u>10.539</u>	<u>10.524</u>	<u>10.528</u>
ESTABLISHED:	5/24/91PC	1/30/87PC	6/29/73	6/29/73
REVISED:			6/26/78-3	
REVISED:			7/1/87-12P	7/1/87-12P
			1/30/87PC	1/30/87PC
REVISED:	7/1/97P	7/1/97P	7/1/97P	7/1/97P
	9/19/96PC	9/19/96PC	9/19/96PC	9/19/96PC
REVISED:	1/16/13UC	1/16/13UC	1/16/13UC	1/16/13UC



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
AIRPORT CONTROL OFFICER III	34*	D	13.231
AIRPORT CONTROL OFFICER II	32*	D	13.232
AIRPORT CONTROL OFFICER I	30*	D	13.233

SERIES CONCEPT

~~Airport Control Officers perform a variety of law enforcement functions at McCarran International Airport including the enforcement of Taxicab Authority regulations as well as federal, State and local laws.~~

~~Conduct routine foot patrol to detect violations of law at McCarran International Airport; patrol departure and courtesy areas, taxicab and limousine stands, private automobile pick-up areas, and the lower level where buses and limousines are loaded; perform surveillance duties and check unattended automobiles and luggage during periods of heightened security.~~

~~Perform general security and enforcement functions at the airport to include enforcement of program rules and regulations; gather evidence by interviewing complainants, witnesses, employers, employees, suspects, and other sources to obtain information regarding violations or noncompliance; and initiate appropriate action on observed violations.~~

~~Conduct investigations of taxicabs involved in traffic accidents at McCarran International Airport; document all facts pertinent to the accidents; and prepare accident reports according to established procedures~~

~~Ensure both cabs and drivers operate in a safe and appropriate manner; inspect vehicles and drivers to ensure compliance with State and federal laws, rules and regulations; conduct inspections visually and/or with the use of hand tools or other methods to determine compliance or extent of violation.~~

~~Enforce rules and regulations governing the operation of taxicabs by taking appropriate actions that include issuing verbal or written warnings and citations, effecting arrests, issuing mechanical repair orders, and/or placing vehicles out-of-service pending repairs.~~

~~Prepare, obtain and execute legal documents such as arrest warrants, search warrants, affidavits, subpoenas, and criminal complaints related to the criminal justice process and subsequent criminal prosecution.~~

~~Prepare various reports including daily taxi service summaries, inspection reports, daily activity summaries, criminal/incident investigations, arrest reports and taxicab inspection reports; and prepare statistical data.~~

~~Ensure the faring public is provided with adequate taxicab service by providing information to passengers regarding directions to destination, cab fares, Taxicab Authority services and resolving complaints or problems according to applicable policies and procedures.~~

~~Perform related duties as assigned.~~

* Reflects a 3-grade, special salary adjustment granted by the 2007 Legislature to improve recruitment and retention.

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CLASS CONCEPTS

Airport Control Officer III: Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, supervise lower level Airport Control Officers on an assigned shift; ensure proper policies and procedures are followed; review daily activity reports including accidents, incidents and notices of violations submitted by employees.

Provide training to new officers and conduct shift briefings regarding new policies and procedures, directives, laws, and ordinances; prepare daily work schedules and make adjustments to schedules based on needs and availability of officers.

Airport Control Officer II: Under general supervision of the Airport Control Officer III, incumbents perform the full range of duties described in the series concept. This is the journey level for the series.

Airport Control Officer I: Under close supervision of the Airport Control Officer III, incumbents receive training in performing the duties described in the series concept. This is the trainee level for the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * 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.

INFORMATIONAL NOTES:

- * Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Airport Control Officers are distinguished from other law enforcement or peace officers as stipulated in NRS 289.340(2), which states, "An airport control officer is a peace officer only when on duty at the airport."

AIRPORT CONTROL OFFICER III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of law enforcement experience involving standard law enforcement techniques, program compliance determinations, enforcement of State and federal laws, and preparation of reports for the purpose of justifying administrative sanctions, penalties or criminal prosecution; **OR** one year of experience as Airport Control Officer II in Nevada State service; **OR** an equivalent combination of education and experience. (See Special Requirement and Informational Notes)

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

Ability to: interpret and disseminate program rules and regulations to employees and the public; review and analyze complaints for possible program violations; train and provide work direction to others; schedule and assign work; and all knowledge, skills, and abilities required at the lower levels.

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

Detailed knowledge of: Taxicab Authority policies and procedures related to regulation of taxicabs at the McCarran International Airport. **Working knowledge of:** supervisory principles and practices. **Ability to:** supervise and evaluate the performance of assigned personnel; recognize emergency situations and take appropriate action.

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MINIMUM QUALIFICATIONS (cont=d)

AIRPORT CONTROL OFFICER II

~~EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of law enforcement experience involving standard law enforcement techniques, program compliance determinations, enforcement of State and federal laws, and preparation of reports for the purpose of justifying administrative sanctions, penalties or criminal prosecution; **OR** one year of experience as an Airport Control Officer I in Nevada State service; **OR** an equivalent combination of education and experience. (See Special Requirement and Informational Notes)~~

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

~~**Working knowledge of:** legal basis for law enforcement actions including criminal investigations, use of force, arrest, detention and preservation of evidence; law enforcement techniques; basic mathematic calculations sufficient to investigate traffic accidents. **Ability to:** secure and preserve evidence according to legal requirements; investigate suspected and/or alleged criminal acts; obtain subpoenas, search and arrest warrants; testify in court; and all knowledge, skills and abilities required at the lower level.~~

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

~~**Detailed knowledge of:** criminal law to include laws of arrest, search and seizure, laws of evidence, and the legal rights of citizens. **Ability to:** explain Taxicab Authority rules and regulations to taxicab operators and the public; review and analyze complaints for possible program or statutory violations of Taxicab Authority regulations.~~

AIRPORT CONTROL OFFICER I

~~EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience in public contact work which included interpretation of rules, regulation, policies and procedures; **OR** an equivalent combination of education and experience. (See Special Requirement and Informational Notes)~~

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

~~**General knowledge of:** basic mathematic calculations sufficient to investigate traffic accidents. **Ability to:** record information accurately; communicate effectively both orally and in writing with taxicab operators and passengers, airport personnel and the public; understand and follow oral and written instructions required for successful progression through the Nevada Law Enforcement Academy; think logically and rationally; establish and maintain effective working relationships with others; prepare written accident and incident reports; conduct foot patrol of airport areas for extended periods of time.~~

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

~~**Working knowledge of:** agency rules, regulations and practices. **General knowledge of:** functions and practices of various law enforcement and criminal justice agencies. **Ability to:** inspect taxicabs and their drivers at the McCarran International Airport; read, understand, interpret and enforce the Nevada Taxicab Authority rules and regulations; conduct investigations at McCarran International Airport.~~

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ESTABLISHED:	7/1/91P	7/1/91P	1/23/97R
	10/19/90PC	10/19/90PC	4/7/98UC
REVISED:	11/15/91PC	11/15/91PC	
REVISED:	1/23/97R	1/23/97R	
	4/7/98UC	4/7/98UC	
REVISED:	3/29/01UC	3/29/01UC	3/29/01UC
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG
REVISED:	10/1/07LG	10/1/07LG	10/1/07LG]