



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://dop.nv.gov>

MEMO PERD #05/13

February 19, 2013

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 March 20, 2013.

If no written objections are received in this office by March 20, 2013, action will be taken to effect the changes and a report will be made to the Personnel Commission.

LE:cp/tp

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **#06-13**
Posting Expires: **March 20, 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	
	NEW			<i>7.714</i>	<i>Transportation Technician IV</i>	<i>31</i>	<i>C</i>
7.713	Transportation Technician III	29	C	7.713	Transportation Technician III	29	C
7.715	Transportation Technician II	27	C	7.715	Transportation Technician II	27	C
7.716	Transportation Technician I	25	C	7.716	Transportation Technician I	25	C

EXPLANATION OF CHANGE

In order to recognize supervisory responsibility of lower-level Transportation Technicians which has been assigned to two Transportation Technician III positions within the Traffic Information Office, the Nevada Department of Transportation has requested that the Division of Human Resource Management establish a fourth level in the Transportation Technician series. The Transportation Technician IV provides work direction, work review, and evaluates assigned staff of at least four Transportation Technician II's and/or III's. Incumbents determine when special studies can be performed including manual counts, turn movements, stop delays and any other special studies that need to be completed. Additionally, the incumbents coordinate, communicate and provide technical assistance as required to State, county/city agencies, consultants and private contract personnel; review construction plan sheets; and make site visits to ensure correct location placement of traffic data collection sensors on construction contracts.

It is recommended that the Transportation Technician IV be allocated at grade 31, to align two grades above the highest level subordinate and to recognize the decision-making authority and consequence of error associated with the class.

During this review, the Division of Human Resource Management worked closely with staff from the Nevada Department of Transportation.

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 20, 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: February 19, 2013



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>
TRANSPORTATION TECHNICIAN IV	31	C	7.714
TRANSPORTATION TECHNICIAN III	29	C	7.713
TRANSPORTATION TECHNICIAN II	27	C	7.715
TRANSPORTATION TECHNICIAN I	25	C	7.716

SERIES CONCEPT

Transportation Technicians perform a variety of technical duties related to traffic and accidents on State highways; install traffic monitoring devices; perform minor repairs on traffic control and monitoring equipment, and compile and maintain detailed records and information.

Analyze accident reports to determine location, roadway classification, accident type, contributing factors and other relevant data; code and input data into computer database.

Compile and distribute reports including charts, tables, maps and summaries to management, federal and county authorities and Nevada Highway Patrol.

Collect data regarding roadways, roadway usage, traffic patterns, and motorist activities by installing and monitoring recording equipment and/or inventorying, measuring and photographing the physical existence/condition of the roadway, guardrails, highway/railroad grade crossing, fencing, and signs.

Transfer or input data into computer database for inclusion in required reports or for analysis by professional staff.

Perform maintenance and minor repairs on *traffic data* recording equipment and power tools [~~such as jackhammers and nail guns~~] to ensure safe and effective operation.

~~[Assist representatives from the Department of Motor Vehicles and the Nevada Highway Patrol in conducting weigh-in-motion and static weighing sessions for commercial vehicles to enforce compliance with law.]~~

Utilize specialized traffic data equipment while conducting traffic studies.

Perform related duties as assigned.

CLASS CONCEPTS

Transportation Technician IV: Under general supervision, incumbents perform the full range of duties in the series concept and, in addition, supervise at least four subordinate Transportation Technician III's and/or II's to include performance evaluations, work performance standards, scheduling, assigning and reviewing work, disciplinary actions and training. Incumbents coordinate, communicate and provide technical assistance as required to State, county/city agencies, consultants and private contract personnel; review construction plan sheets; visit site locations; and make alternate site recommendations to ensure

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CLASS CONCEPTS (cont'd)

Transportation Technician IV: (cont'd)

correct physical locations of traffic data collection sensors. They also conduct passing sight distance studies; compile all traffic and GPS data for assigned region; and prepare reports as mandated.

Transportation Technician III: Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, perform the higher level and more complex duties such as tracking new technologies used in the department, reporting their effectiveness and making recommendations for future use. They identify market-made technologies and innovations from publications and develop work plans to facilitate their implementation in the department; monitor project funding expenditures and design/publish research newsletters and/or serve as leadworkers for lower level technicians.

Transportation Technician II: Under general supervision, incumbents perform the full range of duties described in the series concept at the journey level.

Transportation Technician I: Under close supervision, incumbents receive training in performing the duties described in the series concept and may progress to the journey level upon meeting the minimum qualifications and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Some positions require a valid driver's license at the time of appointment and as a condition of continuing employment.

TRANSPORTATION TECHNICIAN IV

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent and four years of progressively responsible technical experience in collecting and recording data related to traffic and/or accidents on State highways; OR one year of experience as a Transportation Technician III; OR an equivalent combination of education and experience. (See Special Requirement)*

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

Detailed knowledge of: traffic control methods and procedures; State NDOT rules, regulations, policies and procedures. General knowledge of: supervisory practices and procedures. Ability to: communicate effectively both verbally and in writing; review and comprehend construction plan sheets; generate reports; and all knowledge, skills and abilities required at the lower levels.

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

Working knowledge of: proper data collection techniques for various traffic-related studies. Ability to: facilitate and coordinate communications between consultants, contractors, management and other parties in the contract process; serve as a technical expert and provide testimony in court related to division activities; negotiate and apply reason to resolve employee relations issues.

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MINIMUM QUALIFICATIONS (cont'd)

TRANSPORTATION TECHNICIAN III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of technical experience in collecting and recording data related to traffic and/or accidents on State highways; **OR** one year of experience as a Transportation Technician II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

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

Working knowledge of: traffic control methods in order to properly sign traffic control areas; basic research methods including data collection. **Ability to:** create and manage complex databases using spreadsheets to analyze raw data and generate tables, charts and graphs; *and all knowledge, skills and abilities required at the lower levels.*

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

Skill in: organizing and delegating work assignments for staff; oral communication sufficient to instruct and train others in the proper procedures as defined in the department's procedural manual.

TRANSPORTATION TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of technical experience in collecting and recording data related to traffic and/or accidents on State highways; **OR** one year of experience as a Transportation Technician I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

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

Working knowledge of: recordkeeping techniques. **Ability to:** compose summary reports; enter data and produce technical reports using a personal computer and appropriate word processing, spreadsheet and/or database management software; communicate effectively both orally and in writing. **Skill in:** mathematical computations required to tabulate numeric data; operating power tools sufficient to install recording equipment in roadways; operating recording equipment; compiling, organizing and formatting data to produce effective charts, graphs and other visual displays; *and all knowledge, skills and abilities required at the lower level.*

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

Working knowledge of: agency policies and procedures related to assigned areas of responsibilities; computer hardware and software used in the course of work including traffic monitoring devices.

TRANSPORTATION TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education. (*See Special Requirement*)

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

Ability to: read, understand and follow oral and written instructions; add, subtract, divide, multiply, and tabulate whole numbers, fractions and percentages to calculate numeric data; read and write; communicate and work cooperatively with co-workers and others; operate a personal computer to enter and retrieve data.

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

(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Transportation Technician II*).

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

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ESTABLISHED:	4/4/12R 3/20/13UC	4/04/75	4/04/75	4/04/75
REVISED:		7/01/93P 9/24/92PC	7/01/93P 9/24/92PC	7/01/93P 9/24/92PC
REVISED:		3/25/05PC	3/25/05PC	3/25/05PC
REVISED:		3/20/13UC	3/20/13UC	3/20/13UC