



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 #13/13

April 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 May 21, 2013.

If no written objections are received in this office by May 21, 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: #10-13
Posting Expires: May 21, 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
7.856	Cultural/Natural Resource Specialist III	35 B	7.856	Cultural/Natural Resource Specialist III <i>Option A: Department of Transportation</i> <i>Option B: Nevada Arts Council</i>	35 B
7.857	Cultural/Natural Resource Specialist II	33 B	7.857	Cultural/Natural Resource Specialist II <i>Option A: Department of Transportation</i> <i>Option B: Nevada Arts Council</i>	33 B
7.858	Cultural/Natural Resource Specialist I	31 B	7.858	Cultural/Natural Resource Specialist I <i>Option A: Department of Transportation</i> <i>Option B: Nevada Arts Council</i>	31 B

EXPLANATION OF CHANGE

As requested by the Department of Cultural Affairs, Nevada Arts Council and in conjunction with the Department of Transportation (NDOT), the Division of Human Resource Management recommends revision to the class specification for the Cultural/Natural Resource Specialist series.

Positions in this series are either located at the Nevada Arts Council or NDOT. Positions located at NDOT mitigate the effects of road project construction and related activities on the remains of cultural materials, artifacts, and flora and fauna by conducting cultural resource assessments; evaluating; surveying; taking inventories; preserving items, artifacts, and samples; conducting research; planning; and recovering materials using scientific methodology.

Positions at the Nevada Arts Council participate in the promotion and development of short and long term arts programs, services, and partnerships; investigate and secure private funding sources for State and/or State sponsored programs; and oversee a subgrants review and awards process.

Job duties and minimum qualification requirements for NDOT and the Nevada Arts Council are very different. Therefore, the class specification was revised to articulate Option A: Department of Transportation and Option B: Nevada Arts Council. References to positions in the Department of Conservation were removed as that department no longer uses this series.

The series concepts were modified to reflect specific duties of positions located at the Nevada Arts Council; the class concepts and minimum qualification for both options were expanded to include

relevant duties and requirements at each level in the series as well as to broaden degree and qualifying work experience.

These changes are requested to improve recruitment efforts and do not require a change in grade level. Management at NDOT and Nevada Arts Council support this recommendation.

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 May 21, 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: April 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>
CULTURAL/NATURAL RESOURCE SPECIALIST III <i>OPTIONS A: Department of Transportation</i> <i>B: Nevada Arts Council</i>	35	B	7.856
CULTURAL/NATURAL RESOURCE SPECIALIST II <i>OPTIONS A: Department of Transportation</i> <i>B: Nevada Arts Council</i>	33	B	7.857
CULTURAL/NATURAL RESOURCE SPECIALIST I <i>OPTIONS A: Department of Transportation</i> <i>B: Nevada Arts Council</i>	31	B	7.858

SERIES CONCEPT

This class series encompasses positions that perform a broad range of professional and technical work involving but not limited to: cultural/natural resource assessment, programming, funding, evaluation, survey, inventory, preservation, research, education, planning, mitigation, and recovery. Incumbents apply a variety of professional and advanced technical knowledge, skills, methods and practices in performing duties of a specialized nature. *Positions in this series are typically located in the Nevada Department of Transportation (Option A) or the Nevada Arts Council (Option B) and duties will vary depending upon the agency to which assigned.*

~~[Incumbents]~~ Conduct research and reference work by investigating, researching and acquiring relevant field survey reports, historical source documents, publications, library research, conducting interviews with cultural representatives, and consulting with other professionals. Research material is organized and written reports or responses are prepared and data compiled for use in federal and State regulatory compliance, educational programs, interpretation of collections, published reports, and/or research projects.

~~[Incumbents]~~ Collect, arrange, record, and/or conserve historical and cultural material, artifacts, manuscripts, art work, photographs, flora and fauna. New or potential acquisitions are evaluated, registered, cataloged and processed into collections based on relevance of object or document, collection development guidelines, future research work or exhibit purposes. Conservation and preservation techniques are applied prior to storage.

~~[Incumbents]~~ Perform public outreach services, produce presentations, public programming, develop data bases and organize research material for use by *constituencies*, researchers, the public and grant applicants. *Manage, develop [curriculum] and/or coordinate a variety of statewide arts programs to serve the needs of communities, nonprofit arts and non-arts organizations, public institutions, artists, educators and schools.* ~~[for public schools, produce educational and historical publications, and/or plan exhibits.]~~ Conduct or coordinate lectures or workshops for schools, clubs, organizations, community groups or institutions regarding various cultural/natural resource topics and research material.

~~[Incumbents]~~ Prepare grant applications and/or secure private funding sources for State and/or State sponsored programs, including the writing/amending of program descriptions and compiling required financial data; research, develop, recommend and implement long range plans and projects within grant guidelines to maximize and enhance services provided; develop reports regarding program activities, statistics and effectiveness and submit to funding sources as required.

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SERIES CONCEPT (cont'd)

~~[Incumbents]~~ Conduct field surveys of cultural/natural resource sites, document and interpret results of completed surveys, interview cultural representatives, and perform field evaluations and site excavations. Specific sites are located, identified and recorded. Recovered artifacts are cataloged and plotted. Information is used in report preparation, scientific research, exhibits, performances, educational programming, program planning, and/or to determine impact to cultural/natural resources.

Perform related duties as assigned.

CLASS CONCEPTS

Cultural/Natural Resource Specialist III: Under general direction, *incumbents* perform the ~~[full range of]~~ duties in the series concept and in addition, manage a specialized cultural/natural resource program for *an* assigned agency. This is the ~~[first]~~ supervisory level in the series. *Supervisory duties include establishment of performance standards, evaluation of personnel, assignment and review of work, and recommendations in the hiring, firing and disciplinary actions of assigned employees.* ~~[Positions at this level are expected to apply concepts, theories, and practices utilizing considerable judgment and ingenuity in carrying out their assignments.]~~

The Cultural/Natural Resource Specialist III is distinguished from *the* Cultural/Natural Resource Specialist II by having both administrative and technical responsibility for a specialized cultural/natural resource program and directly supervising lower level Cultural/Natural Resource Specialist II's & I's, professionals, technicians and support staff.

~~[Cultural/Natural Resource Specialist III's are responsible for the quality and quantity of work of assigned program area, establishment of performance standards, evaluation of personnel, assignment and review of work, and recommendations in the hiring, firing and disciplinary actions of assigned employees.]~~

OPTION A: Department of Transportation: ~~[Under general direction,]~~ *Incumbents* directly supervise Cultural/Natural Resource Specialist II's and I's performing archaeological field survey work to ensure compliance with federal and State guidelines; oversee field work of assigned staff and conduct preliminary review of completed surveys, testing, and comprehensive archaeological research reports involving large and complex site testing and analysis; assist the Chief Cultural Resource Manager in coordinating archaeological testing, mitigation, and excavation; *and* conduct field inventories of equipment and artifacts. *Develop and make formal presentations to boards, commissions, State, federal and tribal agencies and the legislature; draft legislation and develop rules and regulations; develop budgets and monitor expenditures; and negotiate with other State, federal and local entities concerning contracts, grants, cases, incidents and other multi-jurisdictional issues.*

OPTION B: Nevada Arts Council: *Incumbents are responsible for coordination of a statewide arts program and supervision of Cultural/Natural Resource Specialist II's and I's. Incumbents develop and manage program budgets, monitor funding levels for programs and services provided, track program income and costs, and maintain records; prepare grant applications and/or secure private funding sources; oversee a subgrants review and awards process; develop reports regarding program activities, statistics, and effectiveness and submit to funding sources. This level is distinguished from the Cultural/Natural Resource Specialist II by budget responsibility, supervision of lower level professional staff and overall program management.*

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CLASS CONCEPTS (cont'd)

Cultural/Natural Resource Specialist II: Under direction, *incumbents* act as a staff specialist for an assigned project or program areas and function independently *and are accountable for the final work product.* ~~[performing professional level work requiring considerable knowledge of program theories, principles, and concept].~~ This is the ~~[advanced]~~ journey level in the series. Assignments regularly require the ability to perform a variety of duties including research, interpretation, preservation, conservation, field work, education, collections management, report writing and preparation, and/or the development of professional publications.

~~[Incumbents have the freedom to plan and execute assignments and independently coordinate projects with other specialists. Duties may involve lead work over other Cultural/Natural Resource Specialists and/or supervision of lower level technicians, support staff, temporary or contract employees.]~~

~~[Work assignments involve a wide range of professional and technical cultural/natural resource concepts, theories and practices utilizing considerable judgment and ingenuity. Positions at this level are accountable for a program area and are expected to function independently within specified guidelines. Project or program responsibility includes determining individual work priorities and applying established procedures, techniques, standards and guidelines set forth by management. When standards and techniques are not applicable, judgment and ingenuity must be exercised.]~~

~~[Progression to the next level in the series is not automatic and is based on the level of work performed.]~~

OPTION A: Department of Transportation: ~~[Under direction,]~~ *Incumbents* perform the full range of *applicable* duties in the series concept. Additionally, this level is distinguished from the Cultural/Natural Resource Specialist I by responsibility for on-site supervision of archaeological projects, including responsibility for the quality of field operations and data gathering, development of proposals including resource evaluations and recommendations, and preparing comprehensive field records and detailed reports. Positions allocated to this level prepare comprehensive archaeological research reports involving site testing and analysis to meet federal and State requirements. *Duties may involve lead work over other Cultural/Natural Resource Specialist and/or supervision of lower level technicians, support staff, temporary or contract employees.*

~~[2. DEPARTMENT OF CONSERVATION: Under direction, develops the Nevada rare plant list and maintains the data base of ecological information needed to administer NRS 527. Synthesizes data from scientific literature, herbarium records, and contact with other professionals; and prepares and disseminates reports on rare plants. Designs and conducts field inventories to identify occurrences and ecological parameters relating to sensitive plants. Develops guidelines for the protection of sensitive flora and monitors federal listings of rare species. Writes proposals for funding and determines funding priorities.]~~

OPTION B: [Council on the Arts] Nevada Arts Council: ~~[Under direction,]~~ *Incumbents are* ~~[is]~~ responsible for *arts and* cultural program development by coordinating ~~[on of cultural art programs,]~~ *and creating programs, projects and initiatives;* writing grant applications and providing technical assistance to ~~[grant applicants and art]~~ constituents; and by promoting public and private awareness and interest in ~~[cultural]~~ *the arts and art education.*

Cultural/Natural Resource Specialist I: Under general supervision, *incumbents* perform the ~~[full range of]~~ duties *described* in the series concept under direction of a higher level Cultural/Natural Resource Specialist. This is the ~~[journey]~~ *trainee* level in the series. ~~[Duties involve professional work conducting research, artifact collection, cataloging, preservation and conservation of assigned collections, field work, project planning and evaluation.]~~

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CLASS CONCEPTS (cont'd)

Cultural/Natural Resource Specialist I (cont'd)

~~[Assignments may be complex in nature and cover a broad scope of program responsibilities. Incumbents exercise judgment and make interpretations when applying guidelines, techniques and concepts requiring a degree of ingenuity or creativity regarding the course of action to accomplish assignments.~~

~~Incumbents may serve as a lead over technicians, volunteers, or support staff, providing training, direction and interpretation of policy and procedures.]~~

Progression to the next level ~~[in the series is not automatic and is based on the level of work performed]~~ *may occur upon meeting minimum qualifications, satisfactory performance, and with the approval of the appointing authority.*

OPTION A: Department of Transportation: Under ~~[general]~~ supervision, *incumbents* prepare field records and detailed reports, and assist in project planning, data gathering and evaluation.

OPTION B: Nevada Arts Council: *Under supervision, incumbents receive training in performing duties related to promotion of the arts and art education.*

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * *Options within this series will be designated at the time positions are classified.*
- * *Positions in this series may require specialized education and experience which will be identified at the time of recruitment.*
- * *Some positions at the Cultural Natural Resource Specialist II and III levels in the Department of Transportation are required to hold Principle Investigator status at the time of appointment.*

INFORMATIONAL NOTE:

- * *Applicants' professional qualifications must meet federal and State requirement to manage cultural/natural resource programs and/or to receive the Principal Investigator designation.*

CULTURAL/NATURAL RESOURCE SPECIALIST III

OPTION A: Department of Transportation

EDUCATION AND EXPERIENCE: *Master's* ~~[Graduate]~~ degree from an accredited college or university with major coursework in history, architectural history, historical preservation, art history, archaeology, anthropology, or ~~[a]~~ closely related field; and three years experience performing professional archaeological field studies *which involved Archaeological program research planning, compliance, enforcement and technical support*, of which one year involved on-site supervision with responsibility for quality of field operations and data gathering; **OR** ~~[Graduation]~~ *Bachelor's degree* from an accredited college or university with major coursework in history, architectural history, historical preservation, art history, archaeology, anthropology, or ~~[a]~~ closely related field; and four years experience as described above; **OR** *an equivalent combination of education and experience;* **OR** ~~[two]~~ *one year of experience as*

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MINIMUM QUALIFICATIONS (cont'd)

CULTURAL/NATURAL RESOURCE SPECIALIST III (cont'd)

OPTION A: Department of Transportation (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

a [~~at the~~] Cultural/Natural Resource Specialist II [~~level~~] in Nevada State service. (*See Special Requirements and Informational Note*)

~~[Applicants' professional qualifications must meet federal and State requirement to manage cultural/natural resource programs and/or to receive the Principal Investigator designation.]~~

OPTION NOTE:

~~Options within this class series will be designated at the time positions are classified. Positions in this class may require specialized education and experience which will be identified at the time of recruitment.]~~

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

Detailed knowledge of: the National Historic Preservation Act of 1966, section 106 compliance process and other related federal regulations to supervise cultural/natural resource projects in compliance with historic preservation law. **General knowledge of:** the functions of external regulatory agencies and the general time frame involved in the cultural/natural resources process. **Ability to:** meet State and federal permit requirements for project field supervision; *prepare and administer contracts, grants and budgets; develop and draft permits for industry and governmental entities; write clear and concise legal agreements; 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: archeological theories and methods to evaluate and make recommendations regarding survey sampling designs, techniques of data recovery and preservation, and research designs for data recovery programs. **General knowledge of:** current Native American interests and concerns in the Great Basin to effectively mitigate projects as required by federal law. **Ability to:** supervise and direct all phases of large site excavation projects; *track and manage multiple projects and output; develop and make presentations to regulatory boards, natural resource agencies and groups, and commissions; develop State regulations, standards, guidelines and procedures.*

OPTION B: NEVADA ARTS COUNCIL

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in studio art, dance, theater, photography, folklife, communications, architecture, English, creative writing, or related field and three years of professional experience relevant to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency, or comparable experience in a public or non-profit setting; OR graduation from high school or equivalent education and five years of professional experience relevant to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency, or comparable experience in a public or non-profit setting; OR an equivalent combination of education and experience above the bachelor's degree level; OR one year of experience as a Cultural/Natural Resource Specialist II in Nevada State service. (*See Special Requirements and Informational Note*)*

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MINIMUM QUALIFICATIONS (cont'd)

CULTURAL/NATURAL RESOURCE SPECIALIST III (cont'd)

OPTION B: NEVADA ARTS COUNCIL (cont'd)

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

Detailed knowledge of: arts policy, program management, and administration. General knowledge of: supervisory principles and practices. Ability to: create and implement new arts programs to fulfill agency goals and objectives; develop and implement focus groups, workshops, and conferences which may include field work to obtain information; and all other knowledge, skills, and abilities required at the lower levels.

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

Working knowledge of: agency and federal grant guidelines and the National Endowment for the Arts rules and regulations on grants; State and federal agencies and specific requirements pertaining to cultural resources/arts management in Nevada. Ability to: assess program and future project needs; develop and manage program budgets; motivate others to effective action in a diplomatic manner; plan, coordinate, and implement grant panel meetings and other publicity noticed meetings.

[ALL OPTIONS]

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

~~**Knowledge of:** supervisory techniques. **Detailed knowledge of:** historic preservation principles, theory and planning. **Ability to:** interact diplomatically with agency staff, State and federal agencies, professionals and the general public on a continuous basis; perceive and define cause and effect relationships in cultural/natural resources data; write concise, logical, grammatically correct analytical reports and correspondence on history and historic preservation suitable for publication; plan logistics for field projects; and all knowledge, skills and abilities required at the lower levels.]~~

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

~~**Detailed knowledge of:** where to go within the Department and the State for needed information and to judge what information should be passed on to different levels of management. **Knowledge of:** State and federal agencies and specific requirements pertaining to cultural/natural resources management in Nevada. **Ability to:** coordinate the efforts of division staff and actions to be taken on the basis of cultural/natural resource data collected and project parameters; motivate others to effective action; analyze information, problems, situations, practices, policies and procedures in managing assigned program area.]~~

CULTURAL/NATURAL RESOURCE SPECIALIST II

OPTION A: Department of Transportation

EDUCATION AND EXPERIENCE: *Master's* [Graduate] degree from an accredited college or university with major coursework in history, architectural history, historical preservation, art history, archaeology, anthropology, or a closely related field; and one year experience performing professional [cultural/natural resource] *archaeological* work in research, field *studies* work *which involved archaeological program research planning, compliance, enforcement and technical support* collection, cataloging, analysis and preservation of artifacts and other data; **OR** [Graduation] *Bachelor's degree* from an accredited college or university in [with major course work in] history, architectural history, historical preservation, art history, archaeology, anthropology, or a closely related field; and two

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MINIMUM QUALIFICATIONS (cont'd)

CULTURAL/NATURAL RESOURCE SPECIALIST II (cont'd)

OPTION A: Department of Transportation (cont'd)

EDUCATION AND EXPERIENCE) (cont'd)

years experience as described above; **OR** *an equivalent combination of education and experience above the bachelor's degree level; OR two years of experience as a [at the] Cultural/Natural Resource Specialist I [level] in Nevada State service.*

~~[Applicants' professional qualifications must meet federal and State requirements to manage cultural/natural resource programs and/or to receive the Principal Investigator designation.~~

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

Detailed knowledge of: the National Historic Preservation Act of 1966, section 106 compliance process and other related regulations to ensure compliance with historic preservation law; functions of regulatory agencies and the general time frame involved in the cultural resources regulatory process; a variety of tools and equipment used to perform data collection and interpretation. **Working knowledge of:** environmental impact statements and related documents to fulfill related cultural resources management requirements. **General knowledge of:** statistics. **Ability to:** research and classify artifacts; *and all other knowledge, skills and abilities required at the lower level.*

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

Knowledge of: current Native American interests and concerns in the Great Basin to effectively mitigate projects as required by federal law; State and federal agencies and specific requirements pertaining to site importance, making survey recommendations, and conducting archaeological surveys on federal property.

~~DEPARTMENT OF CONSERVATION:~~

~~EDUCATION AND EXPERIENCE: Graduation from an accredited college or university with coursework in botany or biology with botanical emphasis and two years of professional experience in the scientific survey, field collection and preservation of plants; **OR** an equivalent combination of education and experience in which the applicant demonstrates possession of the entry level knowledge, skills and abilities.~~

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

~~**Detailed knowledge of:** the principles and practices of plant taxonomy to identify and classify native Nevada plants, to make fine distinctions between similar species, and to collect and process plant specimens. **Working knowledge of:** principles and practices of plant systematics sufficient to understand, interpret, and apply scientific literature relating to native Nevada plants; plant reproductive biology to evaluate the conservation status and preferred habitats to provide input on environmental reviews.~~

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

~~**Knowledge of:** standard heritage procedures for information flow and filing of Nevada's rare plants. **General knowledge of:** State and federal laws related to ecological protection and preservation. **Ability to:** utilize specialized equipment in the identification of plant specimens; produce high quality color slides and photographs for inclusion in research library; evaluate the work of others and provide feedback as it relates to rare plant information and issues in Nevada.]~~

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MINIMUM QUALIFICATIONS (cont'd)

CULTURAL/NATURAL RESOURCE SPECIALIST II (cont'd)

OPTION B: [COUNCIL ON THE ARTS] Nevada Arts Council

EDUCATION AND EXPERIENCE: [~~Graduation~~] *Bachelor's degree* from an accredited college or university [~~with major coursework in the arts, folklore and folklife, or closely related field and two~~] *in studio art, dance, theater, photography, folklife, communications, architecture, English, creative writing or related field and one* year of professional level experience which involved general arts administration, management of an arts program, folklore studies, or comparable experience in a public or non-profit setting; **OR** *graduation from high school or equivalent education and two years of professional experience relevant to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency, or comparable experience in a public or non-profit setting; managing and administering arts programs and grants;* **OR** an equivalent combination of education and experience; **OR** *one year of experience as a Cultural/Natural Resource Specialist I in Nevada State service* [~~in which the applicant demonstrates possession of the entry level knowledge, skills and abilities~~].

[OPTION NOTE:

~~Options within this class series will be designated at the time positions are classified. Positions in this class may require specialized education and experience which will be identified at the time of recruitment.]~~

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

Detailed knowledge of: *an arts field applicable to the position; arts policy; arts program development and administration; grants and funds development; and research methodologies and techniques.* [~~the arts, arts policy, folk arts, and folklife fieldwork and documentation; performing arts and presenting organizations; professional arts resources and artistic disciplines. **Technical knowledge of:** archives and ability to conduct library research. **Knowledge of:** folklore and folklife studies; diverse artistic media.] **Ability to:** prepare material for use in the media; locate, document and interpret *research materials as necessary.* [~~folk art and artists.]~~~~

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

Detailed knowledge of: the Arts Council's and federal grant guidelines and the National Endowment for the Arts rules and regulations on grants. **Ability to:** present [~~cultural, historical and aesthetic~~] information *about the arts in general, and the arts field applicable to the position in particular, to interested groups and to the media; establish rapport and maintain cooperative working relationships with colleagues and peers, artists, the media, and supporters of the arts; assess program and future project needs; and collect and interpret data for program development, budgeting and other pertinent activities.* [~~to interested groups and to the media; establish rapport and maintain cooperative working relationships with colleagues and peers, artists, the media, and supporters of the cultural arts; assess program and future project needs; locate, document and interpret folk arts and elicit specific information about folk cultural matters to produce public programs and compile folklore archives.]~~

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MINIMUM QUALIFICATIONS (cont'd)

CULTURAL/NATURAL RESOURCE SPECIALIST II (cont'd)

[ALL OPTIONS]

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

Knowledge of: Nevada, Western and U.S. culture, history and prehistory with emphasis on the Great Basin; historic preservation principles, theory and planning; cultural/natural resource laws and regulations; methods, techniques and principles used in research, restoration and preservation. **Ability to:** interact diplomatically with agency staff, State and federal agencies, professionals and the general public on a continuous basis; independently conduct research on cultural/natural resource sites; read and interpret technical and scientific documents; respond effectively to frequent interruptions, distractions, changing deadlines, and requests for information.]

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

Detailed knowledge of: where to go within the Department and the State for needed information and to judge what information should be passed on to different levels of management. **Ability to:** speak extemporaneously on short notice regarding historic preservation, arts and folk arts, State cultural/natural resource issues and programs and/or archeology at agency and public meetings; analyze information, problems, situations, practices, policies and procedures to organize work flow and accomplish established objectives; interact diplomatically with agency staff, state and federal agencies, fellow professionals, and the general public on a continuous basis; establish rapport and gain the trust of others; respond effectively to frequent interruptions, distractions, changing deadlines, and requests for information.]

CULTURAL/NATURAL RESOURCE SPECIALIST I

OPTION A: Department of Transportation

EDUCATION AND EXPERIENCE: [Graduation] *Bachelor's degree* from an accredited college or university with major coursework in history, architectural history, historical preservation, art history, archaeology, anthropology, or closely related field; **OR** an equivalent combination of education and experience *above the bachelor's degree level* [in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities].

[OPTION NOTE:

Options within this class series will be designated at the time positions are classified. Positions in this class may require specialized education and experience which will be identified at the time of recruitment.]

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

[Detailed knowledge of: the National Historic Preservation Act of 1966, section 106 compliance process to supervise cultural/natural resource projects in compliance with historic preservation law.]

Working knowledge of: archaeological terminology; archeological field methods including excavation procedures, feature identification, collection methods, soil descriptions and the use of survey equipment; basic archive research methods for the preparation of cultural background data, historic and prehistoric feature descriptions, mitigation proposals and technical reports; basic drafting and illustrative graphic techniques; soil horizons and structures in describing stratigraphy; a variety of tools and equipment used to perform data collection and interpretation. **General knowledge of:** mathematics and statistics; *the National Historic Preservation Act of 1966, section 106 compliance process to supervise cultural/natural resource projects in compliance with historic preservation law.* **Ability to:** locate and correctly interpret geomorphological features.

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MINIMUM QUALIFICATIONS (cont'd)

CULTURAL/NATURAL RESOURCE SPECIALIST I (cont'd)

OPTION A: Department of Transportation (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (typically acquired on the job):
Detailed knowledge of: the functions of regulatory agencies and the general time frame involved in the cultural resource regulatory process. **Working knowledge of:** Intermountain Antiquities System Users Guide in the processing of archaeological sites and encoding forms; preservation and conservation technology to assess the condition of cultural/natural resources and recommend appropriate action. **Ability to:** describe Great Basin biota and land forms for archaeological documents and site reports; read and interpret design plans, specifications and pit descriptions; conduct primary and secondary research on cultural resource sites.

OPTION B: Nevada Arts Council

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in studio art, dance, theater, photography, folklife, communications, architecture, English, creative writing or related field; OR graduation from high school or equivalent education and two years of para-professional experience relevant to the position which involved working with a non-profit arts or cultural organization, a public arts or cultural agency, or comparable experience in a public or non-profit setting; OR an equivalent combination of education and experience.*

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

Working knowledge of: computer hardware and software including general office applications. General knowledge of: an arts field applicable to the position; arts program management and administration; grants and funds development; research methodologies and techniques. Ability to: communicate effectively both orally and in writing; develop written materials such as newsletters, guidelines, reports and speeches; establish rapport and maintain cooperative working relationships with colleagues and peers, artists and arts administrators, the media, profit and non-profit sectors, State and federal agencies and the general public; exchange ideas to arrive at decisions, conclusions and solutions to arts and cultural challenges and/or problems; respond effectively and diplomatically to interruptions, distractions, changing deadlines, and requests for information.

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

Working knowledge of: grants and fund development; Nevada Arts Council and the National Endowment for the Arts purposes, goals and responsibilities.

[ALL OPTIONS]

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

~~**Knowledge of:** exhibit design and application; North American culture, history and prehistory with emphasis on the Great Basin and the west; historic preservation principles, theory and planning. **Ability to:** research, classify and restore archaeological and anthropological artifacts; plot cultural/natural resources and locate project sites in the field using a compass, transit and rod and on U.S.G.S. topographic maps following the universal transverse mercator grid system. **Ability to:** respond effectively to frequent interruptions, distractions, changing deadlines, and requests for information; set~~

CULTURAL/NATURAL RESOURCE SPECIALIST III	35	B	7.856
CULTURAL/NATURAL RESOURCE SPECIALIST II	33	B	7.857
CULTURAL/NATURAL RESOURCE SPECIALIST I	31	B	7.858
OPTIONS FOR ALL LEVELS			

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MINIMUM QUALIFICATIONS (cont'd)

CULTURAL/NATURAL RESOURCE SPECIALIST I (cont'd)

[ALL OPTIONS](cont'd)

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

~~priorities which accurately reflect the relative importance of job responsibilities; operate a personal computer and associated software; interact diplomatically with agency staff, State and federal agencies, professionals and the general public on a continuous basis; establish rapport and gain the trust of others; work independently; work under adverse field conditions, to hike and camp in remote areas of the State.]~~

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

~~**Detailed knowledge of:** Great Basin artifacts and feature analysis; cultural/natural resource management process; geology and geography of Nevada. **Ability to:** exchange ideas and to arrive at decisions, conclusions and solutions to cultural/natural resource problems.]~~

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>7.854</u>	<u>7.856</u>	<u>7.857</u>	<u>7.858</u>	
ESTABLISHED:	1/31/85R 10/25/85PC	9/23/75	6/29/73	9/23/75
REVISED:	7/1/93P 8/31/92PC	7/1/93P 8/31/92PC	9/23/75	7/1/93P 8/31/92PC
REVISED:	7/1/95P 9/16/94PC	7/1/95P 9/16/94PC	7/1/93P 8/31/92PC	7/1/95P 9/16/94PC
REVISED:			7/1/95P 9/16/94PC	
REVISED:	May 21, 2013	May 21, 2013	May 21, 2013	May 21, 2013