



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Room 101 | Carson City, Nevada 89701
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MEMO PERD #30/13

July 1, 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 July 31, 2013.

If no written objections are received in this office by July 31, 2012, 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: **01-14**
Posting Expires: **July 31, 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
1.812	Fire Management Officer II	37 D	1.812	Fire Management Officer II	37 D
1.814	Fire Management Officer I	36 D	1.814	Fire Management Officer I	36 D
1.816	Battalion Chief	35 D	1.816	Battalion Chief	35 D
1.850	Fire Captain	33 D	1.850	Fire Captain	33 D
1.819	Firefighter II	31 D	1.819	Firefighter II	31 D
1.852	Firefighter I	28 D	1.852	Firefighter I	28 D

EXPLANATION OF CHANGE

Human Resource Management recommends revisions to the Firefighter I and II classes, to more clearly describe the duties being performed by the positions and to distinguish the higher level duties between the levels.

Positions in the Firefighter I class perform all or part of the duties outlined in the series concept. They perform fire suppression, emergency medical services, basic fire inspection and related duties. This is the entry level of the series.

Positions at the Firefighter II level have greater responsibility in operating and maintaining fire apparatus than the Firefighter I. Incumbents perform leadwork duties and are required to obtain and maintain the required certification as identified by the agency.

During the review, Human Resource Management worked closely with the management of Forestry who assisted in this study.

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 July 31, 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: 7/1/2013



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>
FIRE MANAGEMENT OFFICER II	37	D	1.812
FIRE MANAGEMENT OFFICER I	36	D	1.814
BATTALION CHIEF	35	D	1.816
FIRE CAPTAIN	33	D	1.850
FIREFIGHTER II	31	D	1.819
FIREFIGHTER I	28	D	1.852

SERIES CONCEPT

Positions in this series manage, supervise and participate in wildland and structural fire suppression; medical, hazardous materials, and other emergencies; fire prevention and education; presuppression; equipment and facility maintenance; and forestry and fire law enforcement.

Manage, supervise and participate in functional areas of fire protection; compile information, develop plans and make recommendations concerning training, prevention, suppression, emergency operations, fuels management, support services and administration.

Exercise leadership through direct command or implementation of the Incident Command System (ICS).

Respond to emergency incidents such as structure and wildland fires, medical emergencies, vehicle accidents, hazardous material incidents, floods and other emergencies; receive alarm information and locate area in map books; determine best route to incidents; drive emergency vehicles and strategically position apparatus and equipment.

Extinguish structure fires; lay hose lines, direct nozzles and apply extinguishing agents; raise and climb ladders; ventilate buildings; perform salvage and overhaul operations; assess and triage property damage to minimize property loss.

Control wildland fires; build hand lines, fall trees, lay hose lines and direct nozzles; lead dozers; set backfires; direct aerial drops; provide structural protection; and mop up and patrol fire areas to safeguard life, natural resources and structures.

Respond to medical emergencies and rescues; locate and remove victims from hazardous areas; triage multiple victims and assess injuries; stabilize victims and monitor vital signs; provide emotional support to victims and families; secure transportation for patient; and provide medical information to health care providers.

Supervise and/or participate in presuppression activities; inspect buildings; develop preplans and preattack fire plans; inspect and test hydrant systems; check fire access roads, gates and water supplies; and review and update dispatch response cards.

Supervise and/or participate in hazardous fuels mitigation; determine fuel types and fuel loading; and plan, direct and implement fuels management activities including prescribed burning.

Supervise and/or participate in fire prevention activities; inspect areas designated for prescribed burning; advise land owners of regulations; determine approval/denial of fire permit; check campfires; advise the public of fire danger, safety and fire restrictions; make safety presentations to homeowners, students and civic groups; conduct defensible space inspections; and post signs to educate the public and reduce fire occurrence.

FIRE MANAGEMENT OFFICER II	37	D	1.812
FIRE MANAGEMENT OFFICER I	36	D	1.814
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SERIES CONCEPT (cont'd)

Schedule and conduct fire inspections of commercial establishments; enforce fire, building and other applicable codes, laws and standards; conduct arson investigations; coordinate activities with local and county fire officials regarding onsite inspections, plan check approvals, and water system compliance; evaluate proposed subdivisions; prepare and maintain records and reports related to inspections and hazardous materials inventories.

Train volunteer fire departments, cooperative fire agencies, and various fire fighting personnel; schedule classes or demonstrations; review materials, techniques and strategies; and provide on-the-job training to improve fire fighting techniques and effectiveness.

Enforce forestry and fire laws and prosecute offenders; investigate complaints of illegal burning, camp fires and plant materials harvesting; interview witnesses and suspects; collect evidence, preserve the crime scene, and determine the point of origin and cause of fire; advise the public of applicable laws, write citations and testify in court.

Supervise or maintain fire apparatus and equipment to maintain constant readiness; make daily inspections and follow preventive maintenance schedules; check, clean, sharpen, adjust and make minor repairs to equipment; report mechanical problems and arrange for repairs; and replace used equipment and supplies.

Perform related duties as assigned.

CLASS CONCEPTS

Fire Management Officer II: Under general direction, incumbents are responsible for planning, organizing and directing the administration of regional fire programs including budget preparation. Incumbents coordinate and administer wildland fire prevention, protection and control activities, hazardous fuels mitigation; develop and maintain cooperative fire protection agreements; and coordinate fire management activities with federal, state and local cooperators.

Maintain and track equipment inventories and costs; manage and administer various federal, State and county programs for fire suppression equipment, training, prevention and emergency medical services; write grant proposals for various programs for cost share dollars; coordinate and participate in resource management programs; monitor and direct emergency response, and provide backup support and technical assistance as necessary; ensure fire reporting and billing documentation is compiled in a timely manner; provide administrative oversight for applicable volunteer fire departments under the direction of the Division of Forestry; develop and review prescribed burn plans; and review and approve expenditure requests.

Train, supervise and evaluate the performance of subordinate professional, technical and support staff including Battalion Chiefs in an assigned geographic region; and assist the Forestry Program Manager in developing and monitoring the regional budget, strategic planning for the region, drafting policies and procedures, and coordinating activities consistent with division, State and county policies and objectives.

Fire Management Officer I: Under general direction, the incumbent is responsible for managing, administering and supervising the operations of the two districts in the southern region. Because the region is limited in geographical area, the position functions as both the Battalion Chief and Fire Management Officer.

FIRE MANAGEMENT OFFICER II	37	D	1.812
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CLASS CONCEPTS (cont'd)

Fire Management Officer I (cont'd)

Direct and administer a regional fire program including budget preparation; maintain and track equipment inventories, fire suppression equipment and documentation for fire reporting and billing; maintain and track budget expenditures and approve purchase orders; assist program manager with budget forecasting; establish contracts and agreements; ensure agreements follow State and division policy.

Respond to emergency incidents in the role of Fire Management Officer; coordinate statewide emergency response of resources for the protection of life and property in the southern region; participate in fire prevention activities for wildland and structure fires; conduct prescribed burnings; conduct defensible space inspections and homeowner fire inspections; educate public in fire safety and fire danger; supervise staff on the use of the Smokey Bear program; enforce forestry laws.

Train, supervise and evaluate a small staff of Fire Captains and other professional positions.

Battalion Chief: Under general direction of a Fire Management Officer, incumbents manage the day-to-day fire protection operations of an assigned geographic area including fire readiness, staffing, fire prevention, training and incident command. They also assist with administrative duties in areas such as budget preparation, scheduling, planning and equipment maintenance, and are supervisory in nature.

Fire Captain: Under general supervision of a Battalion Chief, incumbents serve as a shift supervisor with responsibility for utilizing personnel and equipment during emergencies and/or act as a business/commercial fire prevention/fire safety building inspector and supervise assigned personnel.

Firefighter II: Under general supervision, incumbents have greater responsibility in operating and maintaining fire apparatus (i.e., pump and hydraulic systems and emergency vehicles and equipment) than a Firefighter I. Incumbents perform the full range of emergency response and presuppression duties described in the series concept. *Incumbents perform leadwork duties and are required to obtain and maintain the required certifications as identify the by agency.*

Firefighter I: Under direct supervision, incumbents *at this level perform all or part of the duties outlined in the series concept. Perform fire suppression, emergency medical services, basic fire inspections and related duties. Incumbents participate in hazardous fuels mitigation and fire prevention activities; train volunteer and various fire fighting personnel; maintain fire apparatus and equipment for constant readiness.* [~~This is the trainee level in the series. Progression to the next level may occur upon meeting the minimum qualifications, satisfactory job performance and with the approval of the appointing authority.~~]

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this class must submit to a pre-employment screening for controlled substances.
- * Applicants may be required to pass a thorough medical examination and physical agility test prior to appointment and for continuing employment.

FIRE MANAGEMENT OFFICER II	37	D	1.812
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MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS (cont'd)

- * Applicants may be required to undergo a background investigation prior to being considered for employment.
- * Employees must maintain hairstyles and facial hair in a manner which will not interfere with the required use of self-contained breathing equipment.
- * Positions in this series are required to work varied shifts including evenings, weekends and holidays.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * All positions in this series must have certifications as identified by the agency at the time of application.
- * Incumbents must obtain additional certifications, as identified by the agency, within one year of appointment, and must maintain those certifications as a condition of continuing employment.

INFORMATIONAL NOTES:

- * Some positions in this series are required to obtain and maintain a Nevada commercial driver's license with endorsements as specified by the agency.
- * The level of emergency medical training required will be designated at the time of recruitment.

FIRE MANAGEMENT OFFICER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in forestry, fire science or closely related field, and four years of professional experience in fire or natural resource management in areas such as fire suppression and fuels management; **OR** Associate's degree from an accredited college or university in forestry, fire science or closely related field, and five years of professional experience in fire or natural resource management in areas such as fire suppression and fuels management; **OR** an equivalent combination of education and experience; **OR** two years of experience as a Forester III in Nevada State service with required certifications; **OR** one year of experience as Battalion Chief in Nevada State service. (*See Special Requirements and Informational Notes*)

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

Detailed knowledge of: wildland and structural fire management; emergency medical services; fuels management practices; forestry and fire law enforcement; appearance, habitat, characteristics and economic value of various types of vegetation; combustibility and fire retardant properties of various types of vegetation; budget preparation, allocation and management. **Ability to:** plan, organize and coordinate regional fire management programs and projects; *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: coordination of regional programs and projects; federal, State and local laws, regulations, policies and procedures as applied to forest and wildland fires; contract and grant administration. **Working knowledge of:** State and division policies and procedures regarding budget and personnel management; division budget policies and procedures; State purchasing rules and practices. **Ability to:** train, supervise and evaluate the performance of assigned personnel including Battalion Chiefs.

FIRE MANAGEMENT OFFICER II	37	D	1.812
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MINIMUM QUALIFICATIONS (cont'd)

FIRE MANAGEMENT OFFICER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in forestry, fire science or closely related field, and three years of professional experience in fire or natural resource management in areas such as fire suppression and fuels management; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Forester III, with required certifications, or Battalion Chief in Nevada State Service. *(See Special Requirements and Informational Notes)*

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

Detailed knowledge of: Nevada Revised Statutes and State policies related to personnel management, budget and accounting processes; division policies and procedures related to fire suppression operations and equipment. **Working knowledge of:** wildland and structural fire management; combustibility and fire retardant properties of various types of vegetation; emergency medical services; fuels management practices. **Ability to:** properly educate public on wildland and structural fire prevention; plan and organize emergency response of resources; use and implement the ICS system for the management of emergency incidents; train, supervise, and evaluate the performance of assigned staff; *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: forestry and fire law enforcement; budget preparation, management and forecasting. **Ability to:** plan, organize and coordinate fire management programs and projects; establish and maintain cooperative and effective working relationships with representatives of federal, State and local agencies; negotiate and administer contracts, interlocal agreements, cost-share agreements and mutual aid agreements; identify and pursue external funding sources for fire management programs.

BATTALION CHIEF

EDUCATION AND EXPERIENCE: Associate's degree in fire science or closely related field and four years of progressively responsible firefighting experience in an all-risk agency responsible for wildland and structural fire suppression, medical emergencies, and hazardous materials incidents; **OR** an equivalent combination of education and experience; **OR** one year experience as a Fire Captain in Nevada State service. *(See Special Requirements and Informational Notes)*

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

Detailed knowledge of: the locations and equipment assigned to State and volunteer fire stations; principles of training and supervision; interagency mutual aid agreements; water delivery and hydrant systems; NFPA standards, safety regulations and insurance requirements related to training; mitigation, isolation and evacuation techniques used in hazardous materials emergencies. **Ability to:** plan, organize and deploy personnel and equipment in highly complex emergency situations; develop and implement emergency response plans appropriate to the situation; *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: Nevada Revised Statutes and State policies related to personnel management, budget and accounting processes; division policies and procedures related to fire suppression operations and equipment.

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MINIMUM QUALIFICATIONS (cont'd)

FIRE CAPTAIN

EDUCATION AND EXPERIENCE: Associate's degree in fire science or closely related field and three years of firefighting experience; **OR** an equivalent combination of education and experience; **OR** one year as a Firefighter 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: tactics and strategy used in firefighting; fire prevention codes and ordinances; fire chemistry; alarm, sprinkler and other fire prevention systems; policies and procedures applicable to issuance of burn permits; special operations and equipment utilized when hazardous materials are present in emergency situations; construction methods and materials as related to combustion and fire suppression techniques. **Ability to:** supervise a fire crew or Engine Company in any call-out situation; apply the principles of the ICS in incidents of moderate to high complexity; exercise scene management in emergency medical situations; evaluate complex situations and request appropriate additional resources; respond and take appropriate action in complex hazardous materials emergencies; perform commercial buildings and facilities inspections; detect fire hazards and building code violations and institute corrective action; provide fire fighting training to assigned personnel; inspect, test and ensure proper operation of all firefighting equipment within a company; maintain records and prepare reports; read and interpret building and construction plans; communicate effectively both orally and in writing; apply principles of fire prevention, inspection and investigation; deal effectively with victims, bystanders and responding personnel in emergency situations; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Battalion Chief.*)

FIREFIGHTER II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of firefighting experience. In addition, applicants must also meet NFPA *Firefighter II and/or NWCG* eligibility requirements [~~for Firefighter II~~] at the time of appointment; **OR** two years experience as a Firefighter I in Nevada State service. In addition, applicants must meet NFPA eligibility requirements for Firefighter II at the time of appointment; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

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

Working knowledge of: pump operations and hydraulic systems; State and federal forestry and fire laws; emergency vehicle and equipment operation. **General knowledge of:** principles and practices of fire prevention and investigation; Uniform Building and Fire Codes and other applicable regulations and standards. **Ability to:** apply the principles of ICS to an incident of moderate complexity; operate power driven fire apparatus such as 4-wheel drive trucks, pumpers and water tenders; use and maintain fire, rescue and extrication tools; perform basic maintenance to vehicles and equipment; make observations and prepare reports; use specialized resources such as helicopters, tactical aircraft, air tankers, bulldozers and fire suppression crews; *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: fire behavior in various weather conditions; fire suppression tactics applicable to wildland, structural, vehicle and hazardous materials incidents; fire inspection and investigation procedures.

FIRE MANAGEMENT OFFICER II	37	D	1.812
FIRE MANAGEMENT OFFICER I	36	D	1.814
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FIREFIGHTER I	28	D	1.852

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MINIMUM QUALIFICATIONS (cont'd)

FIREFIGHTER I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of firefighting experience. In addition, all applicants must meet NFPA *Firefighter I and/or NWCG* eligibility requirements [~~for Firefighter I~~] at the time of appointment; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Notes*)

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

General knowledge of: fire behavior in various weather conditions; fire suppression tactics applicable to structural, wildland, vehicle and hazardous materials fires; characteristics and application of chemical fire retardants; facility and equipment maintenance. **Working knowledge of:** 2-way radio operations and frequencies; use and limitations of personal safety equipment; first aid and CPR. **Ability to:** provide emergency medical treatment to injured persons; function effectively in potentially dangerous and life threatening situations for extended periods of time; function under the ICS system; plan, organize and prioritize daily activities; read and follow written procedures and operations guidelines; communicate effectively orally about fire prevention programs to groups of adults and children; read topographical maps; use wildland and structural fire tools; use rescue and extrication tools.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Firefighter II.)

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>1.812</u>	<u>1.814</u>	<u>1.816</u>	<u>1.850</u>	<u>1.819</u>	<u>1.852</u>
ESTABLISHED:	1/7/99R	9/20/11R 12/7/12PC	7/1/87-12P 10/17/86PC	7/1/74	9/1/64	9/1/64
REVISED:	7/27/00UC				9/9/69	9/1/69
REVISED:						9/16/71
REVISED:					7/1/74	7/1/74
REVISED:				10/14/76		12/3/76
REVISED:				2/22/77		
REVISED:				1/7/83	1/7/83	1/7/83
REVISED:				10/28/83-3		
REVISED:				7/1/85R	7/1/85R	
REVISED:				7/22/85PC	7/22/85PC	
REVISED:				10/25/85-3	10/25/85-3	10/25/85-3
REVISED:				12/19/85-12	12/19/85-12	12/19/85-12
REVISED:				7/1/87P	7/1/87-12P	7/1/87P

FIRE MANAGEMENT OFFICER II	37	D	1.812
FIRE MANAGEMENT OFFICER I	36	D	1.814
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	<u>1.812</u>	<u>1.814</u>	<u>1.816</u>	<u>1.850</u>	<u>1.819</u>	<u>1.852</u>
REVISED:				10/17/86PC	10/17/86PC	10/17/86PC
			11/13/87-3	11/13/87-3	11/13/87-3	11/13/87-3
REVISED:				12/9/88	5/20/88-3	
REVISED:				3/3/89-12		
REVISED:			5/24/91-3	5/24/91-3	5/24/91-3	5/24/91-3
REVISED:			7/1/91LG	7/1/91LG	7/1/91LG	7/1/91LG
REVISED:			8/31/92PC	8/31/92PC	8/31/92PC	8/31/92PC
REVISED:			7/1/97P	7/1/97P	7/1/97P	7/1/97P
REVISED:			6/4/96PC	6/4/96PC	6/4/96PC	6/6/96PC
REVISED:			7/27/00UC	7/27/00UC	7/27/00UC	7/27/00UC
REVISED:	2/18/11PC		2/18/11PC	2/18/11PC	2/18/11PC	2/18/11PC
REVISED:	9/20/11R					
REVISED:	12/7/12PC					
REVISED:					7/31/13UC	7/31/13UC