



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 #54/13

December 18, 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 January 22, 2014.

If no written objections are received in this office by January 22, 2014, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

LE:tp

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #09-14
Posting Expires: January 22, 2014

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
13.101	Agricultural Enforcement Officer III	37* C	13.101	Agricultural Enforcement Officer III	37* C
13.102	Agricultural Enforcement Officer II	35* C	13.102	Agricultural Enforcement Officer II	35* C
13.103	Agricultural Enforcement Officer I	33* C	13.103	Agricultural Enforcement Officer I	33* C

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

Basis for Recommendation

The Division of Human Resource Management (DHRM) recommends minor revisions to the class specification for the Agricultural Enforcement Officer Series. Minor revisions were made to the series concept, class concepts, minimum qualifications and education & experience. Positions in this series are field agents and inspectors who enforce all State agricultural laws and regulations.

Agricultural Enforcement Officer III, Grade 37: Under the general direction of a division administrator, perform the full range of agricultural enforcement duties, and supervise lower level Agricultural Enforcement Officers.

Agricultural Enforcement Officer II, Grade 35: Under general supervision, incumbents perform the full range of duties outlined in the series concept, and in addition, train, supervise and evaluate the performance of brand inspection personnel. This is the journey level in the series.

Agricultural Enforcement Officer I, Grade 33: Under close supervision, incumbents, receive training in performing agricultural enforcement duties. This is the trainee level in the series.

Management at the Department of Agriculture participated in this study and supports 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) 684-0130.

Objections to the proposed change(s) must be received in writing by January 22, 2014. 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 18, 2013

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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>
AGRICULTURAL ENFORCEMENT OFFICER III	37*	C	13.101
AGRICULTURAL ENFORCEMENT OFFICER II	35*	C	13.102
AGRICULTURAL ENFORCEMENT OFFICER I	33*	C	13.103

SERIES CONCEPT

Agricultural Enforcement Officers are field agents and inspectors (*peace officers*) of the Department of Agriculture, and as such, enforce all State agricultural laws and regulations. Incumbents inspect and monitor agricultural products and livestock entering the State by stopping commercial and private vehicles carrying agricultural commodities or livestock at mobile inspection points and on highways; inspect plant materials for the presence of agricultural pests and for compliance with plant quarantine regulations; and ensure compliance with animal health laws, quarantines and brand inspection regulations.

Determine violations of plant/pest regulations and issue citations as appropriate; make preliminary identification of insects and diseases; send specimens to specialists for further identification; and intercept and dispose of condemned plants and agricultural products.

Escort vehicles carrying rejected agricultural products, commodities, plants or livestock to the State border for return to point of origin, or escort vehicles carrying commodities to a specific destination for inspection, *or enforce animal/plant quarantine hold orders.*

Conduct inspection, investigation and enforcement duties to determine ownership of livestock; deter, investigate and/or solve livestock crimes; and ensure compliance with State and federal animal health and disease control laws.

Receive requests regarding the proposed sale, change of ownership, slaughter, or movement of livestock out of the district *across district lines or out of state*; visually inspect livestock to examine brands, marks, tattoos or other characteristics of animals; clip or shave animals as required to clearly observe markings; record information on transportation documents or other standardized forms.

Check health records of the animals; issue brand inspection certificates; calculate and collect fees according to established rates and procedures; send fees and original certification to the division office according to established policies and procedures.

Assist local law enforcement agencies in investigating agricultural or livestock crimes as assigned; gather and secure evidence, interview witnesses and prepare reports for criminal prosecution.

Regulate livestock auctions; check each animal before it is sold; determine legal ownership through the identification of brands, marks, and other characteristics; enforce animal health laws; issue brand inspection certificates to new owners; and collect applicable fees.

Perform related duties as assigned.

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

AGRICULTURAL ENFORCEMENT OFFICER III	37	C	13.101
AGRICULTURAL ENFORCEMENT OFFICER II	35	C	13.102
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CLASS CONCEPTS

Agricultural Enforcement Officer III: Under [the] general [supervision of the Administrator, Division of Livestock Identification and Agricultural Enforcement] *direction*, incumbents, in addition to performing the full range of duties described in the series concept, coordinate agricultural and brand inspection law enforcement activities in an assigned region; assist in the development of agricultural enforcement program policies and procedures as well as legislative recommendations; and serve as technical expert regarding investigations, warrants, arrests, and the interpretation of statutes and regulations pertaining to agricultural enforcement program. Incumbents exercise the full range of supervisory duties for lower level Agricultural Enforcement Officers, Deputy Brand Inspectors, and other personnel.

Agricultural Enforcement Officer II: Under general supervision, incumbents perform the full range of duties outlined in the series concept, and in addition, train, supervise and evaluate the performance of brand inspection personnel; schedule, assign and review work; and develop work performance standards. This is the journey level in the series.

Agricultural Enforcement Officer I: Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the trainee level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Possession of a valid driver's license is required at the time of appointment and for continuing employment.
- * Per NRS 284.4066, 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.
- * Applicants are required to undergo a background investigation prior to appointment.

INFORMATIONAL NOTE:

- * Applicants must *be able to* meet minimum standards for appointment *and certified status* as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * *Agricultural Enforcement Officer II and III must maintain Category II peace officer status approved by the Nevada Commission on Peace Officers' Standards and Training (POST).*

AGRICULTURAL ENFORCEMENT OFFICER III

EDUCATION AND EXPERIENCE: Graduation from high school [~~and two years of experience working as an Agricultural Enforcement Officer II in Nevada State service; OR an equivalent combination of education and experience~~] *or equivalent education, and five years of experience working with and caring for large livestock which included checking health records of animals, issuing brand inspection certificates, investigating agricultural or livestock crimes; OR one year of experience as an Agricultural Enforcement Officer II in Nevada State service.* (See Special Requirements and Informational Note)

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

Working knowledge of: [~~Bureau of~~] livestock *identification animal health* and agricultural Enforcement programs. **Ability to:** develop and present training programs to lower level staff; delegate assignments to Agricultural Enforcement Officers, [~~and~~] Deputy Brand Inspectors and support staff; write policies and procedures regarding inspection *of livestock* and monitoring of agricultural products; *and all knowledge, skills and abilities required at the lower levels.*

AGRICULTURAL ENFORCEMENT OFFICER III	37	C	13.101
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MINIMUM QUALIFICATIONS (cont'd)

AGRICULTURAL ENFORCEMENT OFFICER III (cont'd)

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

~~[Working]~~ **Detailed knowledge of:** federal, State and agency policies, procedures and guidelines related to interstate movement of livestock, plants and agricultural products[;] **Working knowledge of:** State personnel and purchasing rules, regulations, policies and procedures. **Ability to:** define problems, develop solutions and implement changes; interact diplomatically with the public and other governmental agencies.

AGRICULTURAL ENFORCEMENT OFFICER II

EDUCATION AND EXPERIENCE: Graduation from high school [~~and one year of experience working as an Agricultural Enforcement Officer I in Nevada State service; OR an equivalent combination of education and experience.~~] **or equivalent education and four years of experience working with and caring for large livestock on a ranch or similar setting which included checking health records of animals, issuing brand inspection certificates, investigating agricultural or livestock crimes; OR one year of experience as an Agricultural Enforcement Officer I in Nevada State service.** (See Special Requirements and Informational Note)

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

Working knowledge of: techniques, methods and procedures used in conducting investigations; collection, preservation and processing of evidence; laws of search, seizure and arrest; legal procedures for filing criminal complaints; laws, policies and practices related to agricultural products and livestock. **General knowledge of:** functions and practices of various law enforcement and criminal justice agencies. **Ability to:** identify *livestock, brands or other identifying marks*, plants and plant diseases; recognize common pests, noxious weeds and chemicals used in agriculture; write investigative reports and business correspondence; recognize emergency or dangerous situations and respond appropriately; complete required forms and documents related to plant industry and livestock identification; maintain effective working relationships with law enforcement authorities and the public; enforce laws and regulations and perform law enforcement duties as required by the assignment; work effectively in situations involving argumentative or combative individuals; *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: *agriculture in respect to brand inspections for movement or change of ownership and animal health regulations* [~~marketing of livestock~~]; identification of pests and noxious weeds; pesticides and herbicides used in agriculture; techniques and practices of supervision[;] **Ability to:** assist in the development of division policies and procedures.

AGRICULTURAL ENFORCEMENT OFFICER I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience [~~either~~] working with and caring for *large* livestock on a ranch or similar setting [~~or caring for nursery stock in a growing or retail market setting~~]; **OR** an equivalent combination of *post-high school* education and *relevant work* experience *that provided Entry Level Knowledge, Skills and Abilities.* (See Special Requirements and Informational Note)

AGRICULTURAL ENFORCEMENT OFFICER III	37	C	13.101
AGRICULTURAL ENFORCEMENT OFFICER II	35	C	13.102
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MINIMUM QUALIFICATIONS (cont'd)

AGRICULTURAL ENFORCEMENT OFFICER I (cont'd)

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

Working knowledge of: proper grammar, punctuation and spelling to successfully complete the written examination and assignments in P.O.S.T. training. **General knowledge of:** livestock brands and marks; breeds and types of cattle and horses [~~plant identification, caring for plants, marketing plants, or nursery stock~~]. **Ability to:** determine sex and age of livestock; understand and follow oral and written instructions necessary to carry out assignments; prepare concise and accurate written reports; analyze situations correctly and to think and act quickly in emergencies; and establish and maintain effective working relationships with co-workers and law enforcement officers.

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

	<u>13.101</u>	<u>13.102</u>	<u>13.103</u>
ESTABLISHED:	8/8/01R 7/5/02UC	8/8/01R 7/5/02UC	8/8/01R 7/5/02UC
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG
REVISED:	10/1/07LG	10/1/07LG	10/1/07LG
REVISED:	XX/XX/XXUC	XX/XX/XXUC	XX/XX/XXUC