



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
209 E. Musser Street, Room 101 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | [www.hr.nv.gov](http://www.hr.nv.gov) | Fax: (775) 684-0122

**MEMORANDUM - REVISED**  
**HR#29-14**

April 1, 2014

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](mailto:plong@admin.nv.gov) no later than May 2, 2014.

If no written objections are received in this office by May 2, 2014, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

LE:kh/lf/tp

# NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #21-14  
Posting Expires: May 02, 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
13.234	Senior Law Enforcement Specialist	38	D	13.234	<i>Law Enforcement &amp; Training Specialist (Commissioned)</i>	38	D
13.235	Law Enforcement Specialist	36	D		<i>ABOLISH</i>		

### ***Basis for Recommendation***

The Nevada Department of Conservation & Natural Resources, Division of State Parks has requested modification to the Law Enforcement series in order to recognize the abolishment of the Law Enforcement Specialist positions and the addition of training responsibilities for non-commissioned staff at the Senior Law Enforcement Specialist.

In consultation with Subject Matter Experts from the specified agency and Recruitment Experts from Human Resource Management, it was determined that the class title of Senior Law Enforcement Specialist would be changed to Law Enforcement & Training Specialist to account for the increased responsibility for training division commissioned and non-commissioned staff. The duty statements in the series concept were enhanced and the duty statements in the Senior Law Enforcement Specialist class concept were incorporated into the series concept for newly titled Law Enforcement & Training Specialist.

The minimum qualifications were amended to increase the number of years of experience in order to account for the addition of planning, programming, coordinating and conducting adult training. Also, professional law enforcement experience was modified to state professional law enforcement experience in a park or resource management setting. The knowledge, skills and abilities were combined and the element of entry level general knowledge of principles and practices of adult training was included.

Also, additions were made to Special Requirements and Informational Notes to include information on pre-employment background investigations and work requirements.

Throughout the process, management within the division participated by offering recommendations and reviewing changes as the process progressed and they 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) 684-0130.

**Objections to the proposed change(s) must be received in writing by May 02, 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: April 01, 2014**



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>
<i>LAW ENFORCEMENT &amp; TRAINING SPECIALIST (COMMISSIONED)</i>	38	D	13.234
<del>[SENIOR LAW ENFORCEMENT SPECIALIST</del>	<del>38*</del>	<del>D</del>	<del>13.234</del>
<del>LAW ENFORCEMENT SPECIALIST</del>	<del>36*</del>	<del>D</del>	<del>13.235]</del>

SERIES CONCEPT

*The Law Enforcement & Training Specialist[s] manages and coordinates training for commissioned (Peace Officer) and non-commissioned State Park Staff, with an emphasis on law enforcement training; enforces laws and regulations, protects visitors and property, investigates crimes and accidents, [train other Peace Officers,] develops enforcement and security plans and procedures, and maintains statistics and records within [a] the State Parks Division [District].*

*Manage and coordinate training for commissioned and non-commissioned State Parks staff; identify funding sources; [Provide Peace Officer training,] evaluate staff training needs in relation to division standards and P.O.S.T. requirements, **analyze results, make recommendations and design and implement employee development programs as directed by agency management;** [observe park law enforcement operations,] prepare lesson plans; [and conduct firearms practice; instruct or coordinate with instructors for sessions,] **coordinate instructors and/or conduct training;** keep abreast of latest [techniques of law enforcement procedures] **law enforcement procedural techniques;** maintain and update personnel training files; and [distribute appropriate equipment, in order to ensure that Park Rangers are adequately prepared to respond to law enforcement and medical emergencies.] **track commissioned staff training to ensure compliance with P.O.S.T requirements.***

Enforce State, *and* local [and State Parks Division] laws and regulations; **protect park visitors and resources;** *may* issue warnings and citations; *may* make arrests; investigate or supervise the investigation of criminal activities and accidents; **conduct internal investigations;** respond to emergency calls; **monitor status of agency warrants,** serve warrants **and arrange for prisoner transport;** assist motorists, boaters, and visitors in distress; organize and implement incident command security procedures for [fires, disasters, and search and rescue operations] **disasters or major events** on State Parks *managed* property; [assess navigational, traffic and visitor control signs and procedures,] prepare **required reports and documentation; review all field incident reports for compliance with Division standards;** coordinate efforts with District Attorneys, local law enforcement officials and the courts; and testify in court **as required.** [in order to provide for public protection and safety.]

Plan and formulate enforcement and security functions for State Parks; identify potentially critical situations, practices, and procedures; research and recommend alternative methodology; assess park security programs and recommend corrective action; recommend movement controls for motor vehicles and boats; [and] review and comment on facility plans and specifications, in order to prevent resource and facility damage and promote visitor safety; **and review, update and maintain the State Parks Division Law Enforcement manual.**

Compile and analyze crime statistics for all parks [within assigned district]; collect data, records and reports; maintain files and records with respect to district law enforcement activities; identify recurring problems and causes; propose alternative solutions; and prepare quarterly and annual law enforcement reports, in order to develop a more efficient security and enforcement program.

[\* ~~Reflects a 2-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention.~~]

<b>LAW ENFORCEMENT &amp; TRAINING SPECIALIST (COMMISSIONED)</b>	<b>38</b>	<b>D</b>	<b>13.234</b>
<del><b>[SENIOR LAW ENFORCEMENT SPECIALIST</b></del>	<del><b>38*</b></del>	<del><b>D</b></del>	<del><b>13.234</b></del>
<del><b>LAW ENFORCEMENT SPECIALIST</b></del>	<del><b>36*</b></del>	<del><b>D</b></del>	<del><b>13.235]</b></del>

Page 2 of 6

*Conduct or coordinate background investigations of State Parks commissioned and non-commissioned staff by obtaining a National Crime Information Center (NCIC) check with a fingerprint chart forwarded to the Federal Bureau of Investigations, a work/background history, a psychological profile examination/polygraph test, a state criminal record check and a report of current physical examination in order to comply with P.O.S.T. requirements.*

*Coordinate the review and analysis of the Nevada Administrative Code, Nevada Revised Statutes and local county codes as they pertain to the Division of State Parks by preparing systematic updates, developing new codes when indicated and preparing appropriate language for codes in order to prevent duplication or conflict. This function is subject to final review by the Administrator.*

*Research, recommend, select, order and distribute appropriate equipment utilized by commissioned staff (e.g., firearms, protective vests, handcuffs, law enforcement leather, flashlights, binoculars, batons, etc.); maintain inventory records of assigned and unassigned equipment; ensure proper storage, and security of, equipment.*

Perform related duties as assigned.

**[CLASS CONCEPTS**

~~**Senior Law Enforcement Specialist:** Incumbents perform the full range of duties in the series concept. In addition, under general supervision, incumbents plan and coordinate statewide law enforcement programs by developing procedures, priorities, standards and guidelines to protect park resources, property and visitors.~~

**CLASS CONCEPTS (cont'd)**

~~**Senior Law Enforcement Specialist (cont'd)**~~

~~Conduct background investigations of all division peace officers by obtaining a National Crime Information Center (NCIC) check with a fingerprint chart forwarded to the Federal Bureau of Investigations a work/background history, a psychological profile examination/polygraph test, a state criminal record check and a report of current physical examination in order to comply with P.O.S.T. requirements.~~

~~Coordinate the review and analysis of the Nevada Administrative Code, Nevada Revised Statutes and local county codes as they pertain to the Division of State Parks by preparing systematic updates, developing new codes when indicated and preparing appropriate language for codes in order to prevent duplication or conflict. This function is subject to final review by the Administrator.~~

~~Recommend the purchase of specific law enforcement equipment (e.g., firearms, protective vests, handcuffs, law enforcement leather, flashlights, binoculars and batons) issued throughout the division and maintains the inventory of that equipment for the division.~~

~~**[Law Enforcement Specialist:** Under general supervision, incumbents perform the full range of duties outlined in the series concept. This is the journey level for this series.]~~

\*\*\*\*\*

<b>LAW ENFORCEMENT &amp; TRAINING SPECIALIST (COMMISSIONED)</b>	<b>38</b>	<b>D</b>	<b>13.234</b>
<del><b>[SENIOR LAW ENFORCEMENT SPECIALIST</b></del>	<del><b>38*</b></del>	<del><b>D</b></del>	<del><b>13.234</b></del>
<del><b>LAW ENFORCEMENT SPECIALIST</b></del>	<del><b>36*</b></del>	<del><b>D</b></del>	<del><b>13.235]</b></del>

Page 3 of 6

## MINIMUM QUALIFICATIONS

### **SPECIAL REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- \* *A pre-employment criminal history check and fingerprinting are required. The cost of the fingerprinting is covered by the applicant.*
- \* *As part of the selection process, the Division of State Parks requires: a) Physical agility exam; b) Comprehensive background investigations which will include a urinalysis, polygraph and psychological examination; c) Physical examination. This cost will be covered by the hiring agency.*
- \* ~~[Some positions require incumbents to establish residence in State Park housing when space becomes available.]~~
- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- \* *Positions are subject to call back and must work various hours and/or shifts.*
- \* *Positions require Statewide travel.*
- \* *Positions are required to work on evenings, weekends, and/or holidays.*

### **INFORMATIONAL NOTE:**

- \* Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.
- \* *The physical agility exam consists of: a) 1.5 mile run/walk in 15 minutes and 20 seconds; b) 100 yard swim in 5 minutes; c) successfully completing Field Sobriety Test (FST); d) lift and carry a 70-90 pound bag of cement/sand from the ground and carry 10 feet to the bed of a standard pick-up truck and return, repeated three times; e) handgun stability, hold and dry fire a handgun while holding the barrel within a 4 inch cut out, repeated six times with each hand; f) drag or carry a 150-175 pound rescue dummy a distance of 50 feet.*

### **LAW ENFORCEMENT AND TRAINING SPECIALIST**

**EDUCATION AND EXPERIENCE:** *Bachelor's degree from an accredited college or university in law enforcement, criminal justice, park management, resource management or a closely related field and three year of professional law enforcement experience in a park or resource management setting to include planning, programming, coordinating and conducting adult training; OR graduation from high school or equivalent education and five years of experience as described above; OR an equivalent combination of education and experience.*

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

*General knowledge of: State Parks law enforcement philosophy; the State Park system; State, county and local enforcement agencies; legislation affecting law enforcement procedures; recreation area management; division policy and law enforcement manuals; NRS, NAC chapter 407 and applicable county ordinances; State purchasing practices and procedures; principles and practices of adult training; firearms and range safety; arrest and citation procedures; elements required to constitute a criminal act; criminal investigation techniques and procedures; police patrol techniques; medical emergency response techniques; accident investigation methodology. Ability to: prioritize agency law enforcement and equipment needs; organize meetings and prepare agendas; write new procedures; draft proposed laws and regulations; coordinate the efforts of division law enforcement personnel; recognize special problems at various State Parks and propose solutions; establish and maintain a central filing system; develop training and law enforcement goals and objectives; make sound judgments in highly stressful situations; interview; prepare concise and accurate written reports; maintain an unbiased attitude; inspect grounds, and equipment, and recommend corrective action; lead and motivate people; use firearms, batons, traffic*

<b>LAW ENFORCEMENT &amp; TRAINING SPECIALIST (COMMISSIONED)</b>	<b>38</b>	<b>D</b>	<b>13.234</b>
<del><b>[SENIOR LAW ENFORCEMENT SPECIALIST</b></del>	<del><b>38*</b></del>	<del><b>D</b></del>	<del><b>13.234</b></del>
<del><b>LAW ENFORCEMENT SPECIALIST</b></del>	<del><b>36*</b></del>	<del><b>D</b></del>	<del><b>13.235]</b></del>

Page 4 of 6

*radar, and restraining devices; prepare detailed crime scene and traffic accident diagrams; determine from field testing the degree of intoxication of a subject; vividly describe people and scenes so that others can visualize them; determine cause and effect relationships; speak with people of various cultural, social, economic, and educational backgrounds; mediate between contending parties and groups; establish cooperative working relationships with co-workers; interact diplomatically with the public in a high volume, continuous public contact setting; work independently; maintain the integrity and confidentiality of criminal records.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):  
*Detailed knowledge of: equipment auditing procedures; Statewide law enforcement problems and needs; management techniques. Ability to: design new forms to accommodate specific needs; develop justifications for equipment purchase; review investigative reports to determine the soundness and accuracy of techniques employed; prepare and justify annual budget requests; operate a four wheel drive vehicle and marine equipment; coordinate various resources in criminal investigations; identify potential and existing hazards to visitor safety; establish and maintain cooperative working relationships with various related agencies; modify training to fit staff needs.*

**[SENIOR LAW ENFORCEMENT SPECIALIST**

~~EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years experience as a Law Enforcement Specialist in Nevada State service; **OR** graduation from an accredited college or university with a degree in law enforcement, criminal justice, park management, resource management, or a closely related field, plus one year of professional full-time law enforcement experience; **OR** an equivalent combination of qualifying experience as outlined above, and education above the high school level on the basis of two years of education for one year of experience. (See *Special Requirements and Informational Note*)~~

**MINIMUM QUALIFICATIONS** (cont'd)

**SENIOR LAW ENFORCEMENT SPECIALIST** (cont'd)

~~**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):  
**Knowledge of:** State Parks law enforcement philosophy; the State Park system; State, county and local law enforcement agencies; legislation affecting law enforcement procedures. **Ability to:** prioritize agency law enforcement and equipment needs; organize meetings and prepare agendas; write new procedures; draft proposed laws and regulations; coordinate the efforts of district law enforcement personnel on a statewide basis; recognize special problems in various districts and propose solutions; establish and maintain a central filing system; develop training and law enforcement goals and objectives; *and all knowledge, skills and abilities required at the lower level.*~~

~~**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):  
**Knowledge of:** equipment auditing procedures; State purchasing practices; statewide law enforcement problems and needs; management techniques. **Ability to:** design new forms to accommodate specific needs; develop justifications for equipment purchase; review investigative reports to determine the soundness and accuracy of techniques employed.~~

**LAW ENFORCEMENT SPECIALIST**

~~EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of full-time law enforcement experience; **OR** graduation from an accredited college or university with a degree in law enforcement, criminal justice, park management, resource management, or a closely related field, plus one year of full-time law enforcement experience; **OR** an equivalent combination of qualifying experience as outlined above, and education above the high school level on the basis of two years of education for one year of experience. (See *Special Requirements and Informational Note*)~~

<b>LAW ENFORCEMENT &amp; TRAINING SPECIALIST (COMMISSIONED)</b>	<b>38</b>	<b>D</b>	<b>13.234</b>
<b>[SENIOR LAW ENFORCEMENT SPECIALIST</b>	<b>38*</b>	<b>D</b>	<b>13.234</b>
<b>LAW ENFORCEMENT SPECIALIST</b>	<b>36*</b>	<b>D</b>	<b>13.235]</b>

Page 5 of 6

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

~~**Knowledge of:** firearms and range safety; arrest and citation procedures; the elements required to constitute a criminal act; criminal investigation techniques and procedures; police patrol techniques; medical emergency response techniques; civil rights case law; accident investigation methodology. **Ability to:** make sound judgments in highly stressful situations; interview and interrogate; prepare concise and accurate written reports; maintain a unbiased attitude; instruct others in firearm use; read, understand, and categorize documents; inspect roads, grounds, and equipment, and recommend corrective action; lead and motivate people; use firearms, batons, traffic radar, and restraining devices; judge the speed and distance of moving vehicles; prepare detailed crime scene and traffic accident diagrams; determine from field testing the degree of intoxication of a subject; vividly describe people and scenes so that others can visualize them; determine cause and effect relationships; speak with people of various cultural, social, economic, and educational backgrounds; mediate between contending parties and groups; establish cooperative working relationships with co-workers; interact diplomatically with the public in a high volume, continuous public contact setting; work independently; maintain the integrity and confidentiality of criminal records.~~

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

~~**Knowledge of:** State court systems; motor vehicle laws (NRS 484); search and rescue operations and procedures; incident command security procedures; law enforcement filing systems; statistics used for reporting purposes; recreation area management; division policy and law enforcement manuals; NRS, NAC Chapter 407 and applicable county ordinances; State Purchasing practices and procedures; Bureau of Land Management policies and procedures related to State Parks areas; the Department of Transportation Manual for Uniform Traffic Control Devices and the Park Sign Manual; the judicial system procedures in assigned areas; human behavior and group dynamics. **Ability to:** analyze law enforcement statistics and trends; manage training programs and identify training needs; train law enforcement personnel; evaluate law enforcement effectiveness of field personnel; interpret topographical and aerial maps; operate 35mm cameras, slide projectors, tape recorders, and audio-visual equipment;~~

**MINIMUM QUALIFICATIONS (cont'd)**

**LAW ENFORCEMENT SPECIALIST (cont'd)**

~~FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (cont'd)~~

~~prepare and justify annual budget requests; set priorities which reflect the relative importance of job responsibilities; interpret State game and boating laws; operate a four wheel drive vehicle and marine equipment; coordinate various resources in criminal investigations; identify potential and existing hazards to visitor safety; establish and maintain cooperative working relationships with various related agencies; modify new training to fit staff needs.]~~

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>13.234</u>	<u>13.235</u>
ESTABLISHED:	10/27/86R 4/14/87PC	7/29/79
REVISED:		4/14/87PC
REVISED:	8/6/87-3	8/6/87-3
REVISED:	7/1/91P	7/1/91P
	10/19/90PC	10/19/90PC
REVISED:	11/15/91PC	11/15/91PC
REVISED:	7/1/97LG	7/1/97LG

**LAW ENFORCEMENT & TRAINING SPECIALIST (COMMISSIONED)**

**38**

**D**

**13.234**

~~**[SENIOR LAW ENFORCEMENT SPECIALIST**~~

~~**38\***~~

~~**D**~~

~~**13.234**~~

~~**LAW ENFORCEMENT SPECIALIST**~~

~~**36\***~~

~~**D**~~

~~**13.235]**~~

Page 6 of 6

REVISED:

3/29/01UC

3/29/01UC

REVISED:

7/1/05LG

7/1/05LG

REVISED:

10/1/07LG

10/1/07LG

**REVISED:**

**5/02/14UC**

**5/02/14UC**