



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 | www.hr.nv.gov | Fax: (775) 684-0124

MEMORANDUM
HR#49-14

August 11, 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 no later than September 12, 2014.

If no written objections are received in this office by September 12, 2014, 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: Posting #5-15
Posting Expires: September 12, 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	EE0-4
9.353	Air Operations Supervisor	38	B	9.353	Aviation Services Officer	41	B

Basis for Recommendation

As a result of an Individual Study (NPD-19), and in partnership with Subject Matter Experts from the Department of Conservation and Natural Resources, Division of Forestry and Division of Human Resource Management it has been determined that the class specifications should be amended to account for increased duties and responsibilities assigned to the class.

The Aviation Services Officer develops, formulates, coordinates and manages the statewide aviation program for the Nevada Division of Forestry (NDF) including Air Operation, Helitack and maintenance programs; aviation fueling stations and vehicles; hangar facilities; Federal Excess Personal Property (FEPP); inter-agency agreements with State, federal and local agencies; supervision of staff; budget preparation and maintenance; and development of policies and procedures related to the statewide aviation program.

Duties statements were added to the class specification to account for the increased duties and responsibilities to include: policy and procedure development, budget and fiscal management, inter-agency agreements, FEPP, records management, reporting and supervisory duties.

Also, professional experience managing and directing all aspects of an air operations program was added to the minimum qualifications to increase the job applicant pool by allowing non-pilots and non-mechanics the ability to apply for open vacancies. In addition, experience as a pilot or aircraft mechanic was expanded to include flight hours as a pilot-in-command piloting a rotorcraft helicopter and Inspection Authorization certification for an airframe and power-plant mechanic.

In reviewing the job duties, it was determined that with increased duties, responsibilities and minimum qualifications, this class aligns with the Chief Pilot III, 9.354, grade 41 and Administrative Services Officer III, 7.216, grade 41. The preponderance of duties allows for this class to remain in the Mechanical and Construction Trades occupational group, Aviation sub-group.

Throughout the process, management within the Department of Conservation and Natural Resources and the Forestry Division participated by offering recommendations and reviewing changes as the process progressed 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 September 12, 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: August 11, 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>
[AIR OPERATIONS SUPERVISOR] AVIATION SERVICES OFFICER	[38] 41	B	9.353

Under general supervision, the ~~[Air Operations Supervisor]~~ **Aviation Services Officer** develops, formulates, ~~[and]~~ coordinates, **and manages** the statewide aviation program for the *Nevada* Division of Forestry (*NDF*) including ***Air Operation, Helitack, and maintenance programs; aviation fueling stations and vehicles; hangar facilities; Federal Excess Personal Property (FEPP); inter-agency agreements with State, federal and local agencies;*** supervision of staff; budget preparation and maintenance; and development of policies and procedures related to ~~[air operations]~~ ***the statewide aviation program.***

~~[Plan, coordinate, and manage flight operations; supervise and evaluate the performance of pilots and other staff as assigned; supervise air service and/or flight personnel including hiring, training, assigning and scheduling work.]~~

Develop and implement policies and procedures to carry-out division mandates; design and review programs; interpret laws and regulations; coordinate regional work assignments to meet provisions of statutes; and review program reports in order to ensure division goals and objectives are met.

Coordinate with, and act as liaison between, representatives of other State agencies, federal and local jurisdictions, regulatory agencies, vendors, contractors, and other stakeholders to coordinate activities, provide and obtain information, resolve problems and conflicts, and represent the interests of the agency and State.

Develop, review and analyze legislative proposals related to aviation program management; draft amendments, make recommendations and testify before legislative committees as requested.

Develop and/or participate in all aspects of short and long range aviation program planning and participate with agency partners in the development of ***new and existing*** inter-agency plans; ***manage and coordinate all aspects of inter-agency agreements related to statewide aviation programs.***

Oversee and manage activities related to budget, fiscal management and other assigned areas of responsibility to ensure compliance with applicable laws, regulations, policies, administrative guidelines and standards; formulate, develop, and monitor comprehensive program budgets that relate to the aviation program; research and compile information regarding proposed purchases, expenditures and contracts; prepare and present oral and written justifications for budget proposal; ~~[Prepare and monitor the air operations budget]~~ utilize operation and component records to estimate future operating costs; assist in developing flight rates annually for all aircraft; evaluate, locate sources, and recommend purchase of new aircraft and equipment; arrange and monitor contractual services such as maintenance, building rental, aircraft rental, and contract pilots; ***and authorize expenditures within program limits.***

Manage and oversee the FEPP inventory; manage and oversee the aviation hangar, aviation flight-line area, aviation fueling station/trucks, and the temporary tanker base during high fire activities.

Schedule flights by coordinating division functions and requests from outside agencies with the availability of aircraft and flight personnel; communicate with agency staff regarding changes and conflicts; prepare and submit flight charges for billing.

Arrange for or conduct training for flight personnel in aircraft operation and maintenance/repair; schedule training at flight and ground schools and maintenance seminars; periodically directly or indirectly evaluate pilot proficiency; arrange for or instruct pilots in techniques specific to agency flight requirements; prepare lesson plans and instructional aids *as needed*.

Instruct aviation classes for interagency aviation personnel which included preparing lesson plans and instructional aides; [P]participate in training and recertification activities as needed to maintain current ratings required to manage the aviation program including, but not limited to, aviation safety and air tanker base management.

Schedule, oversee and/or perform maintenance and repair of agency aircraft to ensure equipment is maintained in accordance with Federal Aviation Administration (FAA) regulations; maintain records of aircraft components; maintain inventory of commonly and currently needed components required for the repair of aircraft; *maintain aircraft historical and component records, manufacturer's service bulletins, aircraft type certificate data sheets, aircraft safety and flight messages, and prepare manuals for agency aircraft and maintenance equipment.*

Manage and maintain records for personnel and programmatically assigned aircraft, fixed assets, and durable and expendable property; [R]review and maintain files including information regarding FAA regulations, aeronautical charts, *factory and vendor service bulletins;* airworthiness directives, and agency operating procedures in order to remain current and *develop, modify, and* implement new and existing policies, regulations and techniques affecting the operation and maintenance of aircraft; maintain and update technical data related to aircraft maintenance and applicable federal regulations.

Supervise assigned staff including agency pilots, helitack personnel, aircraft maintenance personnel and seasonal firefighters; evaluate performance, develop work performance standards, establish work schedules, assign and review work, provide for training and development of assigned staff, and initiate disciplinary action as required.

Prepare detailed reports regarding the activities of the aviation program as requested.

~~[Maintain aircraft historical and component records, manufacturer's service bulletins, aircraft type certificate data sheets, aircraft safety of flight messages, and repair manuals for agency aircraft and maintenance equipment.]~~

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class, must submit to a pre-employment screening for controlled substances.
- * A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and five years of experience as a certified Airframe and Power-Plant Mechanic *to include three years holding an Inspection Authorization (IA) certification and one year of experience which included maintaining records, scheduling activities, supervision of staff, budgeting and ensuring compliance with pertinent FAA regulations and requirements; OR graduation from high school or equivalent education and 5,000 hours logged, pilot-in-command total flight time, with a minimum of 5,000 hours in a rotorcraft helicopter, as designated by the agency at the time of recruitment. Flight experience must include a minimum of 250 hours in low-level flight; 250 hours conducting external load operations; 500 hours mountain flying above 5,000 feet mean sea*

MINIMUM QUALIFICATIONS (cont'd)**EDUCATION AND EXPERIENCE (cont'd)**

*level; 100 hours of flight time within the preceding 12 months; maintaining records, scheduling activities, supervision of staff, budgeting and ensuring compliance with pertinent FAA regulations and requirements; [or an experienced pilot of rotorcraft or fixed wing multi-engine aircraft] **OR** Bachelor's degree from an accredited college or university in Aviation, Business Administration, Public Administration or closely related field and three years professional experience managing and directing all aspects of an air operations program.* The experience must have included maintaining records, scheduling activities, ***budgeting, supervision of aircraft mechanics and pilots,*** and ensuring compliance with pertinent FAA regulations and requirements; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

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

Working knowledge of: Federal Aviation Administration (FAA) maintenance and inspection regulations; FAA rules, regulations and operating procedures governing flight operations; air traffic control rules and procedures; flight theory as applicable to multi-engine fixed-wing and rotary aircraft. **General knowledge of:** purchasing procedures and budgetary processes. **Ability to:** plan, organize and manage the work of others; establish goals and objectives; plan and implement aviation program activities; communicate effectively both orally and in writing; establish and maintain effective and cooperative working relationships with others; prepare and maintain required logs and reports; readily recognize conditions which are hazardous to aircraft operations or ground crews.

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

Working knowledge of: supervisory techniques and practices; division policies and procedures; applicable State Administrative Code sections; State budgetary, accounting and purchasing policies and procedures; aviation management practices; Incident Command System (ICS); principles of loading and weight distribution and the effect on aircraft operation; methods, materials, tools and equipment used in the repair, maintenance, overhaul and adjustment of aviation and ground support equipment; equipment, systems and operating characteristics of multi-engine fixed wing airplanes and light and medium class helicopters; design, components, system and performance limitations, and maintenance requirements of various types of aircraft utilized by the agency.

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.

9.353

ESTABLISHED: 7/17/06UC

REVISED: 9/12/14UC