



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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MEMORANDUM
HR#42-15

August 13, 2015

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 15, 2015.

If no written objections are received in this office by September 15, 2015, 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 #3-16**
Posting Expires: **September 15, 2015**

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
11.325	Operations Manager, Dairy Programs	39	A	<i>10.521</i>	<i>Operations Manager, Food Safety</i>	<i>40</i>	<i>A</i>

Basis for Recommendation

At the request of the Department of Agriculture, the Division of Human Resource Management conducted a study of the Operations Manager, Dairy Programs. The dynamic of the Dairy Programs has been changed since the Department of Agriculture took over management of the program and it is therefore recommended that the title be changed to Operations Manager, Food Safety, to reflect that the program is no longer specific only the Dairy Program, but to Commodity Foods, Cottage Foods and possibly Manufactured Foods and Produce in the future.

To better recognize that the position in this class performs duties related to Environmental and Health Protection Services, and because the manager supervises Environmental Health Specialists within the program, Human Resource Management recommends moving the class from the Regulatory & Public Safety Occupational Group (11.000), to the Environmental and Health Protection Services Occupational Group, (10.000).

Additionally, it is recommended that the reference to auditing tasks no longer performed by the position be removed. Laboratory functions have been added to the concept as the position is responsible for performing these tasks where previously they had been outsourced. Additional duty statements were added to better reflect the responsibilities of the position and the program.

The minimum qualifications, as well as the knowledge, skills and abilities, were revised to reflect the education and experience of applicants to better meet the increased level in responsibility. Based on these modifications, and through the validation process, Human Resource Management recommends increasing the grade of the class from grade 39 to grade 40

Human Resource Management worked closely with the agencies involved and they support the changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.

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 15, 2015. 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 13, 2015



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>
OPERATIONS MANAGER, [DAIRY PROGRAMS] <i>FOOD SAFETY</i>	[39] 40	A	[11.325] 10.521

Under *administrative* direction [~~of the Executive Director of the Nevada State Dairy Commission~~], the Operations Manager, ~~[Dairy Programs]~~ *Food Safety* is responsible for planning, organizing and directing the day-to-day statewide operations of the investigative [~~-audit~~] and health inspection programs and administrative functions, and performs duties of the Executive Director in his/her absence or as requested.

Evaluate agency performance in meeting program and operational objectives; evaluate agency processes, funding, and resource allocations; establish timetables, controls, and program performance standards; provide written and oral reports on overall operations to the Executive Director and/or Dairy Commission and make recommendations for improvement.

Supervise professional staff engaged in investigation [~~-audit~~] and health/sanitation inspection of dairy operations and agency administration; develop and communicate work performance standards consistent with principles of effective management; evaluate the performance of subordinate staff; counsel and discipline staff as appropriate; recommend personnel actions and prepare supporting documentation.

Develop and approve agency investigation [~~/audit~~] and health/sanitation inspection schedules; monitor performance to ensure investigations [~~/audits~~] and inspections are documented adequately for the administrative compliance process and performed in a timely manner; ensure compliance with State and federal statutes, regulations, and codes of dairy operations in the State; analyze and develop proposals for changes to State laws and regulations related to dairy operations.

Determine levels of certification for laboratories and individual analysts and laboratories based on review findings; determine required corrective actions and conducts follow-up reviews and training to evaluate whether corrections have occurred and certification has been achieved.

Gather and present evidence in the prosecution of dairy law violations; conduct and preside at hearings for license revocation and promulgation of regulations.

Prepare detailed reports for the purpose of justifying administrative sanctions, penalties and determinations; participate in negotiations regarding the settlement of administrative complaints filed by the Dairy Commission against licensees; evaluate license applications for presentation to the Dairy Commission to ensure State licensing requirements are met.

Represent the Commission at various meetings, conferences and public hearings to present Commission policies, procedures and practices; meet with industry representatives to interpret and discuss Dairy Commission activities; respond to information requests on dairy and Dairy Commission related matters such as marketing, minimum price orders, and State and federal laws and regulations.

Act as the State Representative for the Department of Agriculture on various conferences and committees.

Ensure the inspection program and laboratory functions are funded and staffed, and services are maintained; evaluate the functionality and life expectancy of laboratory and inspection equipment and schedule for replacement; ensure equipment is calibrated and functioning properly.

Participate in [D]developing and monitoring the [agency's] program budgets; monitor and approve expenditures within approved limits; initiate work plan adjustments as needed; oversee collection of assessments and delinquent accounts.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

** Any person licensed as an Environmental Health Specialist in another state or by the National Environmental Health Association (NEHA) must obtain and maintain a certification of registration by the Nevada State Board within six months of appointment and as a condition of continuing employment.*

EDUCATION AND EXPERIENCE: ~~[Bachelor's degree from an accredited college or university in agricultural management, business administration, public administration or a closely related field and four years of experience performing compliance investigation/audits or overseeing inspection programs in the enforcement of State and federal laws, two years of which must have included supervision of subordinate investigative/audit or inspection staff. ; preparation of detailed investigative and administrative reports, and budget development and oversight; OR an equivalent combination of education and experience.] *Licensure as an Environmental Health Specialist and seven years of experience performing professional environmental health duties for a regulatory environmental health agency; OR two years of experience as an Environmental Health Specialist IV in Nevada State service; OR four years of experience as an Environmental Health Specialist III in Nevada State service.*~~

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

Working knowledge of: ~~*personnel regulations related to supervision; [current principles and practices of administration including management and supervision, budgeting and fiscal management, and personnel administration;]*~~ standard compliance investigative ~~[and auditing]~~ techniques; administrative regulations, policies and procedures related to supervision of subordinate staff and budget development and maintenance ~~[-; legislative process sufficient to draft legislation].~~ **General knowledge of:** ~~[federal regulations related to pricing milk;]~~ State and federal regulations related to health and safety of dairy farms, plants and interstate shipment of milk. **Ability to:** plan, organize, coordinate, and evaluate the work of subordinate staff in conducting detailed investigations; analyze and evaluate situations, factors and conflicting evidence to reach and present sound conclusions; establish and maintain effective and cooperative working relationships with agency staff, representatives from other agencies, government officials, employers and professionals in the community; organize material, information, workflow and personnel in a systematic way to optimize efficiency; negotiate and exchange ideas, information and opinions with others in order to arrive jointly at decisions, conclusions or solutions. **Skill in:** preparing detailed reports for the purpose of justifying administrative sanctions, penalties and determinations; training, supervising and evaluating the performance of assigned staff; ~~[preparing comprehensive management analyses, reports and recommendations;]~~ developing, implementing and interpreting a variety of rules, policies and procedures; math computations including addition, subtraction, multiplication, division, ratios and percentages; reading, interpreting and applying complex laws, regulations, guidelines and legal documents; writing grammatically correct, concise and understandable correspondence and reports~~[-]; recognizing training needs and providing specific training; recognizing employee strengths and weaknesses and assigning work appropriately; recognizing program needs and requirements and implementing changes as needed; coordinating the completion of public health projects and the resolution of public health issues.~~

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

Detailed knowledge of: organizational structure, functions, processes, and applicable regulatory requirements in the Dairy Commission; State administrative regulations, policies and procedures related to supervision of subordinate staff and budget development and maintenance; federal regulations related to pricing milk. **Working knowledge of:** *current principles and practices of administration including management and supervision, budgeting and fiscal management, and personnel administration;* State and federal regulations related to health and safety of dairy farms, plants and interstate shipment of milk; *legislative process sufficient to draft legislation.* **General knowledge of:** *federal regulations related to pricing milk.* **Ability to:** explain procedures and

requirements for compliance with agency policy; set priorities to accurately reflect the needs and goals of the Dairy Commission staff operation. **Skill in: *preparing comprehensive management analyses, reports and recommendations***; making compliance determinations, enforcing State and federal laws; negotiating and formulating compliance resolutions; developing, implementing and interpreting a variety of rules, policies and procedures applicable to dairy programs; speaking publicly and representing 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.

~~[11.325]~~ 10.521

ESTABLISHED: 6/1/02R
9/17/02UC
REVISED 9/15/15UC