



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#63-15

October 28, 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 December 2, 2015.

If no written objections are received in this office by December 2, 2015, 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 #14-16
Posting Expires: December 2, 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	EEO-4
	<i>NEW</i>			<i>1.413</i>	<i>Weights & Measures Assistant (Seasonal)</i>	<i>22</i>	<i>E</i>

Basis for Recommendation

As a result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Department of Agriculture - Consumer Equitability and the Division of Human Resource Management, it was determined that a new class specification be created for seasonal staff that assist Weights & Measures Inspector's with assigned tasks.

Under close supervision of a Weights & Measures Inspector, the Weights & Measures Assistant will perform unskilled tasks associated with inspection and certification of all commercial weighing and measuring devices and sampling gasoline and diesel fuel quality in order to protect the economic interests of consumers and merchants in the State.

In reviewing the job duties and responsibilities, it was determined that a grade 22 was warranted as the duties, responsibilities and minimum qualifications, while not exact, are similar to the Conservation Aid II/III, 1.791/1.790, grade 21/23; Agriculture Inspector I/II, 1.135/1.139, grade 21/23; Field Assistant I, 1.611, grade 22; Park Aid II (Seasonal), 1.955, grade 21; Park Ranger Technician I (Seasonal), 1.928, grade 23; Facility Attendant, 9.637, grade 21; and Custodial Worker I/II, 9.634/9.631, grade 21/23. The preponderance of duties allows for this class to be assigned to the Agriculture & Conservation Occupational Group, Weights & Measures subgroup. As this position performs some of the duties of a technician in a supportive role, this class will be assigned to the following EEO-4 category: E – Para-Professional

Both management and agency human resource personnel within the division participated by offering recommendations and reviewing changes as the process progressed and they support the recommended 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 December 2, 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: October 28, 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>
WEIGHTS AND MEASURES ASSISTANT (SEASONAL)	22	E	1.413

Under close supervision, the Weights and Measures Assistant perform unskilled tasks associated with the inspection and certification of all commercial weighing and measuring devices and sampling gasoline and diesel fuel quality in order to protect the economic interests of consumers and merchants in the State.

Assist staff with duties involving inspection and certification of small and large capacity scales and meters; check equipment for wear, malfunctioning or other related problems.

Assist staff in performing metrology calibrations; moving weights; recording inspection information; prepare and maintain files, records and reports.

Assist staff in performing petroleum inspections; obtain samples for laboratory analysis; test fuel dispensers.

Assist staff in preventive and minor maintenance of equipment; maintain records of equipment servicing.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * *A valid driver's license is required at the time of appointment and as a condition of continued employment.*
- * *Travel across the State is required more than 50% of the time.*
- * *Safety footwear is required for this position at the expense of the incumbent.*

INFORMATIONAL NOTES:

- * *Some positions in this series must operate large class C trucks and pull trailers carrying CE equipment and materials. Incumbents in these positions must possess a Nevada Commercial Driver's License at the time of employment and as a condition of continuing employment. This requirement will be identified at the time of recruitment.*
- * *This position frequently works around various offensive odors such as diesel, kerosene, AVGAS and JET A, LPG and bovine/ovine/porcine/murine/hircine manure.*
- * *This position routinely lifts and places 50lb weights up to a maximum of 550lbs (eleven 50lb weights, one at a time).*

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and one year of general work experience. (See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES *(required at time of application): General knowledge of: basic math and measuring techniques; recordkeeping methods. Ability to: read and follow*

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

oral and written directions; maintain routine records; perform preventive and minor maintenance on equipment; perform physical labor requiring moderate physical strength.

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

General knowledge of: weight categories and conversions; basic safety procedures used when working with hazardous chemicals, flammable liquids and handling mass weights; basic equipment maintenance principles. Ability to: prepare routine reports; communicate effectively with the public.

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.

1.413

ESTABLISHED: 12/2/15UC