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DEPARTMENT OF ADMINISTRATION
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MEMORANDUM
HR# 35-21

September 17, 2021

TO: DHRM Listserv Recipients

FROM: Frank Richardson, Administrator *Frank Richardson*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – AGRICULTURAL
ENFORCEMENT OFFICER

Attached are revised 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 Deputy Administrator Beverly Ghan at bgghan@admin.nv.gov no later than October 15, 2021.

If no written objections are received in this office by October 15, 2021, 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 #02-22
Posting Expires: October 15, 2021

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	<i>13.101</i>	<i>Agricultural Police Officer III</i>	<i>37*</i>	<i>D</i>
13.102	Agricultural Enforcement Officer II	35*	C	<i>13.102</i>	<i>Agricultural Police Officer II</i>	<i>35*</i>	<i>D</i>
13.103	Agricultural Enforcement Officer I	33*	C	<i>13.103</i>	<i>Agricultural Police Officer I</i>	<i>33*</i>	<i>D</i>

Basis for Recommendation

Senate Bill (SB) 34 approved by the 81st Legislative Session revised NRS 565.010 to define an Agricultural Police Officer; revised NRS 566.025, 565.140, and 565.150 to reflect this change; revised Nevada Revised Statute (NRS) 289.290 to clarify their powers as a peace officer and changed their Peace Officer Standards and Training certification from a Category II to a Category I; and revised NRS 289.470 and 617.135 to reflect this change. As a result of the passage of SB 34, a review of the class specifications for Agricultural Enforcement Officer was conducted. In partnership with Subject Matter Experts from the Department of Agriculture (DOA) and analysts within the Division of Human Resource Management (DHRM), it was determined that the title of this series be changed to Agricultural Police Officer to reflect the approved changes to NRS.

Agricultural Police Officers are sworn peace officers of the Department of Agriculture. Incumbents ensure compliance will all State agricultural laws and regulations in the protection of public health, safety, property, and commerce. Incumbents are trained Category I peace officers in accordance with requirements established by the Nevada Commission on Peace Officer Standards and Training (POST).

It is recommended the series concept be modified to add, clarify, modify, and expand on duties and responsibilities of the series resulting from both the passage of SB 34 and the changing environment of agricultural policing.

In addition, it is recommended that the Class Concept for the Agricultural Police Officer III be expanded to include added and clarified responsibilities. It is also recommended that the Class Concept at every level be amended to maintain consistency with verbiage, formatting, and structure.

The Special Requirements, Informational Notes and Education & Experience sections of the Minimum Qualifications were amended to reflect the changes included in SB 34. In addition, the Education and Experience sections, at every level, were amended to clarify experience required and to maintain consistency with verbiage formatting and structure. Furthermore, the Entry Level and Full Performance Knowledge, Skills, and Abilities were amended to reflect the above recommended changes.

Lastly, the EEO-4 code was changed from “C – Technicians, occupations which are a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training” to “D – Protective Service Workers, occupations in which workers are entrusted with public safety, security, and protection from destructive forces.”

Throughout the review the management and staff from DOA and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

Changes to the class specification are noted as follows: additions in blue and deletions 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, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. You may also view the recommendations and specifications online at hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/. For additional information call (775) 684-0130.

Objections to the proposed new classification must be received in writing by October 15, 2021. Objections should be addressed to Beverly Ghan, Deputy Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

POSTING DATE: September 17, 2021



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] <i>POLICE</i> OFFICER III	37*	D	13.101
AGRICULTURAL [ENFORCEMENT] <i>POLICE</i> OFFICER II	35*	D	13.102
AGRICULTURAL [ENFORCEMENT] <i>POLICE</i> OFFICER I	33*	D	13.103

SERIES CONCEPT

Agricultural ~~[Enforcement]~~ *Police* Officers are *sworn peace officers* ~~[field agents and inspectors (peace officers)]~~ of the Department of Agriculture. ~~[, and as such, enforce all State agricultural laws and regulations.]~~ Incumbents *ensure compliance with all State agricultural laws and regulations in the protection of public health, safety, property, and commerce. Incumbents are trained Category I peace officers in accordance with requirements established by the Nevada Commission on Peace Officer Standards and Training (POST).*

~~[I]~~ inspect, *regulate*, and monitor agricultural products and livestock *located within the State*, entering the State, *and traveling within the State through* ~~[by]~~ stopping commercial and private vehicles ~~[carrying]~~ *transporting* 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]~~ *perform* preliminary identification of insects and *identify* diseased ~~[s]~~ *or contaminated plant material*; ~~[send]~~ *collect, tag, secure, and deliver* specimens to specialists for further identification; ~~[and]~~ intercept, *seize*, and dispose of condemned plants and agricultural products; *and perform inspections and ensure compliance of commercial feed rules and regulations.*

Escort vehicles carrying ~~[rejected]~~ *non-compliant* 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 enforcement *of* animal/plant quarantine hold orders.

Investigate suspected violations of law in the performance of statutorily recognized authority; receive, respond, and investigate citizen complaints regarding possible crimes; observe and interview witnesses, suspects, and informants; serve warrants and subpoenas; document, collect and preserve physical evidence; perform necropsy procedures on animal remains; track violators and livestock; take photographs and impressions of tracks and/or footprints; document information for reference and intelligence files; coordinate efforts with local law enforcement agencies and prosecutors; prepare investigative reports and testify in court; [Conduct inspection, investigation and enforcement duties to determine ownership of livestock; deter, investigate and/or solve livestock crimes; and] ensure compliance with federal and State animal health and disease ~~[control laws]~~ *traceability requirements.*

~~[Receive]~~ *Respond to* requests *for* ~~[regarding]~~ the proposed sale, change of ownership, slaughter, or movement of livestock ~~[out of the district]~~ across *brand inspection* district ~~[lines]~~ *boundaries* or out of state; ~~[visually inspect livestock to examine and record brands, marks, tattoos, gender, or other characteristics of animals; clip or shave animals as required to clearly observe markings;]~~ *visually inspect and process livestock utilizing specialized handling equipment to observe and identify scars, marks, tattoos, brands, gender, or other identifying characteristics;* record information on transportation documents or other ~~[standardized]~~ *regulatory* forms.

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

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SERIES CONCEPT (cont'd)

~~[Check] Verify conformance and accuracy of animal Certificate of Veterinary Inspection and corresponding health records; [of the animals;] operate electronic brands program software and computer systems; issue brand inspection clearance 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.]~~

~~Initiate, participate, and/or cooperate with other law enforcement agencies in response to emergency situations; [A]assist federal, State, and local law enforcement agencies in investigating agricultural or livestock related crimes or other types of criminal activity as required. [as assigned; gather and secure evidence, interview witnesses and prepare reports for criminal prosecution.]~~

~~[Regulate] Oversee and monitor livestock auctions for conformance with federal and State rules and regulations pertaining to animal ownership, identification, entry requirements, and disease traceability. [; 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.]~~

~~Participate in training such as the use of firearms, specialized defensive weapons, defensive tactics, specialized equipment operation, and communication equipment; may provide training to include developing lesson plans and curriculum, coordinating facilities and equipment, and certifying competencies in areas such as the use of firearms, specialized defensive weapons, specialized equipment operation, and communication equipment to maintain established training standards.~~

Perform related duties as assigned.

CLASS CONCEPTS

Agricultural [Enforcement] Police Officer III: Under general direction, incumbents *organize and oversee agricultural law enforcement activities statewide*, in addition to performing the full range of duties described in the series concept. ~~Incumbents [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; *provide technical expertise regarding investigations, arrests, and the interpretation of applicable statutes and regulations; administer program budgets and approve expenditures according to established policies and procedures; evaluate the purchase of new equipment; and forecast and plan for personnel, equipment, vehicles, and project needs.* ~~[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]~~ *supervise* lower-level Agricultural ~~[Enforcement]~~ **Police Officers** *to include performance appraisals, work performance standards, scheduling, work assignment and review, training, and discipline; and may supervise [Deputy] Brand Inspectors and other administrative or technical personnel as assigned.*

Agricultural [Enforcement] Police Officer II: Under ~~[general]~~ *limited* 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.]~~ *may supervise Agricultural Police Officer I positions and other brand inspection staff as assigned to include performance appraisals, work performance standards, scheduling, work assignment and review, training and discipline.*

Agricultural [Enforcement] Police 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 *and incumbents progress to the next level in the series upon meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.*

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * *Agricultural Police Officer II and III positions must possess and maintain Category I peace officer status approved by Nevada POST at the time of appointment and as a condition of continuing employment.*
- * ~~[Per]~~ Pursuant to 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.
- * ~~[Possession of a]~~ A valid driver's license is required at the time of appointment and *as a condition of* ~~[for]~~ continuing employment.
- * Applicants are required to undergo a background investigation prior to appointment.
- * *Positions are subject to call-out or call-back.*
- * *Positions may require statewide travel.*
- * *Positions may require work on evenings, weekends, and/or holidays.*

INFORMATIONAL NOTES:

- * 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 Police Officer I positions must obtain Category I peace officer status approved by Nevada POST within one year of appointment and as a condition of continuing employment.*
- * *Incumbents possessing a Class C driver's license must obtain and maintain a J endorsement within one year of appointment and as a condition of continuing employment.*
- * *Incumbents must pass the Nevada POST fitness test and possess the physical and mental abilities to perform the essential functions of the position as a condition of continuing employment.*
- * *Incumbents must meet the firearms qualifications/certification standard and proficiency requirements as established by agency policy as a condition of continuing employment.*
- * ~~[Agricultural Enforcement Officer II and III positions must have and maintain Category II peace officer status approved by the Nevada Commission on Peace Officers' Standards and Training (POST).]~~

AGRICULTURAL ~~[ENFORCEMENT]~~ POLICE OFFICER III

EDUCATION AND EXPERIENCE: *Graduation from a Category I peace officer academy approved by the Nevada Commission on Peace Officers' Standards and Training; Bachelor's degree from an accredited college or university in agriculture, biology, conservation, criminal justice, wildlife management, or closely related field; and two years of professional experience enforcing and investigating suspected violations of agriculture, wildlife or criminal laws and receiving and responding to citizen complaints; OR graduation from a Category I peace officer academy approved by the Nevada Commission on Peace Officers' Standards and Training; [G]graduation from high school or equivalent education, and [five] four years of professional experience as described above; ~~[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]~~ Police Officer II in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)*

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

Working knowledge of: *investigative procedures and case law applicable to interstate/intrastate agriculture and criminal investigations; applicable plant and livestock identification programs, animal health programs, and agricultural enforcement programs. Ability to: organize special enforcement operations; develop and present training programs to ~~[lower level]~~ staff; delegate assignments to*

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MINIMUM QUALIFICATIONS (cont'd)

AGRICULTURAL ~~[ENFORCEMENT]~~ POLICE OFFICER III (cont'd)

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

Agricultural ~~[Enforcement]~~ *Police* Officers, ~~[Deputy]~~ Brand Inspectors and support staff; *develop and* write policies and procedures *applicable to agency enforcement program; [regarding inspection of livestock and monitoring of agricultural products;]* and all knowledge, skills and abilities required at the lower levels.

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

Detailed knowledge of: federal, State and agency policies, procedures, *rules, and regulations [and guidelines-related]* pertaining to interstate/intrastate ~~[movement]~~ *shipment* of livestock, plants, and agricultural products. **Working knowledge of:** State personnel, *budgeting*, and purchasing rules, regulations, policies, and procedures; *knowledge, skills, and abilities of assigned personnel*. **General knowledge of:** *purchasing principles and practices; budgeting principles and practices*. **Ability to:** ~~[define]~~ *identify* problems, develop solutions, and implement changes; interact ~~[diplomatically]~~ *professionally* with the public and ~~[other governmental]~~ *partnership* agencies; *train, supervise, and evaluate the performance of assigned staff; organize programs and allocate personnel, equipment, and financial resources effectively; teach and demonstrate the proper use, care, and maintenance of specialized equipment and tools; develop and implement work performance standards for assigned personnel*.

AGRICULTURAL ~~[ENFORCEMENT]~~ POLICE OFFICER II

EDUCATION AND EXPERIENCE: *Graduation from a Category I peace officer academy approved by the Nevada Commission on Peace Officers' Standards and Training; Bachelor's degree from an accredited college or university in agriculture, biology, conservation, criminal justice, wildlife management, or closely related field; and one year of professional experience enforcing and investigating suspected violations of agriculture, wildlife or criminal laws, and receiving and responding to citizen complaints; OR graduation from a Category I peace officer academy approved by the Nevada Commission on Peace Officers' Standards and Training; [G]graduation from high school or equivalent education and [four] three years of professional experience as described above; [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]~~ *Police* Officer I in Nevada State service; **OR** *an equivalent combination of education and experience as described above. (See Special Requirements and Informational Notes)*

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

Working knowledge of: *criminal investigative* 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/*animal* products and livestock. **General knowledge of:** *Nevada law enforcement agencies. [functions and practices of various law enforcement and criminal justice agencies.]* **Ability to:** identify livestock, brands or other identifying marks[;]; *identify* plants and plant diseases; recognize common pests, noxious weeds and chemicals used in agriculture; write *clear, concise, accurate and effective* investigative reports; ~~[and business correspondence;]~~ recognize emergency *and/or* dangerous situations *affecting public safety* and respond appropriately; *provide testimony in court proceedings; accurately* complete required forms and documents; ~~[related to plant industry and livestock identification; maintain effective working relationships with law enforcement authorities and the public;]~~ *work effectively and cooperatively with resource agencies; interact with the public in a professional and courteous manner;* enforce laws and regulations and perform law enforcement duties as required by the assignment; ~~[work effectively in]~~ *respond appropriately to* situations involving argumentative *and/or* combative individuals; *provide supervision and training to assigned staff; 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]~~

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MINIMUM QUALIFICATIONS (cont'd)

AGRICULTURAL ~~[ENFORCEMENT]~~ POLICE OFFICER II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
~~and animal health regulations; 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.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Agricultural Police Officer III.)*

AGRICULTURAL ~~[ENFORCEMENT]~~ POLICE OFFICER I

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in agriculture, biology, conservation, criminal justice, wildlife management, or closely related field; OR graduation from high school or equivalent education and two years of professional experience enforcing and investigating suspected violations of agriculture, wildlife or criminal laws and receiving and responding to citizen complaints; OR [G]graduation from high school or equivalent education and [three] two years of experience in any of the following: animal/agriculture industry; working with and/or caring for large livestock on a ranch/farm or similar setting; agronomy; checking/reviewing health records of animals on a ranch/farm or similar setting; and/or issuing brand inspection certifications; OR an equivalent combination of [post-high-school] education and [relevant work] experience [that provided entry level knowledge, skills and abilities.] as described above. (See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
~~[Working] General knowledge of: principles of criminal justice, public safety laws, and/or agriculture/livestock management, agronomy, livestock physiology and identification, and characteristics which differentiate between species, gender, age, and legal identification. [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.]~~ **Ability to:** gather, analyze, and evaluate information, problems and objectives to reach logical, rational, and correct conclusions; think clearly, quickly, and logically to adopt an effective course of action for different situations; ~~[determine sex and age of livestock;]~~ understand and follow oral and written instructions/directions; ~~[necessary to carry out assignments; prepare concise and accurate written reports; analyze situations correctly and to think and act quickly in emergencies;]~~ write clear, accurate, and concise reports, business correspondence, and recommendations; read and understand policies and regulations; prioritize workload and meet deadlines; effectively utilize computers and other electronic equipment to include database, spreadsheet and word processing software programs; and establish and maintain effective interpersonal and working relationships with others ~~[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]~~ Police 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	8/8/01R	8/8/01R
	7/5/02UC	7/5/02UC	7/5/02UC
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG
REVISED:	10/1/07LG	10/1/07LG	10/1/07LG
REVISED:	1/22/14UC	1/22/14UC	1/22/14UC

AGRICULTURAL ~~ENFORCEMENT~~ POLICE OFFICER III
AGRICULTURAL ~~ENFORCEMENT~~ POLICE OFFICER II
AGRICULTURAL ~~ENFORCEMENT~~ POLICE OFFICER I

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REVISED: *10/15/21UC* *10/15/21UC* *10/15/21UC*