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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**HR# 37-21**

September 17, 2021

**TO:** DHRM Listserv Recipients

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

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES – DEPUTY ADMINISTRATOR,  
EMERGENCY MANAGEMENT\*\*\*

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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](mailto: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 #04-22**  
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
11.600	Deputy Administrator, Emergency Management ***	42	A	<i>11.600</i>	<i>Deputy Administrator, Emergency Management ***</i>	<i>42</i>	<i>A</i>

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

Due to an Individual Classification Study (NPD-19) and at the request of the Office of the Military, it is recommended that the previously abolished series 11.600 Deputy Administrator, Emergency Management, be temporarily reestablished due to emergency management functions being transferred from the Department of Public Safety to the Office of the Military during the 82<sup>nd</sup> Legislative Session and the urgency to hire for the position.

It is proposed that the class be moved to the Unclassified Service during the 83<sup>rd</sup> Legislative Session and the class specification will be abolished when the incumbent transitions to the Unclassified Service.

Throughout the review the management and staff from the Office of the Military and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended reestablishment of the class.

***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/](http://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**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<i>DEPUTY ADMINISTRATOR, EMERGENCY MANAGEMENT***</i>	42	A	11.600

*Under direction, the Deputy Administrator provides administrative oversight and coordination of the statewide federal and State homeland security and emergency management programs; coordinates the State's disaster relief and emergency assistance programs to ensure expedient and efficient mitigation, preparedness, response and recovery to any major natural, man-made or technological emergency disaster; and acts as a liaison with federal, State, local and tribal agencies in the management of emergency management and homeland security programs statewide.*

*Act on behalf of the Administrator and represent the division in matters related to division operations, activities, and personnel as directed by the Administrator.*

*Provide administrative direction and supervise assigned staff including management, professional and support personnel; delegate responsibility to appropriate levels; develop and communicate work performance standards consistent with principles of effective management; assign, review, and evaluate the performance of subordinate supervisors; counsel and discipline staff as appropriate; participate in hiring and termination actions as required; review and authorize personnel actions; provide for appropriate training opportunities based on organizational requirements and budget constraints.*

*Coordinate program activities with fiscal and program management functional areas; provide administrative direction in drafting and changing division policies, procedures, and regulations.*

*Plan, direct and evaluate operational requirements including allocation of staff, financial resources, and organizational structure; propose revisions and improvements in programs, services, and management strategies; provide administrative oversight and approval for allocation of emergency resources including financial, physical, and technical assets.*

*Plan, organize and provide statewide coordination of federal homeland security and emergency management programs; provide uniform delivery of statewide mitigation and preparedness programs within the counties, cities and tribal nations while balancing the needs and initiatives of competing/conflicting applicants in a politically sensitive environment; assist in the development and implementation of programs; establish outcome measures, policies and procedures; identify areas for potential improvement and communicate with subordinate staff regarding program enhancements.*

*Evaluate organizational performance in meeting program and operational objectives; direct efforts toward continuous improvement of services and products for government, tribal and public entities; provide reports on program and operational progress to agency management, the Commission on Homeland Security, legislators, congressional delegates, federal officials, and other interested parties.*

*Provide oversight and coordination in the development of the biennial budget; monitor federal funding levels and ensure compliance with established federal grant criteria; ensure subgrant management is compliant-with federal and State laws, regulations, policies, procedures, and program guidance.*

*Provide administrative oversight of federal programs and financial reports; ensure that subgrant applications, reimbursement claims, and project changes are processed in a timely manner; oversee implementation of new federal programs; ensure appropriate maintenance and retention of agency records.*

*\*\*\* This class specification will be abolished as the current position(s) transition to the Unclassified Service. No additional positions will be allocated to this series.*

*Provide administrative oversight in the review and update of State, department and division emergency operations plans; ensure division support to State agencies, local governments and tribal nations in development, review and maintenance of emergency operations plans.*

*Manage development of bill draft requests and regulatory initiatives related to emergency management and homeland security issues, including fiscal notes; evaluate the impact of proposed legislation; participate in legislative subcommittees pertaining to draft legislation; research legislative proposals and prepare responses; draft recommended revisions and position statements as necessary.*

*Formulate and implement policies, procedures and/or regulations in response to new statutory requirements and legislative letters of intent; modify policy in response to legal opinions and mandates; provide presentations to commissions, councils, boards, and the media as necessary.*

*Perform related duties as assigned.*

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENT:**

- \* *A valid driver's license is required at the time of appointment and as a condition of continuing employment.*

**EDUCATION AND EXPERIENCE:** *Bachelor's degree from an accredited college or university in emergency management, fire science, criminal justice, political science, business administration or closely related field and five years of professional emergency management experience which included program management, budget preparation and control, and strategic planning, three years which was in a supervisory capacity; OR an equivalent combination of education and experience as described above. (See Special Requirement)*

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

*Detailed knowledge of: principles, practices and methods of effective management including supervision, budgeting and fiscal management; strategic and program planning principles and practices; comprehensive principles and processes of emergency management to include mitigation, preparedness, response, recovery, and mitigation; incident command system, emergency communications, national incident management system, and the national response plan; plan development and revision; organization of training exercises. Working knowledge of: federal, State, county and municipal laws, regulations and policies governing emergency management and homeland security. Ability to: plan, organize, direct and control comprehensive programs related to emergency management and homeland security; supervise staff to meet agency goals and objectives; communicate effectively both orally and in writing; present and advocate for agency programs and policies with a broad variety of interest groups; evaluate proposals for program accuracy, internal consistency, and adherence to agency policies and goals; interpret statutes and regulations; objectively evaluate the work performance of personnel and take appropriate personnel actions as required; analyze and evaluate statewide programs effectiveness; develop statewide goals, objectives and procedures; prioritize work efforts and assignments to allocate staff and resources; establish and maintain effective working relationships with employees, supervisors, and other federal and State agencies, tribal nations and the public; mediate between contending parties or groups.*

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

*Working knowledge of: agency programs and activities and their impact on the State's resources and ability to respond to, and recover from, a natural, man-made or technological emergency or disaster; the relationship of federal, State, county and municipal laws, regulations and policies to Nevada emergency management programs; State personnel, budget and purchasing regulations; legislative process and its relationship to agency operations; goals, programs and objectives of the agency in relation to the department, State and local government, and tribal nations. Ability to: identify opportunities for program improvement; prepare and defend division programs and budgets; develop and implement coherent and effective planning procedures.*

*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.*

**11.600**

**ESTABLISHED:**    7/1/05R  
                          11/8/05PC  
**ABOLISHED:**     9/30/16PC  
**RE-ESTABLISHD:** 10/15/21UC