

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #04-26
Posting Expires: November 18, 2025

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:

Basis for Recommendation

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.412	Right-of-Way Supervisor	39	A	<i>7.412</i>	<i>Supervisor, Right-of-Way</i>	<i>39</i>	<i>A</i>
7.436	Right-of-Way Agent III	36	B	<i>7.437</i>	<i>Senior Right-of-Way Agent</i>	<i>36</i>	<i>B</i>
7.437	Right-of-Way Agent II	34	B	<i>7.436</i>	<i>Right-of-Way Agent II</i>	<i>34</i>	<i>B</i>
7.443	Right-of-Way Agent I	32	B	<i>7.443</i>	<i>Right-of-Way Agent I</i>	<i>32</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.713	Chief, Hydrology Section	44	A	<i>6.713</i>	<i>Manager, Hydrology</i>	<i>44</i>	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.428	Staff Specialist, Right-of-Way	37	B	<i>7.428</i>	<i>Right-of-Way Specialist</i>	<i>37</i>	<i>B</i>

Subject Matter Experts from the Division of Human Resource Management (DHRM) are recommending revisions of the class (job) specification design, formatting, structure, language, and job title hierarchy. It is also recommended that the job duties be condensed.

The DHRM worked with management and subject matter experts to ensure the main duties and responsibilities of the job titles within the series remain consistent with the job's intent. The grade levels have not changed; however, it is recommended that the trainee level be removed as positions are not classified at the trainee level. Additionally, the minimum qualifications are revised pursuant to Assembly Bill 547 (2025), Nevada Revised Statute 284, removing the Bachelor degree requirement, unless required by statute or licensure. The assigned EEO-4 code has not changed.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 515 East Musser Street, Suite 101 and in Las Vegas, go to 7251 Amigo Street, Suite 120. You may send a copy request to class.comp@admin.nv.gov. For additional information call (775) 684-0150.

Objections to the proposed classification changes must be received in writing through, mail (515 East Musser Street, Suite 101, Carson City, NV 89701-4298) or email (class.comp@admin.nv.gov) by November 18, 2025. Objections should be addressed to Keisha I. Harris, Deputy Administrator, Classification and Compensation Section of the Division of Human Resource Management

POSTING DATE: October 17, 2025



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
RIGHT-OF-WAY AGENT I	32	B	7.443
RIGHT-OF-WAY AGENT II	34	B	7.437
SENIOR RIGHT-OF-WAY AGENT	36	B	7.436
SUPERVISOR, RIGHT-OF-WAY	39	A	7.412

JOB SUMMARY

Right-of-Way Specialists appraise, acquire, relocate, clear, and manage real property for the State and as requested, its political subdivisions.

JOB DUTIES

RIGHT-OF-WAY AGENT I

1. Set the economic rent for leases, licenses and rental properties.
2. Negotiate agreements with property owners to acquire various interests in real property.
3. Review data accuracy and prepare necessary documents.
4. Engage with property owners and other members of the public to address program related issues.
5. Participate in eminent domain actions.
6. Provide relocation assistance and services to individuals, businesses, farms, public agencies, and non-profit organizations.
7. Manage acquired properties, inspect and verify inventories, compute values, arrange for maintenance and repairs, and write rental agreements, leases, licenses, and process evictions.
8. Participate in the disposal activities of excess properties.
9. Conduct research in a variety of areas, gather and compile information into reports, and respond to inquiries from property owners, attorneys, and others.
10. Coordinate the relocation and adjustment of affected utilities and railroads.
11. Review and interpret contracts and plans, identify utility types and locations, and ensure inclusion in construction plans.
12. Verify ownership, and research and determine prior rights and access rights to right-of-way.
13. Verify cost estimates, coordinate relocation agreements, ensure construction plans and work are completed on schedule, verify billings, and process invoices for payment.
14. Participate in the control of outdoor advertising and junkyards along designated highways.
15. Perform related duties as assigned.

RIGHT-OF-WAY AGENT II

1. Duties performed at the previous level, AND:
2. Assist and provide guidance to less experienced agents, other department staff, and public and private entities for various projects.
3. Perform related duties as assigned.

RIGHT-OF-WAY AGENT I	32	B	7.443
RIGHT-OF-WAY AGENT II	34	B	7.437
SENIOR RIGHT-OF-WAY AGENT	36	B	7.436
SUPERVISOR, RIGHT-OF-WAY	39	B	7.412

SENIOR RIGHT-OF-WAY AGENT

1. Duties performed at the previous levels, AND:
2. Serve as a project manager.
3. Participate in consultant contract administration.
4. Recommend issuance or denial of outdoor advertising and junkyard permits.
5. Review proposed legislation and assess potential impacts on right-of-way operations.
6. Perform related duties as assigned.

SUPERVISOR, RIGHT-OF-WAY

1. Duties performed at the previous levels, AND:
2. Prepare and publish narrative appraisal reports on properties, in both the before and after condition.
3. Assign and review projects and ensure work is performed according to established standards.
4. Provide technical expertise and guidance regarding sensitive issues and problems.
5. Prepare and manage section budgets and expenditures.
6. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
7. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

RIGHT-OF-WAY AGENT I

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

RIGHT-OF-WAY AGENT II

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR RIGHT-OF-WAY AGENT

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, RIGHT-OF-WAY

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

RIGHT-OF-WAY AGENT I	32	B	7.443
RIGHT-OF-WAY AGENT II	34	B	7.437
SENIOR RIGHT-OF-WAY AGENT	36	B	7.436
SUPERVISOR, RIGHT-OF-WAY	39	B	7.412

RIGHT-OF-WAY AGENT I

Knowledge of:

- Real estate and public utility services.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Analyze a variety of information and take or recommend appropriate action.
- Compose correspondence; develop graphs and charts; prepare documents and reports.
- Establish and maintain positive and cooperative working relationships with others; negotiate contracts.
- Conduct field inspections.

RIGHT-OF-WAY AGENT II

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; applicable technical and legal terminology, documents, and descriptions; property rights and transfer of property.
- Applicable engineering principles and practices; appraisal and/or property management methods, principles, and practices; real property negotiation techniques; title search practices; land use planning and zoning; highway construction techniques regarding soil conditions and terrain.
- Estimating relocation costs; various types of materials used in the utilities industry; railroad operations and safety issues regarding signal locations and crossings.
- Acquisition principles as related to eminent domain.

Ability to:

- Plot and locate parcels; make presentations; conduct negotiations with groups or individuals.
- Gather and analyze market data; read and interpret plans, maps, and drawings; read, interpret, and explain engineering, construction, and utility design plans, profiles, cross sections, and other technical data.
- Conduct title searches; identify and locate various types of public and private utilities and railroad installations.

SENIOR RIGHT-OF-WAY AGENT

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Railroads and utilities related to departmental projects.
- Methods, principles and practices pertinent to the appraisal, acquisition, relocation, clearance, and management of land and the disposal of property.
- Highway Beautification Act.

Ability to:

RIGHT-OF-WAY AGENT I	32	B	7.443
RIGHT-OF-WAY AGENT II	34	B	7.437
SENIOR RIGHT-OF-WAY AGENT	36	B	7.436
SUPERVISOR, RIGHT-OF-WAY	39	B	7.412

- Lead a team to attain departmental goals; gather facts and reach conclusions and resolutions.

SUPERVISOR, RIGHT-OF-WAY

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Uniform Standards of Professional Appraisal Practice

Ability to:

- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)*

- | | | | | |
|---|--|--|--|--|
| ☒ standing | ☐ running | ☒ lifting, 20 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 20 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 20 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 20 lbs | ☒ stretching | ☒ smelling |

Indicate any other requirements which are essential to the successful performance of this job:

RIGHT-OF-WAY AGENT I	32	B	7.443
RIGHT-OF-WAY AGENT II	34	B	7.437
SENIOR RIGHT-OF-WAY AGENT	36	B	7.436
SUPERVISOR, RIGHT-OF-WAY	39	B	7.412

(Check all that apply)

- | | |
|---|--|
| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |
| ☒ Ability to complete tasks with numerous interruptions | ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MANAGER, HYDROLOGY	44	A	6.713

JOB SUMMARY

Manager, Hydrology provides hydrologic and hydrogeologic expertise.

JOB DUTIES

1. Oversee division hydrologic programs and studies and make recommendations on hydrologic factors in managing Nevada's water resources.
2. Establish, review, and coordinate policies and procedures regarding hydrologic investigations, review current investigations, and make recommendations for long term plans, directives, and future investigations.
3. Research, review, and prepare rulings, reports, and research results to approve or deny water right submittals and applications.
4. Resolve disputes and evaluate the impact of proposed water right applications on existing water rights.
5. Prepare, oversee, and monitor the budget, prepare requests for enhancements and justifications, prepare purchase requests, and monitor and approve expenditures.
6. Provide expertise and advice to management and staff on matters relating to mining, geothermal, surface water and ground water interaction, aquifer storage and recovery, and other matters that affect Nevada's water resources.
7. Review and develop ground and surface water models and evaluate applications and permits for their impact on water resources.
8. Determine magnitude, extent, and time of impacts of applications on prior appropriators, surface water flows, ground water levels, subsurface inter-basin flows, and overall water resources.
9. Evaluate hydrologic aspects and implications from development of waters resources to include basic and applied research on water and water resources.
10. Forecast water supply and water flows and develop new, improved, or more economical methods, techniques, and instruments used in forecasting.
11. Oversee and monitor regional monitoring plans, hydrologic studies, and reports required for permits.
12. Coordinate with applicants to design and implement monitoring programs and studies that provide information used in determining the impact of water development.
13. Represent the division at various hearings, meetings, mediation processes, and conferences.
14. Coordinate and consult with non-partisan research organizations in conducting regional water-related studies to revise, refine, and supplement existing knowledge of water resources.
15. Conduct, implement, and optimize scientific reviews for the statewide ground water monitoring network and optimize data collection.
16. Monitor and report changes to the State's ground water resources that affect existing rights and future applications for appropriation.
17. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
18. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of two years supervisory/managerial experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; applicable case law.
- Hydrogeology principles, processes, and numerical ground water flow modeling; computer modeling techniques.
- Surface water hydraulics; hydrologic processes and modeling; geology; current technology for determining hydrologic properties, ground water recharge estimation, and evapotranspiration; data processing and Geographic Information Systems.
- Principles and practices of management and supervision; budgeting; techniques for providing information to the public.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Organize and manage complex programs and hydrologic studies; make comprehensive recommendations on hydrologic problems; respond to unanticipated changes to reach desired goals and objectives.
- Establish and maintain effective working relationships; present information, explain procedures, and persuade others; interact with the public in a competent manner in adversarial situations.
- Write clear and concise reports; analyze information, technical data, problems, situations, practices, or procedures to define the problem or objective.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)

- | | | | | |
|---|--|--|--|---|
| ☒ standing | ☐ running | ☒ lifting, 40 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 40 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 40 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 40 lbs | ☒ stretching | ☐ smelling |

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- | | |
|---|--|
| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |
| ☒ Ability to complete tasks with numerous interruptions | ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

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STATE OF NEVADA
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Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
RIGHT-OF-WAY SPECIALIST	37	B	7.428

JOB SUMMARY

Right-of-Way Specialists participate in developing, formulating, and coordinating statewide programs, policies, and procedures related to areas such as acquisition, relocation assistance, appraisal, property management and property disposals, utilities/railroad relocation, and permits

JOB DUTIES

1. Research, evaluate, and interpret federal and State laws and regulations.
2. Develop, recommend, and implement policies and procedures to ensure compliance.
3. Update and maintain policies and procedures in program manuals.
4. Develop, review, and/or revise forms, legal documents, and brochures.
5. Act as a liaison with departmental divisions and other federal, State, and local public agencies regarding program activities.
6. Conduct studies, audits, and research and prepare reports.
7. Review and audit various right-of-way transactions and work products to ensure compliance.
8. Assess consultant contract provisions, successes, and the need for future modifications.
9. Review, evaluate, and oversee program operations and assess program quality and results.
10. May serve as a member on committees and review boards, to develop recommendations for action.
11. Develop, arrange, and conduct applicable training for agency staff and other public agencies.
12. Participate as needed in right-of-way activities.
13. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, acts, and agency policies and procedures; applicable industry standards; technical and legal terminology, documents, and descriptions related to real estate.
- Contract or agreement development, negotiation, and oversight.

Skill in:

- Planning, researching, evaluating, and revising policies and procedures.
- Operational components associated with rights-of-way and property
- Interpersonal and communication, both verbal and written.

- Use and operation of office and job-related equipment and software.
- Conduct training sessions.

Ability to:

- Prepare correspondence, graphs, charts, and other materials; prepare reports and documentation; develop and review draft legislation; analyze problems and develop and recommend effective solutions; coordinate and implement training programs; negotiate contracts and agreements; interpret and explain technical documents.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)

- | | | | | |
|---|--|--|--|---|
| ☒ standing | ☐ running | ☒ lifting, 20 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 20 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 20 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 20 lbs | ☒ stretching | ☐ smelling |

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- | | |
|---|--|
| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |
| ☒ Ability to complete tasks with numerous interruptions | ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

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