

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #09-26
Posting Expires: December 19, 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

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.

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 December 19, 2025. Objections should be addressed to Keisha I. Harris, Deputy Administrator, Classification and Compensation Section of the Division of Human Resource Management.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.135	Agricultural Inspector I	21	C		<i>Abolish</i>		
1.139	Agricultural Inspector II	23	C	<i>1.139</i>	<i>Agricultural Inspector</i>	<i>23</i>	<i>C</i>
1.134	Agricultural Inspector III	25	C	<i>1.134</i>	<i>Senior Agricultural Inspector</i>	<i>25</i>	<i>C</i>
1.132	Agricultural Inspector IV	27	C	<i>1.132</i>	<i>Supervisor, Agricultural Inspector</i>	<i>27</i>	<i>C</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.637	Management Analyst I	33	B	<i>7.637</i>	<i>Management Analyst I</i>	<i>33</i>	<i>B</i>
7.625	Management Analyst II	35	B	<i>7.625</i>	<i>Management Analyst II</i>	<i>35</i>	<i>B</i>
7.624	Management Analyst III	37	B	<i>7.624</i>	<i>Senior Management Analyst</i>	<i>37</i>	<i>B</i>
7.612	Management Analyst IV	39	B	<i>7.612</i>	<i>Supervisor, Management Analyst</i>	<i>39</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.514	Brand Inspector I	23	C	<i>1.514</i>	<i>Brand Inspector</i>	<i>23</i>	<i>C</i>
1.512	Brand Inspector II	25	C	<i>1.512</i>	<i>Supervisor I, Brand Inspector</i>	<i>25</i>	<i>C</i>

1.510	Brand Inspector III	27	C	<i>1.510</i>	<i>Supervisor II, Brand Inspector</i>	27	<i>C</i>
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CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
2.424	AG Legal Secretary Trainee	30	F		<i>Abolish</i>		
2.423	AG Legal Secretary	32	F	<i>2.423</i>	<i>AG Legal Secretary</i>	<i>32</i>	<i>F</i>
2.422	AG Supervising Legal Secretary	34	F	<i>2.422</i>	<i>Supervisor, AG Legal Secretary</i>	<i>34</i>	<i>F</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.114	Entomologist	36	B	<i>1.114</i>	<i>Entomologist</i>	<i>36</i>	<i>B</i>

POSTING DATE: November 20, 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>
AGRICULTURAL INSPECTOR	23	C	1.139
SENIOR AGRICULTURAL INSPECTOR	25	C	1.134
SUPERVISOR, AGRICULTURAL INSPECTOR	27	C	1.132

JOB SUMMARY

Agricultural Inspectors perform sampling and inspection of agricultural products at shipping point inspection facilities and participate in pest control and noxious weed eradication.

JOB DUTIES

AGRICULTURAL INSPECTOR

1. Perform shipping point inspections.
2. Participate in noxious weed eradication and pest control programs.
3. Supervise or prepare spray formulations, spray infestations, and complete daily report forms.
4. Conduct international flight arrival inspections at airports and military bases.
5. Inspect garlic seed samples, hay, poultry, and other agricultural commodities.
6. Participate in relaxing, pinning, labeling, and sorting field-collected insects into collection cases.
7. Conduct insect surveys and complete insect distribution maps, distribution, and host cards.
8. Collect plant and soil samples, conduct laboratory preparation work, isolate plant pathogens from samples, extract nematodes from products, and enter survey and diagnostic data.
9. Perform related duties as assigned.

SENIOR AGRICULTURAL INSPECTOR

1. Duties required at the previous level; AND:
2. Coordinate field inspections, track inspection status of each registered agricultural field.
3. Perform related duties as assigned.

SUPERVISOR, AGRICULTURAL INSPECTOR

1. Duties required at the previous level; AND:
2. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
3. Conduct vehicle and equipment safety inspections, maintain maintenance and inventory records.
4. Maintain survey data collected by inspectors, write annual and semi-annual survey reports.
5. Assist in the development of work plans and survey project budgets.
6. Perform related duties as assigned.

AGRICULTURAL INSPECTOR	23	C	1.139
SENIOR AGRICULTURAL INSPECTOR	25	C	1.134
SUPERVISOR, AGRICULTURAL INSPECTOR	27	C	1.132

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

AGRICULTURAL INSPECTOR

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

SENIOR AGRICULTURAL INSPECTOR

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

SUPERVISOR, AGRICULTURAL INSPECTOR

Three 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.)

AGRICULTURAL INSPECTOR

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; basic mathematics.
- Agricultural produce; noxious weeds; pesticides and herbicides; insect specimen preservation and mounting techniques.

Skill in:

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

Ability to:

- Follow established procedures; read, interpret, and understand maps, instructions, correspondence, pesticide labels, policy manuals, and other materials; maintain accurate records.
- Inspect agricultural produce visually; write inspection reports and work summaries; operate and repair motorized spray equipment.

SENIOR AGRICULTURAL INSPECTOR

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

Knowledge of:

- United States Department of Agriculture policies and procedures related to the grading and shipping of potatoes; potato and/or plant diseases; shell egg grading; inspection methods, packing, storing, marketing, and shipping practices of commodities.

Ability to:

- Candle eggs.

AGRICULTURAL INSPECTOR	23	C	1.139
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SUPERVISOR, AGRICULTURAL INSPECTOR

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

Knowledge of:

- Agricultural commodities and their defects.
- Supervisory techniques and practices.

Ability to:

- Interpret and apply provisions of applicable laws and regulations; inspect agricultural commodities and detect violations; prepare clear and concise reports.
- 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 |

AGRICULTURAL INSPECTOR	23	C	1.139
SENIOR AGRICULTURAL INSPECTOR	25	C	1.134
SUPERVISOR, AGRICULTURAL INSPECTOR	27	C	1.132

*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 |

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 specification. 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>
MANAGEMENT ANALYST I	33	B	7.637
MANAGEMENT ANALYST II	35	B	7.625
SENIOR MANAGEMENT ANALYST	37	B	7.624
SUPERVISOR, MANAGEMENT ANALYST	39	B	7.612

JOB SUMMARY

Management Analysts conduct studies, research, and examination of management and administrative areas such as agency operations, forms, policies and procedures, workflow, legislative analysis, management research, and statistical and informational analysis.

JOB DUTIES

MANAGEMENT ANALYST I

1. Conduct research and analyze legislative implications.
2. Determine software application program needs or requirements.
3. Review and monitor contracts.
4. Make recommendations on policy and procedure improvements.
5. Provide recommendations to management regarding programs and/or work unit activities.
6. Prepare reports and correspondence.
7. Perform related duties as assigned.

MANAGEMENT ANALYST II

1. Duties performed at the previous level, AND:
2. Review, write, revise, and recommend administrative policies or procedures for the work unit and/or assigned programs.
3. Conduct statistical or investigative studies, compile and analyze data, and prepare and present reports summarizing study results and conclusions.
4. Develop, manage, review, and make recommendations on contracts and the contracting process.
5. Review, monitor, and research bills submitted to the Legislature impacting the work unit, inform management of possible implications, and recommend an appropriate course of action.
6. Perform related duties as assigned.

SENIOR MANAGEMENT ANALYST

1. Duties performed at the previous levels, AND:
2. Propose and draft legislation for the agency, provide testimony before legislative committees, and develop regulations from approved legislation.
3. Plan, organize, and coordinate the development and implementation of new or revised policies, procedures and/or work methods.
4. Analyze workflow, space allocation, staffing, and other factors to improve effectiveness and efficiency of operations.

MANAGEMENT ANALYST I	33	B	7.637
MANAGEMENT ANALYST II	35	B	7.625
SENIOR MANAGEMENT ANALYST	37	B	7.624
SUPERVISOR, MANAGEMENT ANALYST	39	B	7.612

5. Coordinate the development of new forms, work methods, and automated systems.
6. Design and conduct analytical, investigative, informational, statistical, and research studies related to various aspects of the agency's operations.
7. Make recommendations regarding the agency's position on issues, future courses of action, and the development of new programs or services based upon study findings.
8. Perform statistical and informational analysis and prepare analytical, narrative, and statistical reports.
9. Function as the singular expert in their program or discipline area.
10. Perform related duties as assigned.

SUPERVISOR, MANAGEMENT ANALYST

1. Duties performed at the previous levels, AND:
2. Issue oral and written directives in the form of policy statements and manuals.
3. Provide leadership with research, analysis, or operational recommendations on department issues.
4. Oversee long-range, broad-based planning and program and/or policy development.
5. Oversee diverse and complex program areas.
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

MANAGEMENT ANALYST I

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

MANAGEMENT ANALYST II

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

SENIOR MANAGEMENT ANALYST

Three 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.

SUPERVISOR, MANAGEMENT ANALYST

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.)

MANAGEMENT ANALYST I

Knowledge of:

- Research and analysis techniques and methodologies; management and administration concepts,

MANAGEMENT ANALYST I	33	B	7.637
MANAGEMENT ANALYST II	35	B	7.625
SENIOR MANAGEMENT ANALYST	37	B	7.624
SUPERVISOR, MANAGEMENT ANALYST	39	B	7.612

principles, and practices; evaluating, developing, and recommending administrative and/or operational policies and procedures.

Skill in:

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

Ability to:

- Compose business correspondence and reports; analyze information, problems, or practices to identify relevant concerns, identify patterns, tendencies, and relationships, and formulate logical conclusions.

MANAGEMENT ANALYST II

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

Knowledge of:

- Statistical and research methodology; contract development and oversight.

Skill in:

- Organizing, planning, implementing, and overseeing multiple programs or areas of responsibility.

Ability to:

- Analyze organizational and administrative programs, policies, and procedures, prepare plans for revision, and make recommendations; perform statistical computations such as correlation studies, variance analysis, averages, and trends; analyze user needs and develop appropriate solutions and requirements; organize materials, information, and resources systematically to optimize efficiency; organize, plan, implement, and oversee multiple programs.
- Establish and maintain effective working relationships with coworkers, other agencies, and the public; negotiate and exchange ideas, information, and opinions with others to formulate policies, programs, and reach consensus; define problems, identify trends, analyze issues, solve problems, and communicate solutions; produce clear, concise and valid operational manuals, reports, and other presentation materials.

SENIOR MANAGEMENT ANALYST

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

Knowledge of:

- Techniques of statistical analysis including data collection, evaluation, analysis, and manipulation; legislative proceedings and processes; government agencies, resources, and functions to locate and obtain needed information and/or resources; accepted practices and methods used in designing program reviews and audits.

Skill in:

- Developing computer generated reports.
- Organizing, developing, and making presentations.
- Mathematical and statistical computation and research and analysis techniques.

MANAGEMENT ANALYST I	33	B	7.637
MANAGEMENT ANALYST II	35	B	7.625
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- Designing analytical research studies and identifying research needs and problems.
- Coordinating and implementing diverse work plans.

Ability to:

- Read and interpret technical reports, governmental publications, and federal directives; write comprehensive analytical, narrative, and statistical reports, recommendations, and legislative proposals.

SUPERVISOR, MANAGEMENT ANALYST

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

Knowledge of:

- Recognizing and assessing the impact of legislative actions; goals and objectives of the department; organizational structure and resources; long-range, broad-based planning and program and/or policy development.
- Supervisory principles and practices.

Skill in:

- Designing, researching, and interpreting study results and recommending courses of action.
- Motivating others and encouraging effective action.
- Organizing, planning, implementing, and overseeing multiple programs or areas of responsibility where little precedent exists in resolving complex problems.

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.

MANAGEMENT ANALYST I	33	B	7.637
MANAGEMENT ANALYST II	35	B	7.625
SENIOR MANAGEMENT ANALYST	37	B	7.624
SUPERVISOR, MANAGEMENT ANALYST	39	B	7.612

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 |

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>
BRAND INSPECTOR	23	C	1.514
SUPERVISOR I, BRAND INSPECTOR	25	C	1.512
SUPERVISOR II, BRAND INSPECTOR	27	C	1.510

JOB SUMMARY

Brand Inspectors receive and respond to requests for brand inspections for the change of ownership, slaughter, transportation, or to determine proof of ownership of livestock.

JOB DUTIES

BRAND INSPECTOR

1. Visually inspect livestock for brands, identification marks, colors, gender, tattoos, and other identifiers.
2. Clip or shave animals to clearly observe identifiers to determine legal ownership and lawful transfer.
3. Record identifiers, number of animals, locations of inspection, destination, and other required information for the legal sale, lawful transportation, slaughter, and issuance of brand inspection clearance certificates.
4. Verify animal health documents required for transportation purposes.
5. Complete documentation, forms, logs, and mandatory security and equipment safety training.
6. Confirm requestor is current with applicable fees, assessments, and licensing.
7. Calculate, collect, and remit inspection fees and required documentation.
8. Inspect animals prior to sale at livestock auctions to determine legal ownership.
9. Perform related duties as assigned.

SUPERVISOR I, BRAND INSPECTOR

1. Duties required at the previous levels, AND:
2. Oversee the day-to-day supervision of an assigned unit.
3. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
4. Perform related duties as assigned.

SUPERVISOR II, BRAND INSPECTOR

1. Duties required at the previous levels, AND:
2. Plan, organize, and oversee activities and operations.
3. Assist in the development, review, revision, and implementation of policies and procedures.
4. Ensure adherence to agency policies and procedures.
5. Prepare narrative and statistical reports on activities.
6. Assist with budget development and monitor and maintain assigned budget.
7. Perform related duties as assigned.

BRAND INSPECTOR	23	C	1.514
SUPERVISOR I, BRAND INSPECTOR	25	C	1.512
SUPERVISOR II, BRAND INSPECTOR	27	C	1.510

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

BRAND INSPECTOR

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

SUPERVISOR I, BRAND INSPECTOR

Two 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.

SUPERVISOR II, BRAND INSPECTOR

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory 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.)

BRAND INSPECTOR

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Addition, subtraction, division, and multiplication.

Skill in:

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

Ability to:

- Work around and handle livestock; work outdoors in inclement weather.
- Read, identify, and distinguish brands; read and interpret forms and documents; write clearly and complete required forms; navigate, search, input, edit, save, and print information.

SUPERVISOR I, BRAND INSPECTOR

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

Knowledge of:

- Brand identification, animal breeds, gender identification, and other types of identification; brands and marks recorded within the State; animal health laws and regulations pertaining to livestock.
- Principles and practices of supervision and training.

Ability to:

- Maintain effective working relationships.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.

BRAND INSPECTOR	23	C	1.514
SUPERVISOR I, BRAND INSPECTOR	25	C	1.512
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- 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.

SUPERVISOR II, BRAND INSPECTOR

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

Knowledge of:

- State budgeting.
- Determination and identification of stray/stray animals.

Ability to:

- Monitor and maintain assigned budgets; establish and maintain effective working relationships with coworkers, other agencies, livestock owners, and the public.

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)*

BRAND INSPECTOR	23	C	1.514
SUPERVISOR I, BRAND INSPECTOR	25	C	1.512
SUPERVISOR II, BRAND INSPECTOR	27	C	1.510

- | | |
|---|--|
| ☒ 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
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
AG LEGAL SECRETARY	32	F	2.423
SUPERVISOR, AG LEGAL SECRETARY	34	F	2.422

JOB SUMMARY

AG Legal Secretaries perform specialized and complex project and case management duties for the Attorney General (AG), attorneys, executive team, and other staff.

JOB DUTIES

AG LEGAL SECRETARY

1. Provide specialized legal secretarial project and case management duties for the AG, boards, commissions, and agencies within the State.
2. Respond to inquiries on a variety of matters.
3. Research, draft, format, and prepare legal and general documents, pleadings, and published materials.
4. Proofread and verify the accuracy of citations and quotations by checking legal sources.
5. Process and file documents, pleadings, and published materials with appropriate courts, quasi-judicial bodies, and other entities.
6. Track responses and receipts due upon or after submittals/filings and dates for other subsequent actions.
7. Gather, compile, organize, and prepare relevant materials for use in legal and general proceedings.
8. Review project, case, and reference files and locate and verify specific and abstract information.
9. Establish and maintain legal and general correspondence filing and cross-filing systems.
10. Record case inventory information for record-keeping and retrieval.
11. Prepare files for archiving and storage in compliance with established retention schedules.
12. Research and maintain technical applications and related information of portals, dashboards, systems, and programs.
13. Provide information to State and local governments, attorneys, court personnel, the public, and others.
14. Gather and research a variety of information and determine information to provide or refer to others.
15. Serve as liaison between professional legal staff, agency personnel, and the public.
16. Open, review, route, and distribute incoming mail and process outgoing mail.
17. Maintain multiple calendars, schedule meetings and training, make travel arrangements, and prepare payment and travel claims.
18. Prepare and type requisitions and purchase orders.
19. Perform related duties as assigned.

SUPERVISOR, AG LEGAL SECRETARY

1. Duties required at the previous level, AND:
2. Coordinate and assign staff, delegate work for appropriate and efficient use of resources.
3. Oversee the flow of work and provide technical assistance in document preparation.
4. Liaise between various stakeholders to coordinate activities and resolve issues.

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5. Conduct research, factual comparisons, and the examination of detailed information.
6. Compile statistics and prepare final reports.
7. Monitor and order office supplies.
8. Arrange for the archival and storage of legal documents.
9. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
10. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

AG LEGAL SECRETARY

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

SUPERVISOR, AG LEGAL SECRETARY

Three 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.)

AG LEGAL SECRETARY

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, codes, ordinances, and agency policies and procedures.
- Case and project management; legal practices and processes for various courts and judicial districts; administrative, civil, and criminal law and the differences between them.
- Legal practices and procedures for various courts and judicial districts; legal terminology; requirements for preparing, typing, and formatting a variety of complex legal documents, pleadings, published materials, or other related materials.
- Procedures for processing and filing documents, pleadings, and published materials with courts, boards, and/or commissions and/or other entities; researching and ensuring accuracy of legal citations; legal office procedures; business English.
- Standard office procedures such as filing, typing, formatting, duplicating materials, answering telephones, and distributing mail; data entry techniques; telephone etiquette; correct English usage, grammar, and punctuation; proper spelling of commonly used words; operation of computers and other modern office equipment; manual and computerized filing methods; basic math.

Skill in:

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

Ability to:

- Differentiate between public, privileged, and confidential information and ensure privacy and

AG LEGAL SECRETARY
SUPERVISOR, AG LEGAL SECRETARY

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confidentiality; act as a liaison with other entities.

- Receive inquiries and resolve complaints from staff, clientele, and the public; establish, organize, and maintain complex filing systems including indexed and cross-referenced materials.
- Research information from a variety of sources; compile and update information and prepare reports related to specific and general activities; transcribe recordings.
- Interpret and apply information to specific situations and problems for which there may be no clear-cut procedures, guidelines, or precedent; find solutions to problems through independent research, critical thinking, logical reasoning, factual comparisons, and examination of detailed information.
- Accurately prepare, type, format, process, review, and file a variety of complex documents, pleadings, and published materials.
- Maintain accurate calendaring of deadlines; compose general documents and published materials; read and comprehend laws, regulations, court rules, policies, and procedures; maintain accurate time records for various projects and case management; set up, maintain, and manage project and case files.
- Read and understand manuals and other detailed written instructions; understand and follow verbal and written directions; communicate and work cooperatively with others; perform mathematical calculations; schedule meetings and appointments; perform reception duties.

SUPERVISOR, AG LEGAL SECRETARY

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

Knowledge of:

- Variety of alternative recordkeeping and filing systems; document archiving techniques and requirements; principles and practices of supervision and training.
- Principles and practices of supervision; State human resources regulations; and principles and practices of State budgeting and purchasing.

Ability to:

- Manage assigned areas to achieve performance objectives.
- Organize office workflow and adjust assignments of staff as required to meet schedules and timelines; compose announcements, training materials, and statistical reports.
- 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.

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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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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>
ENTOMOLOGIST	36	B	1.114

JOB SUMMARY

Entomologists conduct identification, survey, detection, exclusion, control and eradication of insects, and other arthropods, for the protection of the State's agriculture and natural resources.

JOB DUTIES

1. Plan, organize, conduct, and evaluate insect and mite pests' surveys and detection programs.
2. Determine the presence and distribution of insect and mite pests of regulatory significance to the State.
3. Identify insects, other arthropods, and mollusks.
4. Collect and/or receive specimens and prepare for identification.
5. Consult with specialists, determine the characteristics and potential for destruction, and control techniques and concerns regarding special insect identification problems.
6. Collect and maintain a classified insect and plant reference collection, associated databases, and reference literature.
7. Perform field investigations.
8. Coordinate pest survey programs and control efforts.
9. Review, evaluate and update State quarantines.
10. Provide mitigation, safeguarding, and enforcement recommendations.
11. Write projects, formulate budgets, and prepare reports.
12. Provide technical information on insect life histories, habits, distribution, hosts, and control methods to employees, the public, and interested stakeholders.
13. Provide pesticide recommendations.
14. Prepare and/or update entomological questions for use on commercial pest control operator tests.
15. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
16. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and a Bachelor's degree in a field of study applicable to the job duties.

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 department policies and procedures.
- Insect classification systems; insect life histories, habits and hosts; distribution of major economic insects; federal grant requirements, and Geographic Information Systems (GIS).

- Insect taxonomy; entomology laboratory equipment; techniques used in preparing and mounting insect specimens.
- Survey procedures and methods; current trends in the field of entomology; pesticides and other means of insect control.
- Agricultural programs; crops, plants, and geography of the state.

Skill in:

- Close-up photography of insects.
- Strong interpersonal and communication skills, both verbal and written.
- The use and operation of office, laboratory, and job-related equipment and software.

Ability to:

- Manage a laboratory; establish and maintain a library and specimen collection.
- Use both compound and binocular microscopes and their accessories; identify insects and their characteristics.
- Plan and organize an entomology program; prepare comprehensive reports; discuss and explain findings and problems; analyze problems and formulate practical solutions.
- 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.

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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.

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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 |
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