

## NOTICE OF PROPOSED CLASSIFICATION CHANGES

**Number: Posting #16-26**  
**Posting Expires: April 28, 2026**

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 entry/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](mailto: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](mailto:class.comp@admin.nv.gov)) by April 28, 2026.** 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
1.128	Agriculturist I	30	B	<i>1.128</i>	<i>Agriculturist I</i>	<i>30</i>	<i>B</i>
1.123	Agriculturist II	33	B	<i>1.123</i>	<i>Agriculturist II</i>	<i>33</i>	<i>B</i>
1.120	Agriculturist III	34	B	<i>1.120</i>	<i>Agriculturist III</i>	<i>34</i>	<i>B</i>
1.119	Agriculturist IV	37	B	<i>1.119</i>	<i>Supervisor, Agriculturist</i>	<i>37</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.611	Field Assistant I (Predatory Animal and Rodent Control)	22	D	-	<i>Abolish</i>		
1.608	Field Assistant II (Predatory Animal and Rodent Control)	25	D	<i>1.608</i>	<i>Field Assistant</i>	<i>25</i>	<i>D</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.360	Architectural/Engineering Drafter I	28	C	-	<i>Abolish</i>		
6.358	Architectural/Engineering Drafter II	31	C	-	<i>Abolish</i>		
6.355	Architectural/Engineering Drafter III	33	C	<b>6.355</b>	<b><i>Architectural Drafter</i></b>	<b>33</b>	<b><i>C</i></b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.716	Land Use Planner I	33	B	-	<i>Abolish</i>		
6.711	Land Use Planner II	36	B	<b>6.711</b>	<b><i>Land Use Planner</i></b>	<b>36</b>	<b><i>B</i></b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.715	Chief, Water Planning & Drought Resiliency	44	A	<b>6.715</b>	<b><i>Manager, Water Planning and Drought Resiliency</i></b>	<b>44</b>	<b><i>A</i></b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.717	Park and Recreation Program Manager	37	B	<b>6.717</b>	<b><i>Park and Recreation Program Specialist</i></b>	<b>37</b>	<b><i>B</i></b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.973	Communications Systems Specialist I	33	C	-	<i>Abolish</i>		
6.977	Communications Systems Specialist II	35	C	<b>6.977</b>	<b><i>Communications Systems Specialist</i></b>	<b>35</b>	<b><i>C</i></b>
6.976	Communications Systems Specialist III	37	C	<b>6.976</b>	<b><i>Supervisor, Communications Systems Specialist</i></b>	<b>37</b>	<b><i>C</i></b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.411	Deputy Administrator, Forestry	44	A	<b>7.411</b>	<b><i>Deputy Administrator, Forestry</i></b>	<b>44</b>	<b><i>A</i></b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.413	Deputy Administrator, State Lands	42	B	<b>7.413</b>	<b><i>Deputy Administrator, State Lands</i></b>	<b>42</b>	<b><i>B</i></b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.417	State Land Agent I	32	B	-	<i>Abolish</i>		
7.416	State Land Agent II	34	B	<b>7.416</b>	<i>State Land Agent</i>	<b>34</b>	<b>B</b>
7.414	State Land Agent III	36	B	<b>7.414</b>	<i>Senior State Land Agent</i>	<b>36</b>	<b>B</b>
7.415	State Land Agent IV	39	B	<b>7.415</b>	<i>Supervisor, State Land Agent</i>	<b>39</b>	<b>B</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.419	Coordinator of Assessment Standards	37	B	<b>7.419</b>	<i>Coordinator of Assessment Standards</i>	<b>37</b>	<b>B</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.434	Utility Valuation Analyst	36	B	<b>7.434</b>	<i>Utility Valuation Analyst</i>	<b>36</b>	<b>B</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.810	Museum Director I Options A: East Ely Railroad Museum or Stewart Indian Cultural Center, Carson City B: Nevada State Railroad Museum, Boulder City	37	A	<b>7.810</b>	<i>Museum Director I</i>	<b>37</b>	<b>A</b>
7.809	Museum Director II	39	A	<b>7.809</b>	<i>Museum Director II</i>	<b>39</b>	<b>A</b>
7.801	Museum Director III	41	A	<b>7.801</b>	<i>Museum Director III</i>	<b>41</b>	<b>A</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.834	Curator I	31	B	<b>7.834</b>	<i>Curator I</i>	<b>31</b>	<b>B</b>
7.808	Curator II	33	B	<b>7.808</b>	<i>Curator II</i>	<b>33</b>	<b>B</b>
7.823	Curator III	35	B	<b>7.823</b>	<i>Senior Curator</i>	<b>35</b>	<b>B</b>
7.803	Curator IV	37	B	<b>7.803</b>	<i>Supervisor, Curator</i>	<b>37</b>	<b>B</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.512	Health Resource Analyst I	32	B	<b>10.512</b>	<i>Health Resource Analyst</i>	<b>32</b>	<b>B</b>
10.507	Health Resource Analyst II	35	B	<b>10.507</b>	<i>Senior Health Resource Analyst</i>	<b>35</b>	<b>B</b>
10.505	Health Resource Analyst III	38	B	<b>10.505</b>	<i>Supervisor, Health Resource Analyst</i>	<b>38</b>	<b>B</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.508	Health Facilities Inspection Manager	38	B	<i>10.508</i>	<i>Manager, Health Facilities Inspections</i>	<i>38</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.516	Health Facilities Inspector I	32	B	-	<i>Abolish</i>		
10.509	Health Facilities Inspector II	35	B	<i>10.509</i>	<i>Health Facilities Inspector</i>	<i>35</i>	<i>B</i>
10.510	Health Facilities Inspector III	36	B	<i>10.510</i>	<i>Supervisor, Health Facilities Inspector</i>	<i>36</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.518	Emergency Medical Servies Representative I	31	B	-	<i>Abolish</i>		
10.515	Emergency Medical Servies Representative II	33	B	<i>10.515</i>	<i>Emergency Medical Services Specialist</i>	<i>33</i>	<i>B</i>
10.514	Emergency Medical Servies Representative III	35	B	<i>10.514</i>	<i>Supervisor, Emergency Medical Services Specialist</i>	<i>35</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.523	Child Care Facilities Surveyor Trainee	31	B	-	<i>Abolish</i>		
10.519	Child Care Facilities Surveyor	33	B	<i>10.519</i>	<i>Child Care Facilities Inspector</i>	<i>33</i>	<i>B</i>
10.517	Child Care Facilities Surveyor Supervisor	35	B	<i>10.517</i>	<i>Supervisor, Child Care Facilities Inspector</i>	<i>35</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.520	Child Care Faciliteis Surveyor manager	38	B	<i>10.520</i>	<i>Manager, Child Care Facilities Inspections</i>	<i>38</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.528	Radiation Control Specialist I	32	B	-	<i>Abolish</i>		
10.524	Radiation Control Specialist II	35	B	<i>10.524</i>	<i>Radiation Control Specialist</i>	<i>35</i>	<i>B</i>
10.539	Radiation Control Specialist III	37	B	<i>10.539</i>	<i>Senior Radiation Control Specialist</i>	<i>37</i>	<i>B</i>
10.538	Radiation Control Supervisor	38	B	<i>10.538</i>	<i>Supervisor, Radiation Control Specialist</i>	<i>38</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.543	Cannabis Program Inspector Trainee	32	B	-	<i>Abolish</i>		
10.542	Cannabis Program Inspector I	34	B	-	<i>Abolish</i>		
10.541	Cannabis Program Inspector II	36	B	<b>10.541</b>	<b><i>Cannabis Program Inspector</i></b>	<b>36</b>	<b>B</b>
10.544	Cannabis Program Inspector III	37	B	<b>10.544</b>	<b><i>Senir Cannabis Program Inspector</i></b>	<b>37</b>	<b>B</b>
10.540	Cannabis Program Supervisor	38	B	<b>10.540</b>	<b><i>Supervisor, Cannabis Program Inspector</i></b>	<b>38</b>	<b>B</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.548	Environmental Scientist I	32	B	-	<i>Abolish</i>		
10.536	Environmental Scientist II	35	B	<b>10.536</b>	<b><i>Environmental Scientist</i></b>	<b>35</b>	<b>B</b>
10.525	Environmental Scientist III	36	B	<b>10.525</b>	<b><i>Senior Environmental Scientist</i></b>	<b>36</b>	<b>B</b>
10.545	Environmental Scientist IV	38	B	<b>10.545</b>	<b><i>Supervisor, Environmental Scientist</i></b>	<b>38</b>	<b>B</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.550	Health Facilities Inspection Manager – RN	40	B	<b>10.550</b>	<b><i>Manager, Health Facilities Inspections – RN</i></b>	<b>40</b>	<b>B</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.553	Health Facilities Inspector I – RN	34	B	-	<i>Abolish</i>		
10.552	Health Facilities Inspector II – RN	37	B	<b>10.552</b>	<b><i>Health Facilities Inspector – RN</i></b>	<b>37</b>	<b>B</b>
10.551	Health Facilities Inspector III – RN	38	B	<b>10.551</b>	<b><i>Supervisor, Health Facilities Inspector – RN</i></b>	<b>38</b>	<b>B</b>

**POSTING DATE: March 16, 2026**



**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>
<b>AGRICULTURIST I</b>	<b>30</b>	<b>B</b>	<b>1.128</b>
<b>AGRICULTURIST II</b>	<b>33</b>	<b>B</b>	<b>1.123</b>
<b>AGRICULTURIST III</b>	<b>34</b>	<b>B</b>	<b>1.120</b>
<b>SUPERVISOR, AGRICULTURIST</b>	<b>37</b>	<b>B</b>	<b>1.119</b>

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**JOB SUMMARY**

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Agriculturists perform a variety of inspections and enforcement duties related to regulated agricultural programs.

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**JOB DUTIES**

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**AGRICULTURIST I**

1. Perform technical inspection and enforcement duties related to agricultural programs in a limited capacity.
2. Perform seed testing by weighing, separating, and classifying samples received.
3. Perform seed certification, determine eligibility, inspect fields and issue reports.
4. Examine pesticide labels for methods, rates of application, and dilution rates.
5. Collect and package samples for laboratory analysis, investigate complaints, and issue notices of violations.
6. Review forms and reports, statistical data, and determine inspection quotas.
7. Prepare inspection reports.
8. Participate in weed surveys, identification, and control programs.
9. Identify and report infestations of noxious weeds, mix herbicides, identify specimens submitted, record data, and recommend control procedures.
10. Inspect commercial feeds and gather, examine and/or package samples for analysis.
11. Perform shipping point and conditional inspections of agricultural commodities.
12. Inspect retail outlets, wholesalers, and agricultural facilities.
13. Conduct outreach related to various agricultural topics and regulations including but not limited to native seed and noxious weeds.
14. Perform related duties as assigned.

**AGRICULTURIST II**

1. Duties required at the previous level, AND:
2. Enforce federal and State laws and regulations related to mixing, use, disposal, sale, and distribution of pesticides and/or fertilizers by licensed and certified applicators, public applicators, retail outlets or user locations.
3. Perform a broad range of duties relating to the agricultural programs' inspection and enforcement.
4. Prepare informational and regulatory bulletins.
5. Issue seed movement permits and create certification standards for new crops.
6. Evaluate pest control firms, process applications, issue licenses, and review reports.
7. Investigate complaints related to pest control.
8. Administer licensing programs for commercial pest control firms, operators, and restricted-use certification.
9. Provide education on various agricultural topics and regulations including but not limited to noxious weeds, seed certification, produce safety, pest control, plant disease diagnostics.

<b>AGRICULTURIST I</b>	<b>30</b>	<b>B</b>	<b>1.128</b>
<b>AGRICULTURIST II</b>	<b>33</b>	<b>B</b>	<b>1.123</b>
<b>AGRICULTURIST III</b>	<b>34</b>	<b>B</b>	<b>1.120</b>
<b>SUPERVISOR, AGRICULTURIST</b>	<b>37</b>	<b>B</b>	<b>1.119</b>

10. Maintain data, prepare reports, monitor budgets to assist in the administration of contracts, grants, and purchasing and budget preparation.
11. Perform various laboratory diagnostic procedures using laboratory instruments and prepare related reports
12. Monitor and calibrate laboratory equipment, monitor supplies, maintain microbiological cultures

**AGRICULTURIST III**

1. Duties required at the previous level, AND:
2. Plan, organize, and implement agricultural programs.
3. Coordinate pesticide applicator education and regulate safe pesticide use.
4. Administer or participate in the pest control program, seed certification program, nursery licensing and inspection program,

**SUPERVISOR, AGRICULTURIST**

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. Plan, organize, and implement agricultural programs.
4. Administer contracts, grants, and purchasing and preparing budgets.
5. Coordinate with federal, State, and local governmental agencies, community organizations, businesses, and the public.
6. Perform related duties as assigned.

**ESSENTIAL QUALIFICATIONS**

**EXPERIENCE AND EDUCATION**

**AGRICULTURIST I**

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

**AGRICULTURIST II**

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

**AGRICULTURIST III**

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

**SUPERVISOR, AGRICULTURIST**

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**

<b>AGRICULTURIST I</b>	<b>30</b>	<b>B</b>	<b>1.128</b>
<b>AGRICULTURIST II</b>	<b>33</b>	<b>B</b>	<b>1.123</b>
<b>AGRICULTURIST III</b>	<b>34</b>	<b>B</b>	<b>1.120</b>
<b>SUPERVISOR, AGRICULTURIST</b>	<b>37</b>	<b>B</b>	<b>1.119</b>

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

### **AGRICULTURIST I**

Knowledge of:

- Applicable federal and State laws, regulations, standards, and agency policies and procedures related to the program area assigned.
- Insect and vertebrate pests, weed and diseases of plants, their biology, hosts, effects and control.
- Classification of insects and plants; proper use of different pesticides and fertilizers; plant and animal organisms including their tissues, cells, functions, interdependence, and interactions with each other and the environment.
- Common plant diseases, their biology, hosts, effects and control; proper use, handling, and application of pesticides and fertilizers; noxious weeds; nursery and pest control inspection procedures, including sample collection and processing procedures; quarantined or serious pest insects, weeds and diseases.
- Different pesticides and their effect on humans, pests, not-target animals, and the environment.

Skill in:

- Use of scientific standards and methods to solve problems.
- Agricultural minerals; seeds and feeds; vertebrate pests and their habitats; inspection techniques.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Read technical, scientific, and legal documents; read and understand maps; write routine business correspondence.
- Prepare technical reports and inspection narratives; analyze information and technical data.
- Analyze information and technical data; prepare analytical, narrative, and statistical reports.

### **AGRICULTURIST II**

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

- Federal and State pesticide enforcement programs; native plant taxonomy.
- Noxious weeds; nursery and pest control inspection and investigation procedures; sample collection and processing procedures; quarantined or serious pest insects, weeds and diseases; standards for fruits, vegetables, eggs and poultry; different pesticides and their effect on humans, pests, non-target animals, and environment; pesticide registration, labeling and use.
- Applicator certification and pest control operator licensing; identification and control of wood-destroying pests; fertilizer registration and restricted-use pesticides traps to monitor insects and their proper distribution.
- Insect and vertebrate pests, weed, and diseases of plants, their biology, hosts, effects and control.
- Nursery and pest control investigation procedures, including sample collection and processing procedures; quarantined or serious pest insects, weeds and diseases.

Ability to:

- Prepare analytical, narrative, and statistical reports.

<b>AGRICULTURIST I</b>	<b>30</b>	<b>B</b>	<b>1.128</b>
<b>AGRICULTURIST II</b>	<b>33</b>	<b>B</b>	<b>1.123</b>
<b>AGRICULTURIST III</b>	<b>34</b>	<b>B</b>	<b>1.120</b>
<b>SUPERVISOR, AGRICULTURIST</b>	<b>37</b>	<b>B</b>	<b>1.119</b>

- Prepare and make presentations to the public.

### **AGRICULTURIST III**

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

Knowledge of:

- Quarantined or serious pest insects, weeds and diseases.
- Pesticides, fertilizers, agricultural minerals, seed, and feeds; vertebrate pests and their habit.
- Standards for agricultural products and inspection techniques; pesticide enforcement programs.
- Current plant quarantines of other states and countries.

Ability to:

- Prepare analytical, narrative, and statistical reports.
- Prepare and make presentations to regulated community.

### **SUPERVISOR, AGRICULTURIST**

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

Knowledge of:

- Supervisory techniques and practices; enforcement of agricultural laws and regulations; math computation, budgeting, contract and grant administration, purchasing.

Ability to:

- Prepare annual budgets based on projected fees collected; prepare training manuals and informational bulletins.
- 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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### **SPECIAL REQUIREMENTS**

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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

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<b>AGRICULTURIST II</b>	<b>33</b>	<b>B</b>	<b>1.123</b>
<b>AGRICULTURIST III</b>	<b>34</b>	<b>B</b>	<b>1.120</b>
<b>SUPERVISOR, AGRICULTURIST</b>	<b>37</b>	<b>B</b>	<b>1.119</b>

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 REQUIREMENTS AND WORK ENVIRONMENT**

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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)*

- |   |  |  |  |   |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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>
<b>FIELD ASSISTANT</b>	<b>25</b>	<b>D</b>	<b>1.608</b>

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**JOB SUMMARY**

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Field Assistants within the Predatory Animal and Rodent Control program utilize wildlife damage management techniques such as surveying, trapping, utilizing firearms, and pesticide application to protect livestock, agriculture, game, and the economic interests of ranchers, wool growers, agriculture producers, industry, and homeowners.

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**JOB DUTIES**

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1. Track, locate, and identify predators or rodent species in rural and urban areas, evaluating the type of depredation or damage, and compiling related data.
2. Respond to requests from livestock and agriculture producers, wildlife managers, industry, and the public to resolve wildlife and rodent damage to livestock, agriculture, wildlife, and control of nuisance animals in urban and rural areas.
3. Verify losses to livestock and agriculture, determine the depredating species, and implement efficient and effective damage management methods, such as firearm application, trapping, snaring, and pesticide use.
4. Check for and report evidence of animal-borne disease.
5. Meet with grazing boards, livestock and agriculture producers, and concerned citizens to discuss strategies for protecting livestock, agriculture, economic interests of ranchers, wool growers, and homeowners.
6. Operate, maintain, and safeguard a variety of equipment and chemicals, including firearms, vehicles, ATVs, trailers (including utility and sheep camps), traps, snares, pyrotechnics, and pesticides in local and remote locations in Nevada throughout the year.
7. Manage damage caused by wildlife and rodents through surveys and application of firearms, traps, snares, and pesticides in accordance with established guidelines.
8. Utilize various electronic mapping programs and devices to record locations of damage management equipment and areas with current and historic loss to determine patterns and corresponding solutions.
9. Maintain records related to surveys, travel time/mileage, equipment usage, wildlife and rodent species removed, capture activities, and other events for compiling information for statistical and narrative reports.
10. Provide information to ranchers, agriculture producers, woolgrowers, homeowners, industry, and interested citizens.
11. Demonstrate wildlife and rodent damage management techniques, device usage, and identification techniques.
12. Ground crew and/or utilize firearms in fixed-wing and rotary-wing aerial operations.
13. Offer technical assistance in wildlife and rodent damage management to increase public understanding.
14. Follow disease sampling and reporting protocols.
15. Perform related duties as assigned.

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**ESSENTIAL FUNCTIONS**

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**EXPERIENCE AND EDUCATION**

One year 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:

- Predatory and depredating wildlife and rodent species, including characteristics and diseases, as well as familiarity with local, federal, State and local laws and regulations governing wildlife/rodent damage management.
- North American wildlife species, their behavior and habitats, especially those that may threaten economic interests or human health and safety.
- Lethal and non-lethal wildlife and rodent damage management techniques.

Skill in:

- Math and recordkeeping of daily activities and observations.
- Tool maintenance, trap construction, firearm handling, and utilizing working animals in rough terrain.
- Strong interpersonal and communication skills, both verbal and written.
- The use of office and job-related equipment, electronics, and software.
- Utilizing wildlife damage management techniques to carry out a full range of common technical duties including: exclusion, trapping, snaring, non-lethal harassment, firearm use and pesticide application.
- Utilizing specialty equipment such as ATVs, UTV's, snowmobiles, 4-wheel drive vehicles, and trailers (including towing and backing).

Ability to:

- Operate computer systems for documenting daily activities, messaging and data collection.
- Negotiate with landowners and conduct training sessions for individuals and groups.
- Maintain relationships with stakeholders.
- Provide effective wildlife damage management technical assistance to livestock and agriculture producers, wildlife managers and members of the public.
- Recognize wildlife species behavior, characteristics and habitats.

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### SPECIAL REQUIREMENTS

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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.

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### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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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)*

- |   |  |  |  |  |
|---|--|--|--|--|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 75 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning  |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 75 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing            |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 75 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing  |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 75 lbs  | <input checked="" type="checkbox"/> stretching | <input checked="" type="checkbox"/> smelling |

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

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals   |
| <input checked="" type="checkbox"/> Ability to speak English                              | <input checked="" type="checkbox"/> Ability to work amicably with co-workers  |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time   |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor’s instructions   |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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>
<b>ARCHITECTURAL DRAFTER</b>	<b>33</b>	<b>C</b>	<b>6.355</b>

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**JOB SUMMARY**

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Architectural Drafters prepare schematics, design development, working drawings, and specifications for new construction and the renovation and remodeling of existing structures involving architectural, mechanical, electrical, civil, structural, and plumbing design.

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**JOB DUTIES**

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1. Coordinate with clients and project architects/engineers to determine design objectives, evaluate client needs, collect information, review record drawings, and inspect site locations to take measurements, survey, and verify conditions.
2. Prepare schematics, design development, working drawings, and specifications utilizing computer aided design and drafting (CADD) software, drafting instruments, media, and accepted drafting techniques.
3. Perform detailed drafting work for purposes of developing plans for construction projects.
4. Conduct research and check plans to determine materials, specifications, and compliance with applicable codes and standards.
5. Compile contract documents and prepare cost estimates by measuring and tabulating material quantities to ensure cost are within the project budget.
6. Update record drawings to reflect changes, additions, and variations from the original design so that drawings can be used for future building construction or modification.
7. Draft furniture layouts to display furniture location and ensure proper clearances for handicapped access and fire and life safety provisions.
8. Review furniture catalogs to select furniture and log model numbers and costs for production of furniture bid documents.
9. May oversee smaller, less complex projects to include pre-bid meetings, walk throughs, bid openings, inspections, change orders, authorization of payments for work completed, and the reconciliation of problems and disagreements.
10. Perform related duties as assigned.

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**ESSENTIAL QUALIFICATIONS**

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**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, State, and local laws, regulations, and agency policies, procedures, and practices.
- Architectural/engineering drafting methods; nomenclature, fractions, decimals, measures, conventional

symbols, and sources of information; mathematical operations involving algebra, trigonometry, and geometry and their application to architecture, construction and engineering.

- State Purchasing policies and requirements; contracts related to architecture, construction, and engineering; bid-letting of construction projects.
- CADD software; personal computers, plotters, printers, and copy equipment.
- Required codes and standards for building design and interpretation of plans for code compliance; electrical, mechanical, civil and structural systems in buildings; requirements of the Americans with Disabilities Act related to buildings and other facilities.

Skill in:

- Using drafting techniques to achieve appropriate line qualities to produce drawings.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Oversee construction projects to include scheduling of construction, evaluating completed work to ensure it conforms to specifications, and reconciling differences with contractors; speak in front of groups to convey information and conduct formal meetings.
- Estimate costs of project components to include consideration of relative costs and benefits of potential actions to make the most appropriate choice or recommendation; prepare project specifications.
- Read, interpret, and translate field notes and design notes into neat, legible, and accurate drawings; set up and use surveying equipment; organize and lay out drawings systematically to optimize efficiency for construction.
- Communicate with design and construction personnel to exchange information for formulation of drawings and sketches; speak in front of groups to convey information and conduct formal meetings; write concise, logical, and grammatically correct correspondence and reports.

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**SPECIAL REQUIREMENTS**

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

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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)*

- |  |  |  |   |   |
|--|--|--|---|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking  | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting              | <input type="checkbox"/> throwing           |

- |   |  |   |  |   |
|---|--|---|--|---|
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting  | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor’s instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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>
<b>LAND USE PLANNER</b>	<b>36</b>	<b>B</b>	<b>6.711</b>

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**JOB SUMMARY**

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Land Use Planners assist local governments and public entities to develop and revise land use ordinances, master plans and land use planning documents.

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**JOB DUTIES**

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1. Represent the agency and administrator in discussions on controversial land use issues in public hearings and forums, facilitate meetings, negotiating, and mediating conflicts.
2. Develop and revise ordinances, master plans, and land use planning documents, conducting research, analyzing trends, and making policy recommendations.
3. Manage land use planning projects.
4. Provide training and expertise to State and local agencies on land use planning subjects, creating curriculum, materials, and conducting classes.
5. Review federal agencies' activities related to the use and management of federal land, assisting local governments in negotiations.
6. Offer regulatory information and assistance to local governments regarding federal lands, updating land use plans and policies.
7. Develop legislation related to land use and ownership, analyze laws, land use patterns, and facilitate consensus among stakeholders.
8. Represent the division to various entities, provide information to legislative bodies, analyze Congressional bills, offer expertise and training to local governments, and provide testimony to legislative bodies.
9. Review existing land use planning documents for accuracy and value, assessing proposed changes and development projects for impact and compatibility.
10. Coordinate and facilitate meetings for the State Land Use Planning Advisory Council, including scheduling dates, determining site locations, selecting speakers, and compiling, distributing, and posting meeting agendas, agency reports, informational material, and meeting minutes.
11. Perform related duties as assigned.

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**ESSENTIAL QUALIFICATIONS**

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**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, and agency policies and procedures; the goals and responsibilities of federal land management agencies and methods used to manage federal lands; State

requirements in the development of master plans and zoning requirements

- Purpose and relationship of federal, State, and local governmental and advisory bodies in the provision of services and the exercise of regulatory control; the economic, physical, geographical, and demographic characteristics of local communities.
- Land use planning; zoning principles and practices; development and revision of land use documents and ordinances; research methods; principles, practices, and techniques of training; graphic presentation methods and materials; graphic mapping systems.

Skill in:

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

Ability to:

- Analyze land use planning problems, situations, practices, and procedures and formulate logical and objective conclusions; mediate complex land use conflicts involving commercial, residential, environmental, and community land issues and negotiate consensus solutions; develop comprehensive land use plans and policies; evaluate land use planning laws and recommend changes in land use legislation.
- Coordinate and facilitate conferences and meetings for federal, State, local, and public interest groups respond to land use planning issues during public meetings, hearings, and workshops; make presentations to various groups; establish and maintain cooperative working relationships with federal, State, and local officials and representatives.
- Conduct land use planning research, studies, and projects on a statewide basis; direct critical land use planning projects involving environmentally sensitive areas.
- Read and interpret technical land use planning information; write concise, logical, grammatically correct correspondence, legal documents, and reports.
- Anticipate changes in land use demands, needs, and trends; project demographic changes based on current factors, historical trends, available resources, and social and physical constraints; read and interpret maps, identify site boundaries, and read legal descriptions; identify sources of information and compile data pertinent to land use planning.

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### SPECIAL REQUIREMENTS

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### 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)*

- |   |  |  |  |   |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

*(Check all that apply)*

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor’s instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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>
<b>MANAGER, WATER PLANNING AND DROUGHT RESILIENCY</b>	<b>44</b>	<b>6.715</b>	<b>A</b>

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**JOB SUMMARY**

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Managers, Water Planning and Drought Resiliency provide oversight and management of the State's water planning, drought resiliency, and floodplain management program.

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**JOB DUTIES**

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1. Establish organizational goals, objectives, schedules, and structures and provide programmatic direction and guidance.
2. Develop and implement short- and long-term strategies and develop, review, revise, and implement policies and procedures.
3. Review programs, identify problems, offer solutions, and make recommendations for future programs, plans, and directives.
4. Review, provide updates, and make recommendations on best practices and guidelines for floodplain management, water planning, drought response, and water conservation.
5. Research alternative water resources, review and approve water conservation plans, and review and provide guidance and recommendations on county water resource plans.
6. Coordinate with other State agencies to advance the work of the Drought Response Committee and assist during any executive orders regarding flooding or drought.
7. Ensure the State is an active participant in the National Flood Insurance Program.
8. Coordinate with stakeholders on drought monitoring and conservation incentives.
9. Assist in the development, review, revision, maintenance, and implementation of the Nevada State Water Plan and the Drought Response Plan.
10. Assist State and local governments in the development, management, and oversight of interstate and local water agreements and plans.
11. Provide outreach and public education messages and represent the agency at various hearings, meetings, mediation processes, interagency workgroups, and conferences.
12. Ensure water use inventory reports are prepared properly and reviewed for accuracy and consistency, so the amount of water used within Nevada is accurately reported.
13. Obtain and process data from a wide variety of sources.
14. Identify needed statutory amendments to improve programmatic functions and assist in the preparation and justification of bill draft requests and fiscal notes.
15. 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.
16. Prepare, maintain, and monitor budgets, prepare requests for enhancements and justifications, prepare purchase requests, and monitor and approve expenditures.
17. Develop, review, and monitor federal and/or State grants.
18. Prepare analytical, narrative, statistical, and technical reports and documents.
19. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people

20. Perform related duties as assigned.

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## ESSENTIAL QUALIFICATIONS

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### EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three 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; National Flood Insurance Program as administered by the federal government; applicable case law.
- Water use, water planning, and water conservation principles and practices; groundwater and surface water hydrology and hydrologic processes; current technologies and methods used in determining water availability; drought monitoring, response, and mitigation activities; floodplain management and mitigation planning.
- Principles and practices of management and supervision; GIS systems; federal grant management; budget development; principles and practices of data processing; 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, projects, and hydrologic studies pertaining to water resources and water rights; assist with coordination and management of water use agreements for the State; make comprehensive recommendations on hydrological problems; revise priorities, assign tasks, improve production, and influence personnel.
- Present information, explain procedures, and persuade others; establish and maintain effective working relationships.
- Analyze information, technical data, problems, situations, practices, or procedures to define the problem or objective; write clear and concise reports.
- Make sound decisions on complex and diverse issues; meet division goals when unanticipated budget restraints and/or major project schedule changes occur.
- 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**

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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)*

- |   |  |  |  |   |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor’s instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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>
<b>PARK AND RECREATION PROGRAM SPECIALIST</b>	<b>37</b>	<b>B</b>	<b>6.717</b>

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**JOB SUMMARY**

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Park and Recreation Program Specialists are responsible for planning, organizing, coordinating, and overseeing a park and recreation program.

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**JOB DUTIES**

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1. Develop work programs and tasks to prepare and update statewide recreation plans, individual park master plans, resource protection plans, feasibility studies, other supporting studies, and documentation.
2. Conduct research, complex studies, and analyses and evaluate future recreational needs and opportunities.
3. Negotiate with federal, State, and local entities concerning multi-jurisdictional issues and represent the agency at various meetings.
4. Manage, coordinate, and oversee planning, archaeological, and promotional contracts.
5. Coordinate, manage, and oversee the grants process.
6. Manage and coordinate land acquisition and exchanges.
7. 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.
8. Perform related duties as assigned.

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**ESSENTIAL QUALIFICATIONS**

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**EXPERIENCE AND EDUCATION**

Three 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, and agency policies and procedures; national and private natural resource agencies; Park Master Plans and State Comprehensive Outdoor Recreation Plan; applications, compliance requirements, and audit procedures required to administer federal grant programs; Land and Water Conservation Fund Manual and the Recreational Trails Program Interim Guidance Manual as they apply to planning and grants administration.
- Park and recreation management principles and practices; site and trail planning; cartography and drafting; construction techniques, standards, and procedures.
- Natural history, geography, biology, botany, biology, and zoology; recreational demand, modeling, and analysis; opinion survey techniques and methodology; layout, design, and printing procedures; public relations and information systems necessary to promote agency programs; empirical recreation research methodology.

Skill in:

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

Ability to:

- Read and analyze complex technical reports to determine potential impact on existing recreational resources; analyze data and survey information using statistical computations to determine public demand for recreation facilities, demand modeling, and identifying problems or concerns.
- Review and evaluate environmental assessments, environmental impact statements, scoping documents, and other documentation to determine potential impacts upon agency administered lands statewide.
- Develop goals and objectives, set priorities, establish project directives, and carry them through to completion; develop, read, and interpret conceptual plans; write concise reports explaining statistical comparisons of recreational demand.
- Speak extemporaneously on park and recreation subjects; communicate and interact effectively with other agency representatives, legislators, and the public; write grammatically correct correspondence.
- Analyze legislative bills for impact on agency and advise management; develop and implement a statewide comprehensive outdoor recreation plan; oversee and coordinate a variety of park planning activities with various federal, State, and public agencies and/or groups; manage feasibility studies and special projects for proposed park sites to determine recreational opportunities and State park feasibility; conduct project compliance inspections.
- Manage planning, development, archaeological, and promotional contracts; manage acquisitions; manage grants for the Land and Water Conservation Fund, federal Recreational Trails Program and other grant programs including writing and updating manuals; review grant applications; answer grant questions; award grant funds; monitor, audit, and ensure compliance with grant requirements.

**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)*

- |   |  |  |  |   |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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>
<b>COMMUNICATIONS SYSTEMS SPECIALIST</b>	<b>35</b>	<b>C</b>	<b>6.977</b>
<b>SUPERVISOR, COMMUNICATIONS SYSTEMS SPECIALIST</b>	<b>37</b>	<b>C</b>	<b>6.976</b>

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**JOB SUMMARY**

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Communications Systems Specialists perform specialized electronic technician work involving the fabrication, installation, maintenance, repair, and modification of 24-hour communications systems.

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**JOB DUTIES**

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**COMMUNICATIONS SYSTEMS SPECIALIST**

1. Repair, align, maintain, and troubleshoot radio frequency components, units, systems, microwave, radios, and other ancillary and test equipment.
2. Make frequency, modulation, distortion, noise, and power measurements.
3. Implement and monitor an integrated geographically dispersed radio communications processing network.
4. Install, align, and troubleshoot other assigned communications equipment.
5. Install, repair, and maintain agency mountaintop base station radios, microwave, and radio systems, power distribution systems, antenna systems, towers, lighting systems, and power generation systems.
6. Install copper and fiber optic cabling and distribution systems.
7. Perform electrical and mechanical installation, maintenance, and repair on emergency, law enforcement, and/or maintenance vehicles.
8. Conduct research and develop custom circuit boards and sub-systems.
9. Compose and revise schematics and other workings and technical drawings.
10. Align, test, program, and troubleshoot two-way radio communication systems, antennas, coaxial cables, mobile data and video, emergency lighting systems, and microprocessor-controlled sirens.
11. Install, maintain, troubleshoot, and repair dispatch communication consoles, audio recorders, and associated communications equipment.
12. Respond to transmission issues, conduct tests to validate field radio operations, and notify radio system personnel of validated problems.
13. Coordinate with federal, State, private agencies, and other entities in the repair, maintenance, and modification of the agency's communications systems.
14. Review and analyze system utilization statistics, user training needs, hardware, software, and environmental needs.
15. Maintain shop inventory of parts and equipment and maintain replacement and repair stock.
16. Prepare and maintain documentation of work completed, files for the system, and vendor information.
17. Train equipment operators in the use of communications equipment.
18. Perform related duties as assigned.

**SUPERVISOR, COMMUNICATIONS SYSTEMS SPECIALIST**

1. Duties performed at the previous level, AND:
2. Oversee a statewide 24-hour communications system.
3. Plan, develop, and monitor a budget.

<b>COMMUNICATIONS SYSTEMS SPECIALIST</b>	<b>35</b>	<b>C</b>	<b>6.977</b>
<b>SUPERVISOR, COMMUNICATIONS SYSTEMS SPECIALIST</b>	<b>37</b>	<b>C</b>	<b>6.976</b>

4. Assist in the development of policies, procedures, goals, objectives, long-range plans, and programs.
5. Prepare FCC license applications and ensure licenses are renewed and posted.
6. Provide and conduct systems engineering design, research, and development.
7. Determine and develop frequency availability, path analysis, coverage area charts, site layout, installation, and interconnection methods, and site power source and sizing.
8. Develop and implement technical parameters and standard practices.
9. Ensure the integrity of the communications system is maintained.
10. Perform needs analysis and write detailed plans.
11. Analyze existing system configuration and proposed revisions to ensure compatibility, reliability, efficiency, and cost effectiveness.
12. Assist stakeholders regarding various aspects of managing and operating a communications system.
13. Coordinate with federal and State officials regarding radio site problem resolution, establishment of standards for jointly operated sites, and development and implementation of interagency agreements.
14. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
15. Perform related duties as assigned.

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### **ESSENTIAL QUALIFICATIONS**

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#### **EXPERIENCE AND EDUCATION**

##### **COMMUNICATIONS SYSTEMS SPECIALIST**

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

##### **SUPERVISOR, COMMUNICATIONS SYSTEMS SPECIALIST**

Four or more years of 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.)

##### **COMMUNICATIONS SYSTEMS SPECIALIST**

Knowledge of:

- Electronics including AC/DC principles, pulse circuits, solid-state integrated circuit devices, and microprocessors; microwave and multiplex principles and theories; analog and digital electronics.
- Math including algebra and trigonometry; public address systems; processes and procedures used in circuit analysis and corrective diagnosis for the repair and troubleshooting of communications equipment.
- Microwave, radio, and antenna systems; telephone systems; standby power including generators, uninterruptible power supplies, and solar electric systems.
- Calibration principles and techniques; federal communications rules and regulations; electronics technology as applied to specialized communications networks; voice and data communications servers; analog and digital video; copper and fiber optic data and voice cabling distribution systems.

Skill in:

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

<b>COMMUNICATIONS SYSTEMS SPECIALIST</b>	<b>35</b>	<b>C</b>	<b>6.977</b>
<b>SUPERVISOR, COMMUNICATIONS SYSTEMS SPECIALIST</b>	<b>37</b>	<b>C</b>	<b>6.976</b>

Ability to:

- Operate a variety of electronic test equipment that measures time, frequency, phase, amplitude, and power; install, repair, and maintain communications and ancillary equipment; operate a variety of hand and power tools.
- Read and understand complex schematics; understand the operations of components, units, and systems; prepare technical and analytical reports and documentation in a clear and concise manner.
- Coordinate and implement communications site development and improvement projects; provide training and direction to staff; oversee the work of outside contractors; analyze communications protocols.

### **SUPERVISOR, COMMUNICATIONS SYSTEMS SPECIALIST**

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; agency communications sites and equipment; functions and communications needs of the assigned agency.
- Theory of communications technology; principles, practices, and trends in communications engineering and design.
- FCC licensing procedures; frequency coordination; systems engineering to include needs analysis, system requirements, and the development and implementation of solutions.
- Budget preparation and maintenance; supervisory principles and practices.

Skill in:

- Assessing technical and administrative issues, analyzing potential solutions, and reaching decisions.

Ability to:

- Design modified prototype and production circuits; select appropriate connection techniques, packaging, and retrofit types for new circuits.
- Instruct others regarding the agency's statewide communications system; maintain effective channels of communication with department management, State and local government officials, and other State agencies; establish and maintain effective working relationships with other State agencies, equipment suppliers, employees, and the public.
- Manage space, equipment, and material resources; develop utilization plans and justify acquisitions; interpret data using standard calculations for path and coverage analysis; perform project management functions involving site development.
- Forecast future agency communications system requirements and formulate a comprehensive long-range, statewide communication plan; manage and direct a variety of communications projects on a statewide basis; plan and set project priorities; plan and administer the agency's communications budget.
- 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**

---

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

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

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(Check all that apply)*

- |   |  |  |  |   |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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>
<b>DEPUTY ADMINISTRATOR, FORESTRY</b>	<b>44</b>	<b>A</b>	<b>7.411</b>

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**JOB SUMMARY**

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Deputy Administrator, Forestry provide direct day-to-day programs, operations, services, activities, and staff.

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**JOB DUTIES**

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1. Provide administrative oversight to ensure continuity of resource and fire management administration.
2. Ensure adequate fire management support for fire suppression and back-up.
3. Oversee intra- and inter-agency training and coordination.
4. Coordinate fire and resource management programs, activities, and resources with federal, State, and local entities, ensure cooperation, and facilitate and promote sharing of funding, labor, and equipment.
5. Ensure uniform delivery of statewide forestry programs.
6. Provide guidance concerning operational projects.
7. Conduct research, special projects, and make recommendations for improvements and increased efficiency.
8. Balance the needs of the public and private landowners with sound resource management practices.
9. Lead and/or participate in strategic planning processes.
10. Oversee the development, review, and implementation of regulations, policies, and procedures.
11. Represent the agency at various meetings and conferences with other State agencies, city councils, county commissions, and civic organizations.
12. Act on behalf of the State Forester in all matters related to agency activities as directed or in their absence.
13. Make presentations before legislative committees and other entities to justify funding requests and explain agency needs and priorities.
14. Develop and monitor budgets for assigned program area.
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.

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**ESSENTIAL QUALIFICATIONS**

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**EXPERIENCE AND EDUCATION**

Five or more years of applicable experience as described in the job duties with a minimum of three 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, State, and local laws, regulations, and agency policies and procedures.
- Forest and resource management plans and practices; fire suppression techniques and equipment; federal, State, and local governmental relationships and interactions regarding forestry, fire suppression, and resource programs.

- Nevada forest, range, and resource management practices.
- Principles, practices, and methods of effective management and supervision; budgeting, purchasing, and contract management.

## Skill in:

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

## Ability to:

- Establish and maintain positive working relationships with representatives of federal, State, county and local jurisdictions, fire districts, and the public.
- Assist the State Forester in administration of programmatic activities; plan, organize, direct, and control statewide programs related to the conservation and protection of forest, range, and watershed resources.
- Represent the division and act on behalf of the State Forester; prepare statistical and analytical reports regarding program activities; interpret and explain complex and sometimes conflicting laws, regulations, policies, and procedures.
- Understand and balance the diverse demands of users with natural resource stewardship; direct and deploy division resources within authorized staffing and budgetary limitations.
- 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.

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**SPECIAL REQUIREMENTS**

---

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**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)**

- |   |  |  |  |   |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions  |
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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>
<b>DEPUTY ADMINISTRATOR, STATE LANDS</b>	<b>42</b>	<b>B</b>	<b>7.413</b>

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**JOB SUMMARY**

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The Deputy Administrator, State Lands plans, organizes, directs, and manages all program sections within the agency.

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**JOB DUTIES**

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1. Act on behalf of the Administrator in all matters related to division operations, activities, and personnel as directed by the Administrator and/or in their absence.
2. Establish goals, objectives, schedules, policies and procedures.
3. Review and approve work plans, budgets, and applications for federal grants.
4. Establish organizational structures and provide programmatic direction and guidance to most effectively achieve objectives.
5. Develop and implement strategies that give long term direction to assigned programs.
6. Provide day-to-day programmatic direction and advise staff in the execution of strategies to attain goals and objectives.
7. Perform administrative duties that require policy level decisions and provide control of outcome-based objectives.
8. Confer with legislators, executives, officials, and regulatory representatives to negotiate solutions to controversial issues which have policy implications.
9. Develop and manage budgets for assigned areas of responsibility to ensure that expenditures do not exceed authorized budgets and actual revenue.
10. Review and approve bills, contract payments, grant reimbursements, travel claims, and other expenditures.
11. Attend finance, staff, and status meetings.
12. Plan, organize, and direct statewide land use and resource protection programs.
13. Represent the agency and department at meetings, hearings, committees, and commissions.
14. Explain the State's position on land use, management, and resource issues.
15. Assist with the development of proposed legislation including fiscal notes, bill draft requests, and developing and providing testimony on behalf of the division.
16. Provide technical assistance to staff, committees, groups, and the public.
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.

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**ESSENTIAL QUALIFICATIONS**

---

**EXPERIENCE AND EDUCATION**

Five or more years of applicable experience as described in the job duties with a minimum of three 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, State, and local laws, regulations, and agency policies and procedures; Nevada land resource management practices.
- Principles, practices, and methods of effective management and supervision; budgeting and fiscal management; program development and implementation; land and resource management practices.

Skill in:

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

Ability to:

- Plan, organize, direct, and control statewide programs related to land management; represent the division and act on behalf of the Administrator; direct and deploy agency resources within authorized staffing and budgetary limitations.
- Establish and maintain effective working relationships with federal, State, local, and private agencies and individuals; prepare concise, logical, and analytical reports; interpret and explain complex and sometimes conflicting laws, regulations, policies, and procedures.
- Make decisions and establish priorities; interpret and enforce agency policies and procedures; identify relevant concerns, factors, patterns, operations, tendencies, and relationships and draw logical conclusions.
- 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.

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**SPECIAL REQUIREMENTS**

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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 speak
- Ability to write legibly in English
- Ability to read instructions and numbers in English
- Ability to complete tasks with numerous interruptions
- Ability to understand technical manuals
- Ability to work amicably with co-workers
- Ability to learn tasks in a reasonable amount of time
- Ability to follow supervisor's instructions
- 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.

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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>
<b>STATE LAND AGENT</b>	<b>34</b>	<b>B</b>	<b>7.416</b>
<b>SENIOR STATE LAND AGENT</b>	<b>36</b>	<b>B</b>	<b>7.414</b>
<b>SUPERVISOR, STATE LAND AGENT</b>	<b>39</b>	<b>B</b>	<b>7.415</b>

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**JOB SUMMARY**

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State Land Agents conduct a broad range of real estate transactions related to State lands.

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**JOB DUTIES**

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**STATE LAND AGENT**

1. Negotiate with property owners, government entities, or through condemnation to acquire land and land interests.
2. Calculate fair market value or contract for and review independent appraisals to determine value.
3. Negotiate agreements for the best price and best use of property.
4. Prepare escrow closing documents and other legal documents, arrange for the transfer of funds to close transactions, and ensure the recordation of executed legal documents.
5. Manage unassigned State land, sovereign land, and land granted to the State by the federal government for the benefit of the permanent school trust fund.
6. Inspect activities on parcels, ensure adequate compensation for the use of State land, determine and verify the boundaries of State ownership, and report any unauthorized encroachments.
7. Solicit bids and proposals for contracts and negotiate and develop contract agreements for appraisal, title, escrow, survey, restoration, and engineering services.
8. Oversee contract implementation, plans, and specifications.
9. Facilitate resolution of disputes and discrepancies, provide clarification of statutory requirements, and inspect work prior to final payment.
10. Review proposals and construction plans for roads, structures, utility lines, and other projects on State land.
11. Interpret project proposals and plan specifications, meet with contractors, architects, and engineers, and perform field inspections to ensure project compliance.
12. Review applications for permits and authorizations including specifications and time frames.
13. Complete legal documents, memoranda, inspection, and project reports.
14. Ensure documents are processed and records are kept of all applications and transactions including entries in the appropriate State land databases.
15. Conduct research and gather and compile information into reports.
16. Respond to questions from property owners, attorneys, and others.
17. Make presentations to legislative committees, agencies, groups, and individual property owners and/or their agents.
18. Draft legislation, review proposed legislation to determine the potential impact on State lands, and draft and review regulations as required.
19. Perform related duties as assigned.

**SENIOR STATE LAND AGENT**

<b>STATE LAND AGENT</b>	<b>34</b>	<b>B</b>	<b>7.416</b>
<b>SENIOR STATE LAND AGENT</b>	<b>36</b>	<b>B</b>	<b>7.414</b>
<b>SUPERVISOR, STATE LAND AGENT</b>	<b>39</b>	<b>B</b>	<b>7.415</b>

1. Duties performed at the previous level, AND:
2. Perform the most complex and controversial projects with intense public and political scrutiny.
3. Function as a lead worker by assigning and reviewing work, training, and providing input regarding performance evaluations and discipline.
4. Manage projects in collaboration with multiple public and private entities and disciplines.
5. Manage acquisition, easements, facility expansion, and other title aspects of State property.
6. Assist the agency in forecasting and determining their future land needs.
7. Lead negotiations on acquisitions for expansion of State facilities.
8. Coordinate with State Public Works Board for capital improvement projects on State land.
9. Perform related duties as assigned.

### **SUPERVISOR, STATE LAND AGENT**

1. Duties performed at the previous levels, AND:
2. Develop policies, strategic plans, and priorities.
3. Plan, organize, and direct property management, acquisition, and disposal functions.
4. Assist with the preparation of the biennial budget.
5. Prepare required reports for the Legislature, local governments, Board of Examiners, and others.
6. Evaluate State Land needs and provide expert advice and guidance.
7. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
8. Perform related duties as assigned

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## **ESSENTIAL QUALIFICATIONS**

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### **EXPERIENCE AND EDUCATION**

#### **STATE LAND AGENT**

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

#### **SENIOR STATE LAND AGENT**

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

#### **SUPERVISOR, STATE LAND AGENT**

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.)

#### **STATE LAND AGENT**

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; technical and legal terminology related to real estate; legal documents, property descriptions, and maps; title and escrow procedures including property and title research.

<b>STATE LAND AGENT</b>	<b>34</b>	<b>B</b>	<b>7.416</b>
<b>SENIOR STATE LAND AGENT</b>	<b>36</b>	<b>B</b>	<b>7.414</b>
<b>SUPERVISOR, STATE LAND AGENT</b>	<b>39</b>	<b>B</b>	<b>7.415</b>

- Public Land Survey System, history of land law in the United States, school trust land, and basis of public land ownership.
- Contracts for appraisals and surveys to develop and direct the scope of work for contractors; appraisal principles and procedures associated with the Uniform Standards of Professional Appraisal Practice to value real and personal property.

Skill in:

- Assessing real and personal property and calculating fair market values.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Review and comprehend property appraisals; research property title; manage property and other land assets; inspect projects on State properties for contract compliance; inspect State property for encroachment and address violations.
- Review, interpret, and comprehend federal and State laws and regulations, legal and title documents, and proposals to use real property including legal descriptions, construction drawings, and site plans for roads, utilities, or other structures.
- Research and gather data to prepare reports and legal documents and correspondence; assess fair market value of real property; organize and maintain files and land records; research historical records; use mapping applications and tools.
- Communicate effectively with internal staff, State and federal agencies, and the public; collaborate internally and with client agencies to maintain asset status of assigned State properties.

### **SENIOR STATE LAND AGENT**

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

Knowledge of:

- State contracting procedures; procedures for title research and recording; authorizations to use State land; property management functions; fiduciary responsibilities, laws, and regulations to support the highest and best use of State lands to be leased, sold, or otherwise disposed; railroad and utility right-of-way laws.

Ability to:

- Perform negotiations and complete controversial projects in acquisition, sales, property management, appraisal, and utility and railroad relocation; determine fair market value for leases, easements, and vacant land.
- Draft legal documents and agreements such as deed restrictions, appraisal instructions, legal descriptions, and purchase and sale agreements; review and comprehend historic patents and associated maps to locate land parcels and mining claims; use mapping applications and tools to locate State properties.
- Coordinate and conduct meetings with client agencies; coordinate conflicting needs of State agencies regarding assigned properties; work with local planners regarding zoning of State properties and State land interests; make project presentations representing the agency.

### **SUPERVISOR, STATE LAND AGENT**

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

<b>STATE LAND AGENT</b>	<b>34</b>	<b>B</b>	<b>7.416</b>
<b>SENIOR STATE LAND AGENT</b>	<b>36</b>	<b>B</b>	<b>7.414</b>
<b>SUPERVISOR, STATE LAND AGENT</b>	<b>39</b>	<b>B</b>	<b>7.415</b>

Knowledge of:

- Effective asset management and program and land management practices; budget development; legislative processes; leadership and supervisory methods.

Ability to:

- Develop policies and procedures; develop draft legislation and regulations; work effectively with administrators and management in other departments, government agencies, and the private sector in collaborative efforts.
- 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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**SPECIAL REQUIREMENTS**

---

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**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)**

- |   |  |  |  |   |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

**(Check all that apply)**

<b>STATE LAND AGENT</b>	<b>34</b>	<b>B</b>	<b>7.416</b>
<b>SENIOR STATE LAND AGENT</b>	<b>36</b>	<b>B</b>	<b>7.414</b>
<b>SUPERVISOR, STATE LAND AGENT</b>	<b>39</b>	<b>B</b>	<b>7.415</b>

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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>
<b>COORDINATOR OF ASSESSMENT STANDARDS</b>	<b>37</b>	<b>B</b>	<b>7.419</b>

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**JOB SUMMARY**

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Coordinator of Assessment Standards serves as an interdisciplinary technical expert on financial and statistical analysis for property tax assessments.

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**JOB DUTIES**

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1. Design, develop, and implement financial and statistical models using spreadsheet and database software.
2. Coordinate with department information technology staff and write computer programs for property tax assessments and special purposes.
3. Perform research and statistical analysis to evaluate equalization of property values throughout the State.
4. Develop database and random sample design methods for assessment ratio studies.
5. Design statistically valid sampling plans for agency studies and special projects.
6. Provide revenue forecasts for property, sales, and use taxes based on prior revenues, school district enrollment, consumer price index trends, gaming activity statistics, and population projections.
7. Draft regulations and policy statements concerning appraisal techniques, assessment practices, and local government finance.
8. Work with county officials in obtaining budget data for review by the agency.
9. Assist county assessors in preparing periodic reports in standard formats.
10. Prepare or review department publications to ensure theoretical and technical accuracy and reflect any changes in laws, regulations, appraisal practices, and financial and economic considerations.
11. Prepare bill draft requests and calculate the fiscal impact of proposed tax changes.
12. Update and score appraisal certification examinations.
13. Prepare written summaries and evaluations of statistical data.
14. Design and revise automated billing programs for centrally and locally assessed properties.
15. Testify before commissions and boards regarding tax calculation methods and other quantitative matters.
16. Train agency personnel in program use and data interpretation.
17. Perform related duties as assigned.

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**ESSENTIAL QUALIFICATIONS**

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**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, standards, and agency policies and procedures; technical and legal terminology, documents, and descriptions related to assessment of property.

- Appraisal methods, principles, and practices used to value real and personal property; principles of economics affecting valuation of property and projection of tax revenues; local assessors’ appraisal and taxing requirements, methods, and reports.
- Review of accounting reports, balance sheets, and income statements; statistical models to include measures of dispersion and measures of central tendency to determine the accuracy and equity of local tax valuations.
- Process of developing, changing, or abolishing administrative regulations related to appraisal techniques, assessment practices, local government finance, and collection and analysis of statistical information.

Skill in:

- Algebra, geometry, statistics, and technical math to correctly calculate and/or verify computations of property valuations and assessment ratio studies.
- Development and application of computer programs used in appraisal, financial analysis, revenue projection, and billing, collection, and distribution of taxes.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Appraise property; develop, explain, and instruct others in tax calculation methods; provide technical assistance to State and county appraisers in adhering to prescribed assessment standards and properly formatting data to facilitate analysis.
- Prepare clear and concise legislative bill draft requests, regulations, forms, and publications; read and understand financial reports.

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**SPECIAL REQUIREMENTS**

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**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)*

- |   |  |  |  |   |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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>
<b>UTILITY VALUATION ANALYST</b>	<b>36</b>	<b>B</b>	<b>7.434</b>

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**JOB SUMMARY**

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Utility Valuation Analysts appraise intercounty and interstate utilities and transportation companies for ad valorem tax purposes using appraisal, accounting and finance methods.

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**JOB DUTIES**

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1. Research, collect, and analyze financial data from industry and individual utility companies to develop value indicators for estimating corporate value.
2. Prepare narrative summaries to substantiate value and develop and apply capitalization rate studies for each industry.
3. Examine company reports and statements to accurately allocate assessments and distribute taxes to local governments.
4. Develop methods to forecast revenue and communicate projections for use in the local government budgeting process.
5. Compile assessment and valuation data into reports and bulletins for review by boards and commissions.
6. Disseminate information to corporate and government officials.
7. Interpret and explain laws, codes, policies, procedures, and results of valuation assessments to interested parties and to develop and apply valuation methodologies.
8. Inspect and examine company records to determine compliance with instructions, timeframes, and accuracy.
9. Detail timeframes, methodologies, forms, reports, results, instructions, and penalties to interested parties.
10. Serve as an expert witness regarding valuations and assessments.
11. Perform related duties as assigned.

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**ESSENTIAL QUALIFICATIONS**

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**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, codes, reporting, requirements, and agency policies and procedures; reporting requirements for various commissions; legal terminology, documents, and descriptions.
- Accounting principles and financial accounting standards; financial analysis; preparation of accounting reports, balance sheets, and income statements; application of macroeconomic principles; billing and collection procedures; forecasting/projection of revenue streams or assessment levels from property taxes.
- Corporate and shareholders' reports and Security and Exchange Commission forms; stock and bond data

sources; local assessors' appraisal and taxing requirements, methods, and reports; property appraisal methods, principles, and practices; utility and transportation company operations.

Skill in:

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

Ability to:

- Organize, present, and defend valuations before the public, Board of Equalization, Tax Commission, and company representatives; appraise property.
- Appraise property; read and understand financial reports; develop cost of capital studies.

**SPECIAL REQUIREMENTS**

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(Check all that apply)*

- |   |  |  |  |   |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals   |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers  |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time   |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions   |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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>
<b>MUSEUM DIRECTOR I</b>	<b>37</b>	<b>A</b>	<b>7.810</b>
<b>MUSEUM DIRECTOR II</b>	<b>39</b>	<b>A</b>	<b>7.809</b>
<b>MUSEUM DIRECTOR III</b>	<b>41</b>	<b>A</b>	<b>7.801</b>

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**JOB SUMMARY**

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Museum Directors are responsible for the overall leadership, operation, planning, and management of a State museum.

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**JOB DUTIES**

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**MUSEUM DIRECTOR I**

1. Participate in the organizational, curatorial, exhibition, and education activities of the museum.
2. Oversee the acquisition, preservation, accession, deaccession, and conservation, use and public access of collections.
3. Ensure the safety, security, and stewardship of collections through facility maintenance and improvements.
4. Conduct outreach, advocacy, visitor surveys, and engaging the public in museum activities.
5. Negotiate and consult with institutions, agencies, individuals, and corporations regarding the exhibition of artifacts and specimens.
6. Ensure that exhibits and programs meet barrier-free and equal access best practices.
7. Develop external fundraising activities and memberships.
8. Manage the budget, ensure compliance with fiscal management requirements, and write grants.
9. Develop long-range and annual plans for the institution.
10. Submit draft changes to the institutional mission statement and policies and procedures.
11. Prepare reports and statistics related to the museum's activities and performance.
12. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
13. Perform related duties as assigned.

**MUSEUM DIRECTOR II**

1. Duties performed at the previous level, AND:
2. Manage a museum focused on a particular subject and smaller collection of items relating to other subject areas.
3. Responsible for curatorial and restoration activities of the museum's collection, and the day-to-day operational activities of the museum.
4. Perform related duties as assigned.

**MUSEUM DIRECTOR III**

1. Duties performed at the previous level, AND:
2. Manage a museum with a diverse collection representing multiple subject areas or multiple locations.
3. Perform administrative and managerial duties and oversee research inquiries.

<b>MUSEUM DIRECTOR I</b>	<b>37</b>	<b>A</b>	<b>7.810</b>
<b>MUSEUM DIRECTOR II</b>	<b>39</b>	<b>A</b>	<b>7.809</b>
<b>MUSEUM DIRECTOR III</b>	<b>41</b>	<b>A</b>	<b>7.801</b>

4. Perform related duties as assigned.

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## **ESSENTIAL QUALIFICATIONS**

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### **EXPERIENCE AND EDUCATION**

#### **MUSEUM DIRECTOR I**

Three or more years of applicable experience as described in the job duties with a minimum of one year supervisory/managerial experience and an applicable Bachelor's degree or above.

#### **MUSEUM DIRECTOR II**

Four or more years of applicable experience as described in the job duties with a minimum of two years supervisory/managerial experience and an applicable Bachelor's degree or above.

#### **MUSEUM DIRECTOR III**

Five or more years of applicable experience as described in the job duties with a minimum of three years supervisory/managerial experience and an applicable Bachelor's degree or above.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

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

#### **MUSEUM DIRECTOR I**

Knowledge of:

- Agency policies and procedures; State budgeting and purchasing processes.
- Facilities management, including maintenance and security; long-range plan development, goal setting, and outcome assessment; collections management theory and practices including the administration, handling, conservation, preservation, recording, interpretation, and research of museum collections.
- Planning, coordinating, designing, and fabricating museum exhibits; theories, strategies, practices, and evaluation of interpretative programs and activities.
- Museum management and related subject areas; supervisory principles and practices; volunteer recruitment, training, evaluation, and general management; math calculations and statistical reporting; fundamentals of museum studies, history, and historic preservation; historic or scientific research methods; Western prehistory or history and cultural landscapes.
- Legal and organizational structure, trustees, and boards of directors; planning and goal management, budget development; administration and interpretation of historical properties, historic and prehistoric site surveys, historic preservation research and restoration, conservation techniques.
- Interpretation and management of collections held in the public trust; marketing, publicity, merchandising, public relations, and audience development approaches; museum fundraising methods and strategies.

Skill in:

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

Ability to:

- Justify budgetary requirements and maintain fiscal responsibility; monitor budgets.

<b>MUSEUM DIRECTOR I</b>	<b>37</b>	<b>A</b>	<b>7.810</b>
<b>MUSEUM DIRECTOR II</b>	<b>39</b>	<b>A</b>	<b>7.809</b>
<b>MUSEUM DIRECTOR III</b>	<b>41</b>	<b>A</b>	<b>7.801</b>

- Administer and manage collections and exhibitions; write grant requests and reporting documentation; coordinate fiscal and human resources; develop and implement policies, procedures, plans, goals, and objectives; develop, summarize, and analyze statistical data.
- 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.

## **MUSEUM DIRECTOR II**

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

Knowledge of:

- Fundamentals of anthropology, geology, and paleontology; natural sciences, arts, and humanities, and behavioral and social sciences.

## **MUSEUM DIRECTOR III**

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

Ability to:

- Develop and administer the institution's budget; develop and implement marketing, publicity, and public programming and outreach plans; develop and implement fundraising and other income producing initiatives.

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## **SPECIAL REQUIREMENTS**

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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.

<b>MUSEUM DIRECTOR I</b>	<b>37</b>	<b>A</b>	<b>7.810</b>
<b>MUSEUM DIRECTOR II</b>	<b>39</b>	<b>A</b>	<b>7.809</b>
<b>MUSEUM DIRECTOR III</b>	<b>41</b>	<b>A</b>	<b>7.801</b>

**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)*

- |   |  |  |  |   |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 50 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 50 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 50 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 50 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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>
<b>CURATOR I</b>	<b>31</b>	<b>B</b>	<b>7.834</b>
<b>CURATOR II</b>	<b>33</b>	<b>B</b>	<b>7.808</b>
<b>SENIOR CURATOR</b>	<b>35</b>	<b>B</b>	<b>7.823</b>
<b>SUPERVISOR, CURATOR</b>	<b>37</b>	<b>B</b>	<b>7.803</b>

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**JOB SUMMARY**

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Curators perform a wide variety of museum work for a specific collection and/or program area within a museum.

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**JOB DUTIES**

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**CURATOR I**

1. Implement collection management policies and procedures.
2. Assess and recommend acquisitions and conduct accessioning, cataloging, and inventory.
3. Maintain and secure collection records, databases, access, and use.
4. Curate collections as per agreements, respond to research inquiries, and manage collection.
5. Conduct research, develop content for programs, and manage educational tours and events.
6. Participate in exhibit preparation, develop plans and content, manage storage and conservation.
7. Provide information on museum practices to external entities.
8. Coordinate the use of collections in exhibits, programs, and publications.
9. Interpret results of completed surveys, perform field evaluations and site excavations, catalog and plot recovered artifacts.
10. Utilize acquired information for report preparation, scientific research, educational purposes, and determine impact to cultural resources.
11. Conduct field surveys of archaeological, historical, and pre-historical sites, and documents.
12. Provide training, direction, and interpretation of policies and procedures.
13. Perform related duties as assigned.

**CURATOR II**

1. Duties performed at the previous level, AND:
2. Collect, register, arrange, research, document, and catalog materials for an assigned collection.
3. Provide access, security, and conservation for the assigned collection.
4. Carry out interpretations of collections.
5. Develop, execute, and evaluate educational programs and research.
6. Conduct field activities.
7. Investigate and pursue potential acquisitions.
8. Prepare publications on program areas and collections.
9. Perform related duties as assigned.

**SENIOR CURATOR**

1. Duties performed at the previous levels, AND:

<b>CURATOR I</b>	<b>31</b>	<b>B</b>	<b>7.834</b>
<b>CURATOR II</b>	<b>33</b>	<b>B</b>	<b>7.808</b>
<b>SENIOR CURATOR</b>	<b>35</b>	<b>B</b>	<b>7.823</b>
<b>SUPERVISOR, CURATOR</b>	<b>37</b>	<b>B</b>	<b>7.803</b>

2. Responsible for museum collections or educational programs.
3. Oversee decision making and serve as a spokesperson for the program.
4. Assist in resource development through grants, partnerships, fundraising, and in-kind support.
5. Contribute to public relations through articles, website information, and marketing materials.
6. Develop long-range plans, prepare reports, and manage budgets.
7. Manage natural history, pre-history and/or archaeological collections.
8. Recruit, train, and supervise volunteers.
9. Function as a lead worker by assigning and reviewing work, training, and providing input regarding performance evaluations and discipline.
10. Perform related duties as assigned.

**SUPERVISOR, CURATOR**

1. Duties required at the previous level, AND:
2. Manage major collections held by public and private agencies.
3. Provide curatorial services for external entities, ensure compliance with collection agreements, and adhere to federal, State, and local laws and regulations.
4. Manage statewide authorization programs.
5. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
6. Perform related duties as assigned.

**ESSENTIAL QUALIFICATIONS**

**EXPERIENCE AND EDUCATION**

**CURATOR I**

One or more years of applicable experience as described in the job duties and an applicable Bachelor’s degree or above.

**CURATOR II**

Two or more years of applicable experience as described in the job duties and an applicable Bachelor’s degree or above.

**SENIOR CURATOR**

Three or more years of applicable experience as described in the job duties and an applicable Bachelor’s degree or above.

**SUPERVISOR, CURATOR**

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and an applicable Bachelor’s degree or above.

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

<b>CURATOR I</b>	<b>31</b>	<b>B</b>	<b>7.834</b>
<b>CURATOR II</b>	<b>33</b>	<b>B</b>	<b>7.808</b>
<b>SENIOR CURATOR</b>	<b>35</b>	<b>B</b>	<b>7.823</b>
<b>SUPERVISOR, CURATOR</b>	<b>37</b>	<b>B</b>	<b>7.803</b>

### **CURATOR I**

Knowledge of:

- Cataloging and registration processes; loan contracts; searching, data entry, and retrieval methods; North American history, prehistory, and/or natural history; historic preservation principles, theory, and planning; collection management and exhibits development; archive research methods.
- Museum education, principles, practices and exhibit principles; museum policies regarding loaning collections.

Skill in:

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

Ability to:

- Develop, promote, execute, and evaluate educational programming; interpret and write observations; arrange, describe, classify, and research collections; compile and record data.

### **CURATOR II**

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

Knowledge of:

- Federal, State, and agency requirements for the curation and preservation of collections; conservation principles and practices; gifting and exhibition policies; antiquities law; research and appraisal sources; exhibit design and application; preservation and conservation technology.
- Cultural resource management processes; museum techniques and procedures in registration and accessioning artifacts; museum methods of artifact identification, acceptance, and classification; education program development and management.
- Registration theory and accession procedures; functions and operations of museums, archives, historical societies, and libraries; preservation and conservation theory, practices and techniques to properly care for and protect collections; research methods and principles; history of Great Basin Nevada and The West.

Ability to:

- Compose text and articles for publication; recognize problems relating to the development, organization, and care of collections; collaborate in the development and deployment of museum exhibits; assist in conducting research.
- Make assessments on the condition and value of collections and artifacts; identify problems and determine appropriate solutions; restore artifacts.

### **SENIOR CURATOR**

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

Knowledge of:

- Various federal and State agencies responsible for cultural resources management; requirements pertaining to site importance, making survey recommendations, and conducting archaeological surveys on federal property.

<b>CURATOR I</b>	<b>31</b>	<b>B</b>	<b>7.834</b>
<b>CURATOR II</b>	<b>33</b>	<b>B</b>	<b>7.808</b>
<b>SENIOR CURATOR</b>	<b>35</b>	<b>B</b>	<b>7.823</b>
<b>SUPERVISOR, CURATOR</b>	<b>37</b>	<b>B</b>	<b>7.803</b>

- Agency’s purpose, goals, methods, regulations, and rules; Native American interests and concerns in the Great Basin.

Ability to:

- Design, implement, and manage curation methods and procedures; plan logistics for field projects; research, classify, catalog, and restore various objects of antiquity; analyze information, problems, situations, practices, policies, and procedures to organize workflow and accomplish objectives.
- Write reports and prepare exhibit texts; communicate with appraisers, those retained by potential donors of artifacts and at agency and public meetings regarding historic preservation and archeology.

**SUPERVISOR, CURATOR**

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

Knowledge of:

- Federal, State, and international laws and regulations controlling the collection, handling, and transport of cultural resources, Native American objects, and human remains.
- Functions of regulatory agencies; management and supervision techniques; budget process.
- Other Nevada institutions, museums, or historical societies; manuscript, photographic, and archival collections; archeological and preservation theories and methods to evaluate and make recommendations; techniques to develop and manage educational programming; the geology and geography of Nevada.

Ability to:

- Understand the history and relevance to Nevada of specific collections; interact with federal and State agencies, professionals, and the public; coordinate data collected and project parameters; develop long-term and temporary exhibits utilizing best practices and materials and objects within a collection; evaluate educational effectiveness of exhibits.
- 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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**SPECIAL REQUIREMENTS**

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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

<b>CURATOR I</b>	<b>31</b>	<b>B</b>	<b>7.834</b>
<b>CURATOR II</b>	<b>33</b>	<b>B</b>	<b>7.808</b>
<b>SENIOR CURATOR</b>	<b>35</b>	<b>B</b>	<b>7.823</b>
<b>SUPERVISOR, CURATOR</b>	<b>37</b>	<b>B</b>	<b>7.803</b>

possibility of employment. The results of the background check may be used to assess eligibility for the position.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

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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)**

- |   |  |  |  |   |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

**(Check all that apply)**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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>
<b>HEALTH RESOURCE ANALYST</b>	<b>32</b>	<b>B</b>	<b>10.512</b>
<b>SENIOR HEALTH RESOURCE ANALYST</b>	<b>35</b>	<b>B</b>	<b>10.507</b>
<b>SUPERVISOR, HEALTH RESOURCE ANALYST</b>	<b>38</b>	<b>B</b>	<b>10.505</b>

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**JOB SUMMARY**

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Health Resource Analysts assist in the development, maintenance, implementation, and revision of State health care policies and programs.

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**JOB DUTIES**

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**HEALTH RESOURCE ANALYST**

1. Compile health statistics and health care resource information to determine areas of unmet health needs.
2. Prepare reports on specific health care problems, needs, projects, or programs.
3. Conduct reviews and analyses of proposed projects and/or information to determine compliance.
4. Analyze geographic, demographic, socioeconomic, survey, health care utilization, health status indicators, community health profiles, and health resources data.
5. Conduct research, develop and maintain a variety of databases, and identify and develop data sources.
6. Provide technical assistance to health care providers and public and private sector organizations.
7. Create and submit analytical, narrative, and statistical reports.
8. Perform related duties as assigned.

**SENIOR HEALTH RESOURCE ANALYST**

1. Conduct community health surveys and needs assessments.
2. Evaluate applicable health care laws and assist in the development of regulations, policies, and procedures.
3. Represent the agency at various meetings and conduct and participate in public hearings.
4. Prepare and present recommendations, take action to resolve non-compliance, and monitor the development of health care resources.
5. Develop an inventory of health care providers, health maintenance organization profiles, and enrollment data.
6. Provide information on regulations, federal grants and programs, and other health care system information.
7. Participate and provide support to various committees and advisory boards.
8. Develop regulations, finalize comments and revisions, submit for approval, and implement regulations.
9. Conduct periodic reviews and investigations of health care programs, facilities, and providers for compliance.
10. Develop, prepare, monitor, and oversee the grants management process and prepare grant reports.
11. Prepare and monitor State contracts to ensure performance.
12. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
13. Perform related duties as assigned.

**SUPERVISOR, HEALTH RESOURCE ANALYST**

1. Duties performed at the previous level, AND:

<b>HEALTH RESOURCE ANALYST</b>	<b>32</b>	<b>B</b>	<b>10.512</b>
<b>SENIOR HEALTH RESOURCE ANALYST</b>	<b>35</b>	<b>B</b>	<b>10.507</b>
<b>SUPERVISOR, HEALTH RESOURCE ANALYST</b>	<b>38</b>	<b>B</b>	<b>10.505</b>

2. Develop, review, recommend, maintain, and implement policies, procedures, programs, and budgets.
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.

## **ESSENTIAL QUALIFICATIONS**

### **EXPERIENCE AND EDUCATION**

#### **HEALTH RESOURCE ANALYST**

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

#### **SENIOR HEALTH RESOURCE ANALYST**

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

#### **SUPERVISOR, HEALTH RESOURCE 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.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

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

#### **HEALTH RESOURCE ANALYST**

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Health planning theory; organization and management of health agencies and delivery systems; medical and health care terminology related to health programs, facilities, equipment, and services; descriptive statistics and research methods utilized to analyze health-related data and implement health planning activities.
- Analytical techniques applied to financial and programmatic information to determine cause and effect relationships.

Skill in:

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

Ability to:

- Assimilate a large volume of information and write concise and logical summaries and reports; forecast trends based on existing data and the application of statistical techniques; calculate ratios, rates, and percentages to analyze health-related statistical data; write regulations to meet program objectives.
- Negotiate and exchange ideas and information to formulate policies, programs, and/or arrive jointly at decisions or solutions; establish and maintain cooperative working relationships with coworkers and stakeholders; mediate between contending parties.

<b>HEALTH RESOURCE ANALYST</b>	<b>32</b>	<b>B</b>	<b>10.512</b>
<b>SENIOR HEALTH RESOURCE ANALYST</b>	<b>35</b>	<b>B</b>	<b>10.507</b>
<b>SUPERVISOR, HEALTH RESOURCE ANALYST</b>	<b>38</b>	<b>B</b>	<b>10.505</b>

**SENIOR HEALTH RESOURCE ANALYST**

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

Knowledge of:

- Nevada Hospital and Long-Term Care Facilities Summary Utilization Reports.
- State regulatory processes; grant development and funding requirements; federal, State, and local health care systems and funding entities.

Ability to:

- Write legal and technical documents; make presentations to provide information or explain policies and procedures; analyze proposals to construct health facilities and/or provide health services; determine if a need is being met and if proposals are financially feasible; draft legislation and develop regulations; collect and analyze statistical data.
- 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, HEALTH RESOURCE ANALYST**

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

Knowledge of:

- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.
- Cost/benefit analysis; principles and techniques of data collection and statistical analysis.

Ability to:

- Develop and implement program goals and objectives.
- 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.

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**SPECIAL REQUIREMENTS**

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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.

HEALTH RESOURCE ANALYST	32	B	10.512
SENIOR HEALTH RESOURCE ANALYST	35	B	10.507
SUPERVISOR, HEALTH RESOURCE ANALYST	38	B	10.505

**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)**

- |   |  |  |  |   |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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.*

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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>
<b>MANAGER, HEALTH FACILITIES INSPECTIONS</b>	<b>38</b>	<b>B</b>	<b>10.508</b>

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**JOB SUMMARY**

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Managers, Health Facilities Inspections plan, develop, organize, coordinate, direct, and evaluate health facilities inspections.

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**JOB DUTIES**

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1. Plan, organize, direct, control, and coordinate resources and personnel.
2. Direct the development of management programs and associated policies and procedures.
3. Develop goals, objectives, and long-range plans and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
5. Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
6. Solicit and respond to public comments.
7. Provide testimony before the State Board of Health and in court proceedings.
8. Review and evaluate operational efficiency and compliance.
9. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
10. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
11. Oversee the development, maintenance, and revision of quality assurance systems.
12. Participate with advisory committees for the advancement of quality care initiatives.
13. Analyze document preparation and approve sanctions to be taken against violators.
14. Oversee and participate in the development, presentation, and financial management of federal, State, and national grant applications and funding proposals.
15. Oversee contract administration, negotiate statewide licensing agreements and contracts, and hire contract staff.
16. Recommend approval or denial of requests for waivers or variances from regulatory requirements.
17. Prepare analytical, narrative, and statistical reports.
18. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
19. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
20. Perform related duties as assigned

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**ESSENTIAL QUALIFICATIONS**

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**EXPERIENCE AND EDUCATION**

Five or more years of applicable experience as described in the job duties with a minimum of three 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, skills, and abilities required at the Supervisor, Health Facilities Inspector series, AND:

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- Principles and practices related to project and program management; mediation, adjudicatory practices, and resources for resolving appeals.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision, training, public administration, organization, and management.
- Governmental accounting and budgeting; statistical methodology; supervisory principles and practices; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.

Skill in:

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

Ability to:

- Make independent judgments when designated as a hearing officer; coordinate responses to challenges from inspected facilities and defend findings and recommendations; interpret and enforce agency regulations, rules, policies, and procedures.
- Develop and implement goals and objectives; maintain organized tracking systems, interpret patterns, and develop alternative plans; develop, maintain, and revise a quality assurance system.
- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical and professional documents.
- Communicate effectively with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- 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)*

- |   |  |  |  |   |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor’s instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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>
<b>HEALTH FACILITIES INSPECTOR</b>	<b>35</b>	<b>B</b>	<b>10.509</b>
<b>SUPERVISOR, HEALTH FACILITIES INSPECTOR</b>	<b>36</b>	<b>B</b>	<b>10.510</b>

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**JOB SUMMARY**

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Health Facilities Inspectors conduct inspections of health care facilities and services at a variety of facilities.

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**JOB DUTIES**

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**HEALTH FACILITIES INSPECTOR**

1. Conduct inspections of facilities for compliance regarding licensure, permitting, certification, and Medicare/Medicaid requirements.
2. Evaluate laboratory services, personnel qualifications, and compliance with federal and State regulations.
3. Conduct investigations and ensure licensing and operations compliance.
4. Conduct meetings with facility stakeholders to explain inspection procedures and regulatory requirements, seeking cooperation and access to necessary information.
5. Review facility policies and procedures, medical records, quality assurance programs, and infection control measures.
6. Examine financial documents in areas such as contracts, admissions, and financial management.
7. Inspect facility infrastructure and evaluate environmental conditions and emergency plans.
8. Review architectural plans for compliance with construction and life safety codes, communicating determinations to facilities and contractors.
9. Summarize inspection findings, identify violations, prepare formal reports, and make recommendations for certification status and enforcement actions.
10. Review and approve facility plans for correcting deficiencies, facilitate dispute resolution, and coordinate joint inspections with regulatory agencies.
11. Investigate and resolve complaints against facilities, taking appropriate action in response.
12. Participate in revising regulations, policies, and procedures to improve services.
13. Prepare and maintain facility licenses and files, review applications, verify information, and update listings.
14. Provide regulatory guidance and conduct training seminars on compliance issues and medical techniques.
15. Perform related duties as assigned.

**SUPERVISOR, HEALTH FACILITIES INSPECTOR**

1. Duties required at the previous level, AND:
2. Ensure the timely and accurate completion of inspections.
3. Develop quality assurance programs.
4. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
5. Perform related duties as assigned.

<b>HEALTH FACILITIES INSPECTOR</b>	<b>35</b>	<b>B</b>	<b>10.509</b>
<b>SUPERVISOR, HEALTH FACILITIES INSPECTOR</b>	<b>36</b>	<b>B</b>	<b>10.510</b>

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**ESSENTIAL QUALIFICATIONS**

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**EXPERIENCE AND EDUCATION**

**HEALTH FACILITIES INSPECTOR**

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

**SUPERVISOR, HEALTH FACILITIES INSPECTOR**

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.)

**HEALTH FACILITIES INSPECTOR**

Knowledge of:

- Applicable federal and State laws, regulations, requirements, and agency policies and procedures; investigative methods appropriate to regulatory compliance functions; regulatory and compliance processes.
- Principles, practices, and methods related to the specialty area of the position; operation of a personal computer and associated business software; health care terminology; past and present medical practices used in health care facilities for various populations; proper English grammar, spelling, punctuation, and composition to prepare inspection reports.
- Interpersonal relationships and team building techniques; principles of health care delivery systems; basic human anatomy and physiology; community resources for health care recipients; obtaining variances from regulations; informal dispute resolution techniques.

Skill in:

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

Ability to:

- Identify areas of noncompliance with regulations; produce clear, concise, accurate, and well-organized documents and reports; provide guidance to staff, providers, and the public about inspection procedures and requirements; identify and secure information necessary to conduct a thorough review; recognize obvious indications of patient/resident illness or abnormality; evaluate laboratory proficiency to ensure accuracy of results; identify possible abuse, neglect, or misappropriation of property of recipients of health care.
- Establish and maintain cooperative working relationships; review and analyze information and draw logical conclusions; maintain organized and accurate records using a variety of data collection methods; respond appropriately in hostile situations and maintain composure in demanding situations.

**SUPERVISOR, HEALTH FACILITIES INSPECTOR**

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

Knowledge of:

**HEALTH FACILITIES INSPECTOR**  
**SUPERVISOR, HEALTH FACILITIES INSPECTOR**

**35 B 10.509**  
**36 B 10.510**

- Processes and appropriate use of plans of corrective action; administrative sanctions such as fines, license suspension, license revocation, and limitations on admissions to facilities
- Principles and practices of supervision and human resources; regulation development processes.

Ability to:

- Review and analyze completed inspection reports for appropriateness, timeliness, and completeness of citations; prepare technical and/or legal writings for regulation changes and variance requests; make recommendations for variances or other exceptions to regulatory requirements; evaluate professional skills and technical abilities of facility personnel; conduct research concerning health care/laboratory regulations and issues; use investigative techniques and gather clear, concise documentation.
- Read and understand laboratory results and facility staff notes in conjunction with a patient's care, diagnosis, condition, and activities; analyze facility accounting systems for compliance with generally accepted accounting principles; mitigate inefficiencies and participate in plans for quality improvement of inspections and in the quality of care for recipients.
- Work collaboratively and share knowledge with peers, providers, advisory groups, managers, and outside agencies; make informative and persuasive public presentations.
- 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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**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.
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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 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)*

- |  |  |  |   |   |
|--|--|--|---|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking  | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting              | <input type="checkbox"/> throwing           |

**HEALTH FACILITIES INSPECTOR**  
**SUPERVISOR, HEALTH FACILITIES INSPECTOR**

**35            B        10.509**  
**36            B        10.510**

- |   |  |   |  |   |
|---|--|---|--|---|
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting  | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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>
<b>EMS SPECIALIST</b>	<b>33</b>	<b>B</b>	<b>10.515</b>
<b>SUPERVISOR, EMS SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>10.514</b>

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**JOB SUMMARY**

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Emergency Medical Services (EMS) Specialists promote and regulate the quality of pre-hospital care through inspection and permitting of ambulance services, licensure of attendants, and coordination of emergency medical training.

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**JOB DUTIES**

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**EMS SPECIALIST**

1. Issue permits to ambulance services by inspecting vehicles and equipment to ensure compliance.
2. Issue licenses to ambulance attendants by evaluating training, experience, and ensuring requirements are met.
3. Certify emergency medical technicians to ensure they are appropriately trained and monitored.
4. Monitor and coordinate EMS training programs for adherence to national standards.
5. Develop curricula, determine courses required, select instructors, and conduct certification testing.
6. Participate in the development of minimum performance standards for EMS systems.
7. Monitor EMS systems for compliance by analyzing reports, quality assurance programs, and observations.
8. Provide needs assessments for problem areas needing developmental solutions.
9. Collect, analyze, and maintain data and prepare applicable analytical, narrative, and statistical reports.
10. Participate in investigations of complaints to determine their validity and the appropriate action to take.
11. Assist in epidemiologic studies concerning trauma issues.
12. Participate in the review, development, and implementation of program regulations.
13. Certify and ensure compliance of trauma centers in conjunction with the American College of Surgeons.
14. Perform related duties as assigned.

**SUPERVISOR, EMS SPECIALIST**

1. Duties performed at the previous level, AND:
2. Organize and direct program activities.
3. Develop and implement legislation, regulations, policies, and procedures.
4. Prepare and monitor budgets and develop and maintain applicable contracts.
5. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
6. Perform related duties as assigned.

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**ESSENTIAL QUALIFICATIONS**

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**EXPERIENCE AND EDUCATION**

**EMS SPECIALIST**

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

<b>EMS SPECIALIST</b>	<b>33</b>	<b>B</b>	<b>10.515</b>
<b>SUPERVISOR, EMS SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>10.514</b>

equivalent education.

**SUPERVISOR, EMS SPECIALIST**

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.)

**EMS SPECIALIST**

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; EMS clinical standards, practices, treatment, and procedures.
- Development of education materials; EMS communication systems capabilities and operations; medical terminology; systems for scoring the severity of traumatic injuries; pre-hospital emergency care, treatment of traumatic injuries, and the design and operation of EMS/Trauma Systems; mediation techniques.
- Requests for proposals, inter-local agreements, and contract policies and procedures; pre-hospital emergency care data collection systems and relevant pre-hospital data elements; System Trauma Registry software; evaluation and analysis methodologies; hospital medical records practices; international classification of diseases; injury coding principles and practices; two-way radio systems; regional problems and resources.

Skill in:

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

Ability to:

- Operate, compare, and inspect ambulances for compliance; develop clear and concise correspondence and reports on clinical, technical, and system subjects; analyze information, problems, situations, practices, and procedures to define problems, objectives, and relevant concerns; formulate logical and objective conclusions and make appropriate recommendations; conduct quality control reviews of ambulance run reports; analyze, verify, and validate system data and performance statistics.
- Read and understand a variety of documents and reports; apply arithmetic to determine correctness of ambulance run reports; write concise, logical, grammatically correct reports to detail violations of regulations.
- Interact with other allied agencies, elected officials, and the public; coordinate Statewide training programs; communicate with individuals or groups of varying cultural, economic, social, and educational backgrounds to obtain information and explain policies and procedures; establish and maintain cooperative working relationships with ambulance providers, physicians, nurses, and local government officials; prepare and make presentations.

**SUPERVISOR, EMS SPECIALIST**

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

Knowledge of:

- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.

**EMS SPECIALIST**  
**SUPERVISOR, EMS SPECIALIST**

**33 B 10.515**  
**35 B 10.514**

- Principles and practices of supervision and human resources.
- Regulatory administrative practices; Legislative Counsel Bureau policies and proper format for writing legislation; national and Board of Health requirements concerning legal notices and public hearings; pre-hospital medical care procedures; principles and practices of supervision; State budget and contract development and administration.
- State, and local emergency medical services problems and resources; emergency medical services and trauma treatment; short- and long-term planning methodologies; other agencies and organizations and an understanding of their respective roles in the provision of emergency medical care.

Ability to:

- Negotiate and mediate between concerned parties; gather information and prepare summary statements of problems and recommended actions; develop forms and methods for inspections, application, and other compliance procedures; write grant proposals and contracts; maintain records; determine needs for data collection systems.
- Develop and implement legislation, regulations, policies, and procedures.
- 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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**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.

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**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)*

- |   |  |  |   |   |
|---|--|--|---|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting              | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling  | <input checked="" type="checkbox"/> hearing |

**EMS SPECIALIST  
SUPERVISOR, EMS SPECIALIST**

**33            B            10.515  
35            B            10.514**

- 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)*

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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.*

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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>
<b>CHILD CARE FACILITIES INSPECTOR</b>	<b>33</b>	<b>B</b>	<b>10.519</b>
<b>SUPERVISOR, CHILD CARE FACILITIES INSPECTOR</b>	<b>35</b>	<b>B</b>	<b>10.517</b>

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**JOB SUMMARY**

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Child Care Facilities Inspectors conduct independent surveys of childcare facilities, child welfare emergency shelters, educational facilities, and facilities serving emotionally disturbed children, to determine compliance with State licensing regulations and to make licensure recommendations.

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**JOB DUTIES**

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**CHILD CARE FACILITIES INSPECTOR**

1. Conduct inspections by studying files, observing facilities, noting deficiencies, completing and submitting inspection results, making recommendations, and following up to ensure deficiencies have been corrected.
2. Evaluate curriculum and instruction provided to children by reviewing format, instructional methods, and observing classrooms to determine compliance.
3. Investigate complaints to ensure compliance, develop compliance plans, send cease and desist letters, and conduct follow-up as needed.
4. Determine if coordination with law enforcement and other agencies is necessary.
5. Provide consultation to facility operators, conduct training, and prepare and disseminate information.
6. Assist in revising regulations, policies, and procedures.
7. Review license applications, verify accuracy of information, and prepare license for final approval.
8. Maintain child care facility listings, files, and records.
9. Perform related duties as assigned.

**SUPERVISOR, CHILD CARE FACILITIES INSPECTOR**

1. Duties performed at the previous level, AND:
2. Participate in the development of laws, regulations, policies, and procedures and provide interpretation.
3. Prepare analytical, narrative, and statistical reports on activities.
4. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
5. Perform related duties as assigned.

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**ESSENTIAL QUALIFICATIONS**

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**EXPERIENCE AND EDUCATION**

**CHILD CARE FACILITIES INSPECTOR**

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

<b>CHILD CARE FACILITIES INSPECTOR</b>	<b>33</b>	<b>B</b>	<b>10.519</b>
<b>SUPERVISOR, CHILD CARE FACILITIES INSPECTOR</b>	<b>35</b>	<b>B</b>	<b>10.517</b>

**SUPERVISOR, CHILD CARE FACILITIES INSPECTOR**

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.)

**CHILD CARE FACILITIES INSPECTOR**

Knowledge of:

- Applicable federal, State, and local laws, regulations, and agency policies and procedures; State and community resources for child care provider training, subsidies, and licensing; organization, management, and administration of child care facilities; principles, practices, techniques, and trends in children’s services and programs.
- Child growth and development processes, early childhood programs, and institutional care; health and safety standards such as food patterns, children’s nutrition, fire and life safety requirements, and infectious disease control methods; techniques used to evaluate curriculum and educational programs utilized in child care facilities.

Skill in:

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

Ability to:

- Assist in the development of child care standards and licensing regulations and rules; evaluate programs and services of children’s agencies and facilities; prepare investigation reports, make recommendations, and issue decisions concerning licensing; organize materials and information in a systematic way to optimize efficiency.
- Interpret and apply laws, regulations, policies, procedures, and standards for appropriate child care licensing and regulating; interview effectively to evaluate the status and needs of the facility; locate, process, evaluate, and analyze information; produce documentation and records of observations and information obtained during inspections; assess safety and cleanliness of child care facilities; analyze situations and take appropriate actions.

**SUPERVISOR, CHILD CARE FACILITIES INSPECTOR**

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

Knowledge of:

- Principles and practices of supervision and human resources.

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.

**CHILD CARE FACILITIES INSPECTOR**  
**SUPERVISOR, CHILD CARE FACILITIES INSPECTOR**

**33            B        10.519**  
**35            B        10.517**

- 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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**SPECIAL REQUIREMENTS**

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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.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

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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)*

- |   |  |  |  |   |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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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<b>CHILD CARE FACILITIES INSPECTOR</b>	<b>33</b>	<b>B</b>	<b>10.519</b>
<b>SUPERVISOR, CHILD CARE FACILITIES INSPECTOR</b>	<b>35</b>	<b>B</b>	<b>10.517</b>

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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>
<b>MANAGER, CHILD CARE FACILITIES INSPECTIONS</b>	<b>38</b>	<b>B</b>	<b>10.520</b>

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**JOB SUMMARY**

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Managers, Child Care Facilities Inspections plan, develop, organize, coordinate, direct, and evaluate statewide child care licensing services.

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**JOB DUTIES**

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1. Plan, organize, direct, control, and coordinate resources and personnel.
2. Direct the development of management programs and associated policies and procedures.
3. Develop goals, objectives, and long-range plans and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Review and evaluate operational efficiency and compliance.
5. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
6. Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
7. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
8. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
9. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
10. Oversee and participate in the development, presentation, and financial management of federal, State, and national grant applications and funding proposals.
11. Monitor progress of projects and submit interim and final project reports.
12. Develop analytical, narrative, and statistical reports on activities.
13. Direct on-site inspections for compliance, investigate complaints, and conduct licensing hearings.
14. Maintain comprehensive records and reporting systems for licensed and unlicensed care.
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.

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**ESSENTIAL QUALIFICATIONS**

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**EXPERIENCE AND EDUCATION**

Five or more years of applicable experience as described in the job duties with a minimum of three 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; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision, training, public administration, organization, and management.
- Governmental accounting and budgeting; statistical methodology; supervisory principles and practices; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.
- Proper investigative techniques and processes.

Skill in:

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

Ability to:

- Provide consultative services; identify and secure needed state funding and federal grants; establish and maintain an accurate and responsive licensing program; educate and disseminate regulatory and educational information; initiate corrective action plans.
- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical and professional documents.
- Communicate effectively with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- 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)*

- |   |  |  |  |   |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor’s instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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>
<b>RADIATION CONTROL SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>10.524</b>
<b>SENIOR RADIATION CONTROL SPECIALIST</b>	<b>37</b>	<b>B</b>	<b>10.539</b>
<b>SUPERVISOR, RADIATION CONTROL SPECIALIST</b>	<b>38</b>	<b>B</b>	<b>10.538</b>

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**JOB SUMMARY**

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Radiation Control Specialists determine compliance with federal and State regulations pertaining to radiation.

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**JOB DUTIES**

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**RADIATION CONTROL SPECIALIST**

1. Inspect and investigate complaints involving radiation sources and radiation producing devices.
2. Measure and evaluate levels of ionizing and non-ionizing radiation and address other radiological issues.
3. Inspect machinery, facilities, records, safety gear, employees, and license holders for compliance.
4. License the use of radioactive materials and identify and investigate radiation sources for public hazards.
5. Identify violations, issue violation notices, take appropriate enforcement actions, and review and recommend approval or disapproval of corrective measures.
6. Develop and maintain records, reports, and files on activities.
7. Respond to radiation incidents, assess causation and scope, coordinate containment measures, provide technical guidance to agencies and responders, and determine when a state of emergency no longer exists.
8. Provide radiological training to first responders and cooperating agencies.
9. Disseminate regulatory information to the public and regulated entities regarding radiological programs.
10. Manage mammography programs per federal mandates, oversee budget and contracts, coordinate or conduct inspections, review certification applications, and draft certification documents.
11. Assess new radiological technologies for compliance with federal and State regulations.
12. Inspect low-level radioactive waste sites for regulatory compliance, oversee environmental sampling and analysis, and assess maintenance needs.
13. Perform related duties as assigned.

**SENIOR RADIATION CONTROL SPECIALIST**

1. Duties performed at the previous level, AND:
2. Participate in the research and analysis of radiological issues and preparation of technical reports.
3. Participate in drafting regulations, licensing guides, application packages, and inspection protocols.
4. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
5. Perform related duties as assigned.

**SUPERVISOR, RADIATION CONTROL SPECIALIST**

1. Duties required at the previous levels, AND:
2. Oversee mammography, X-ray, or a radioactive materials unit.
3. Provide oversight for the monitoring of radiological activities at federal installations.

<b>RADIATION CONTROL SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>10.524</b>
<b>SENIOR RADIATION CONTROL SPECIALIST</b>	<b>37</b>	<b>B</b>	<b>10.539</b>
<b>SUPERVISOR, RADIATION CONTROL SPECIALIST</b>	<b>38</b>	<b>B</b>	<b>10.538</b>

4. Act as a Deputy Food and Drug Commissioner for radiological activities under State law and regulation.
5. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
6. Perform related duties as assigned.

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## **ESSENTIAL QUALIFICATIONS**

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### **EXPERIENCE AND EDUCATION**

#### **RADIATION CONTROL SPECIALIST**

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

#### **SENIOR RADIATION CONTROL SPECIALIST**

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

#### **SUPERVISOR, RADIATION CONTROL SPECIALIST**

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.)

#### **RADIATION CONTROL SPECIALIST**

Knowledge of:

- Applicable federal and State laws, regulations, standards, and agency policies and procedures; technical terminology related to radiation control; appropriate actions to minimize or eliminate potential health hazards from radiation; health physics principles to conduct radiological health and safety assessments; methods of detection and measurement of radiation; complaint investigation techniques; concepts of radiation quantities and approaches to dose determination.
- Inspection techniques, preparation, and use of inspection reports; radiological licensing and registration requirements; techniques for evaluating applications for radiological licensing and registration; digital imaging systems; personnel monitoring devices.
- Characteristics, biological effects, and risks of exposure to radiation; radiation protection principles and standards; contamination control; X-ray machine electronics and film processors.

Skill in:

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

Ability to:

- Respond to radiological incidents; read and interpret regulations and technical data; provide regulatory guidance and education; write letters and reports in a clear and concise manner; convey information, instructions, and requirements in an understandable fashion; explain technical findings and requirements to non-technical individuals.

<b>RADIATION CONTROL SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>10.524</b>
<b>SENIOR RADIATION CONTROL SPECIALIST</b>	<b>37</b>	<b>B</b>	<b>10.539</b>
<b>SUPERVISOR, RADIATION CONTROL SPECIALIST</b>	<b>38</b>	<b>B</b>	<b>10.538</b>

- Work cooperatively with staff, licensees, registrants, and members of the public; research technical issues; use radiation detection devices and other technical equipment in the field; organize material and information in a systematic and logical way to optimize efficiency.

### **SENIOR RADIATION CONTROL SPECIALIST**

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

Knowledge of:

- Policy issues in radiation control; provisions of the Rocky Mountain Low-Level Radioactive Waste Compact; federal mammography certification; federal grant and contract requirements; calibration databases; emergency response procedures; X-ray registration; radioactive materials inspection procedures; low-level radioactive waste disposal site programs; research and material sources; health physics and radiation protection practices to assess the degree of potential hazard and provide advisement.
- Federal and State inspection protocols; instrument capabilities, limitations, and calibration requirements.

Ability to:

- Determine policy implications and assess impact; foresee consequences and evaluate the need for procedural, regulatory, or statutory changes; prepare technical reports, options, and consequences; act in a consultant capacity on various radiological issues; utilize historical data in presenting information and formulating conclusions; evaluate technical reports and information; develop new procedures for unusual circumstances.
- Develop proposed regulation changes; use multiple types of radiation equipment and understand the theories behind their use.

### **SUPERVISOR, RADIATION CONTROL SPECIALIST**

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

Knowledge of:

- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.
- Health physics, radiation protection, and general environmental protection theories and practices to be considered a primary contact for environmental policies and interpretation of program results; principles of data acquisition and report writing to present technical and administrative information; preparation of staff papers, reports, studies, regulations, policies, and contractor evaluations; nuclear physics and advanced mathematics to review contractor programs and conduct assessments; international radiation and environmental protection regulations; radiation detection and radiological effects of radionuclides.
- Precedents for application of license issuance criteria and problem resolution; public information requirements and policies; security and classification procedures for safeguarding sensitive or classified information.

Ability to:

- Coordinate activities with governmental entities to provide radiological assistance, direct incident responses, and implement preventive detection strategies; work with others to develop policy recommendations, guidance, and multi-agency coordination.

<b>RADIATION CONTROL SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>10.524</b>
<b>SENIOR RADIATION CONTROL SPECIALIST</b>	<b>37</b>	<b>B</b>	<b>10.539</b>
<b>SUPERVISOR, RADIATION CONTROL SPECIALIST</b>	<b>38</b>	<b>B</b>	<b>10.538</b>

- Issue licenses, initiate enforcement actions, and assess administrative penalties; monitor and evaluate radiological remediation activities; collect and maintain the integrity of various soil, air, and water samples for radiological constituents; develop costs and justifications for purchases and other budget items; authorize and manage expenditures; make presentations.
- 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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**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.

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**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)*

- |   |  |  |  |   |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)   | <input checked="" type="checkbox"/> Ability to understand technical manuals               |
| <input checked="" type="checkbox"/> Ability to speak                                    | <input checked="" type="checkbox"/> Ability to work amicably with co-workers              |
| <input checked="" type="checkbox"/> Ability to write legibly in English                 | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor’s instructions           |

<b>RADIATION CONTROL SPECIALIST</b>	<b>35</b>	<b>B</b>	<b>10.524</b>
<b>SENIOR RADIATION CONTROL SPECIALIST</b>	<b>37</b>	<b>B</b>	<b>10.539</b>
<b>SUPERVISOR, RADIATION CONTROL SPECIALIST</b>	<b>38</b>	<b>B</b>	<b>10.538</b>

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>
<b>CANNABIS PROGRAM INSPECTOR</b>	<b>36</b>	<b>B</b>	<b>10.541</b>
<b>SENIOR CANNABIS PROGRAM INSPECTOR</b>	<b>37</b>	<b>B</b>	<b>10.544</b>
<b>SUPERVISOR, CANNABIS PROGRAM INSPECTOR</b>	<b>38</b>	<b>B</b>	<b>10.540</b>

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**JOB SUMMARY**

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Cannabis Program Inspectors monitor statewide, privately owned cannabis facilities, independent testing laboratories, distributors, cannabis consumption lounges, and/or cannabis dispensaries to ensure compliance with State laws and regulations and for public health protection.

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**JOB DUTIES**

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**CANNABIS INSPECTOR**

1. Conduct entrance meetings with facility stakeholders to explain inspection procedures, legal requirements, solicit cooperation, and obtain access to the facility and necessary information.
2. Perform on-site inspections of facilities and review policies and procedures, equipment, building plans, water supply, and materials.
3. Review processing, handling, and monitoring of product and assess quality assurance programs and patient records.
4. Inspect cannabis testing laboratories for compliance by reviewing testing data, practices, validations, and standard operation procedures.
5. Review security measures for records, controlled access, storage, transportation, and disposal of plants and products.
6. Document findings in reports detailing non-compliance issues, deficiencies, and recommendations for corrective action.
7. Assist in investigating water and foodborne illnesses linked to regulated facilities.
8. Identify possible vector control or public health issues, conduct sampling, analyze data, and conduct interviews to identify sources and ensure remedial actions.
9. Investigate complaints related to facility operations, document findings, make recommendations, and coordinate with other regulatory bodies and law enforcement agencies.
10. Coordinate inspection activities with relevant federal, State, and local agencies.
11. Respond to emergencies involving cannabis and/or cannabis products.
12. Present and support inspection findings and enforcement recommendations to leadership and legal representatives and testify at hearings.
13. Maintain program records and reports.
14. Perform related duties as assigned.

**SENIOR CANNABIS PROGRAM INSPECTOR**

1. Duties performed at the previous level, AND:
2. Ensure implementation of the inspection schedule.
3. Participate in the development of program policies and procedures.
4. Process tests that require scientific evaluation.

<b>CANNABIS PROGRAM INSPECTOR</b>	<b>36</b>	<b>B</b>	<b>10.541</b>
<b>SENIOR CANNABIS PROGRAM INSPECTOR</b>	<b>37</b>	<b>B</b>	<b>10.544</b>
<b>SUPERVISOR, CANNABIS PROGRAM INSPECTOR</b>	<b>38</b>	<b>B</b>	<b>10.540</b>

- Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
- Perform related duties as assigned.

**SUPERVISOR, CANNABIS INSPECTOR**

- Duties required at the previous levels, AND:
- Oversee statewide inspection, compliance, and audit activities within the assigned program area.
- Oversee inspection scheduling, complaint review and assignment, and maintain case files and reports.
- Compile, organize, analyze, interpret, and report statistical data.
- Contribute to quality assurance programs, policy development, and budget monitoring.
- Recommend changes in laws and regulations and/or analyze and track legislative bills.
- Represent the program before boards, commissions, committees, and stakeholders.
- Train, supervise, schedule, and evaluate the performance of employees and other supervisory duties as appropriate for managing people.
- Perform related duties as assigned

**ESSENTIAL QUALIFICATIONS**

**EXPERIENCE AND EDUCATION**

**CANNABIS INSPECTOR**

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

**SENIOR CANNABIS INSPECTOR**

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

**SUPERVISOR, CANNABIS 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.)

**CANNABIS INSPECTOR**

Knowledge of:

- Applicable federal and State laws, regulations, standards, codes, and agency policies and procedures.
- Biology, chemistry, epidemiology, physics, and mathematics as applied to public health; plants and growing characteristics; herbicides, insecticides, and fertilizers; scientific method; regulatory and compliance processes; general food and drug safety practices; sampling techniques to ensure quality control requirements are met; principles of good laboratory practice; laboratory techniques; materials, supplies, and equipment used in a laboratory.
- Vermin control and pesticides use; prevention and control of disease through environmental measures; calibrated testing equipment; investigative methods appropriate to regulatory compliance functions; informal dispute resolution techniques.

<b>CANNABIS PROGRAM INSPECTOR</b>	<b>36</b>	<b>B</b>	<b>10.541</b>
<b>SENIOR CANNABIS PROGRAM INSPECTOR</b>	<b>37</b>	<b>B</b>	<b>10.544</b>
<b>SUPERVISOR, CANNABIS PROGRAM INSPECTOR</b>	<b>38</b>	<b>B</b>	<b>10.540</b>

- Engineering and architectural drawings, material specifications, and reports; building and plumbing codes and common building practices; composition and proper English grammar, spelling, and punctuation to prepare reports.

Skill in:

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

Ability to:

- Interpret and explain complex regulations and requirements; evaluate laboratory proficiency to ensure accuracy of results; read and understand laboratory reports and facility staff notes; interpret and apply laws, rules, and procedures in cases such as nuisances, emergencies, and epidemiological hazards; evaluate the professional skills and technical abilities of facility staff; use investigative techniques and conduct interviews to acquire necessary information and gather clear and concise documentation; apply judgment in identifying areas of non-compliance and recommending enforcement or other corrective actions.
- Research health and laboratory issues and regulations; develop rapport, gain the trust of others, and maintain objectivity; negotiate and exchange ideas and information to arrive jointly at conclusions or solutions; motivate people to comply with public health laws; organize and maintain accurate records; present findings and rationale in administrative or legal settings.
- Read and understand legal, technical and scientific documents; take samples; compose documents; establish and maintain cooperative working relationships; maintain composure in demanding situations.

### **SENIOR CANNABIS INSPECTOR**

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

### **SUPERVISOR, CANNABIS INSPECTOR**

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

Knowledge of:

- Principles and practices of supervision; State budgeting procedures; program and project administration; generally accepted accounting principles and auditing standards; emergency response techniques and methods.
- Appropriate determination of administrative sanctions and corrective action plans; functions, operations, and goals of the agency; State legislative process.

Ability to:

- Establish and meet goals and objectives; maintain organized tracking systems; interpret patterns and develop alternate plans; develop and maintain a quality assurance system; establish and maintain collaborative working relationships with related agencies, facility operators, the media, and other stakeholders; analyze and monitor legislative bills.
- Analyze accounting and financial records and develop conclusions; recognize program needs and requirements and implement needed changes; apply conflict resolution techniques to issues involving regulated facilities and other agencies; coordinate the unit's response to challenges from inspected

<b>CANNABIS PROGRAM INSPECTOR</b>	<b>36</b>	<b>B</b>	<b>10.541</b>
<b>SENIOR CANNABIS PROGRAM INSPECTOR</b>	<b>37</b>	<b>B</b>	<b>10.544</b>
<b>SUPERVISOR, CANNABIS PROGRAM INSPECTOR</b>	<b>38</b>	<b>B</b>	<b>10.540</b>

facilities in hearings; coordinate the completion of public health projects and the resolution of public health issues.

- 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)*

- |   |  |  |  |   |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals   |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers  |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time   |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor’s instructions   |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the |

<b>CANNABIS PROGRAM INSPECTOR</b>	<b>36</b>	<b>B</b>	<b>10.541</b>
<b>SENIOR CANNABIS PROGRAM INSPECTOR</b>	<b>37</b>	<b>B</b>	<b>10.544</b>
<b>SUPERVISOR, CANNABIS PROGRAM INSPECTOR</b>	<b>38</b>	<b>B</b>	<b>10.540</b>

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>
<b>ENVIRONMENTAL SCIENTIST</b>	<b>35</b>	<b>B</b>	<b>10.536</b>
<b>SENIOR ENVIRONMENTAL SCIENTIST</b>	<b>36</b>	<b>B</b>	<b>10.525</b>
<b>SUPERVISOR, ENVIRONMENTAL SCIENTIST</b>	<b>38</b>	<b>B</b>	<b>10.545</b>

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**JOB SUMMARY**

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Environmental Scientists conduct program research, planning and development, permitting, writing technical and scientific reports, compliance monitoring, inspections/enforcement, and technical support services in relation to air, water, federal facilities, corrective action, mining, biology, and waste environmental programs.

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**JOB DUTIES**

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**ENVIRONMENTAL SCIENTIST**

1. Develop program documents, environmental assessments, annual program plans, and environmental impact statements.
2. Assist in developing legislation, regulations, procedures, and protocols.
3. Provide information, technical assistance, and training to the public, regulated community, and staff.
4. Prepare analytical, narrative, and statistical reports.
5. Conduct public hearings and justify actions and information with fact sheets and discussion.
6. Conduct technical, scientific, and historical research and provide data for planning and decision making.
7. Using scientifically sound methodologies, research, compile, verify, and analyze data and trends and propose standards.
8. Develop grant applications, negotiate commitments, and monitor grant performance.
9. Provide guidance to governmental agencies, environmental programs, industries, or the public.
10. Draft and issue applicable permits to industry and governmental entities, compile facility data, examine and adapt permits to applicable standards, establish limitations, and perform public notification.
11. Respond to environmental complaints, conduct investigations, and determine appropriate actions.
12. Conduct inspections and onsite observations and prepare detailed reports.
13. Collect samples, operate and maintain instrumentation for the monitoring of air, water, and soil using scientifically sound methodologies.
14. Initiate enforcement actions and negotiate resolutions, administrative settlements, and civil penalties.
15. Give depositions, testify in court, and serve as an expert witness in lawsuits and other court matters.
16. Perform various technical services required to carry out responsibilities.
17. Input and access data from the Environmental Protection Agency (EPA) national system(s) and other federal and state information systems.
18. Conduct computer modeling to manipulate and evaluate data and make decisions.
19. Perform related duties as assigned.

**SENIOR ENVIRONMENTAL SCIENTIST**

1. Duties performed at the previous level, AND:
2. Perform planning, enforcement, contract coordination, pollution prevention, monitoring, and/or permitting functions as a primary responsibility.

<b>ENVIRONMENTAL SCIENTIST</b>	<b>35</b>	<b>B</b>	<b>10.536</b>
<b>SENIOR ENVIRONMENTAL SCIENTIST</b>	<b>36</b>	<b>B</b>	<b>10.525</b>
<b>SUPERVISOR, ENVIRONMENTAL SCIENTIST</b>	<b>38</b>	<b>B</b>	<b>10.545</b>

3. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
4. Perform related duties as assigned.

**SUPERVISOR, ENVIRONMENTAL SCIENTIST**

1. Duties performed at the previous levels, AND:
2. Develop, implement, and manage new or existing programs.
3. Create and make presentations to boards, commissions, natural resource agencies, and the legislature.
4. Draft legislation and develop regulations and rules.
5. Participate in the development of the work unit’s budget, approve purchases, and monitor expenses.
6. Negotiate with other governmental entities concerning contracts, grants, cases, incidents, and other multi-jurisdictional issues.
7. Interpret and implement appropriate federal and State laws and regulations.
8. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
9. Perform related duties as assigned.

**ESSENTIAL QUALIFICATIONS**

**EXPERIENCE AND EDUCATION**

**ENVIRONMENTAL SCIENTIST**

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

**SENIOR ENVIRONMENTAL SCIENTIST**

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

**SUPERVISOR, ENVIRONMENTAL SCIENTIST**

Five 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.)

**ENVIRONMENTAL SCIENTIST**

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; environmentally sustainable practices; safety measures as applied to investigations and surveys of a regulated industry; laboratory test methods and equipment; computer data input and retrieval; computer modeling using computer programs to manipulate data; available sources within the agency to obtain needed information.
- Physical and biological aspects and methods of the environment such as zoology, biology, hydrology, bioclimatology, ecology, geology, physics and organic/inorganic chemistry; environmental terminology.

<b>ENVIRONMENTAL SCIENTIST</b>	<b>35</b>	<b>B</b>	<b>10.536</b>
<b>SENIOR ENVIRONMENTAL SCIENTIST</b>	<b>36</b>	<b>B</b>	<b>10.525</b>
<b>SUPERVISOR, ENVIRONMENTAL SCIENTIST</b>	<b>38</b>	<b>B</b>	<b>10.545</b>

Skill in:

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

Ability to:

- Collect samples according to established sampling protocol and preservation methods; maintain and operate technical and scientific instrumentations; write technical reports, memoranda, and letters regarding pollution control which contain clear and concise information and analysis; evaluate environmental, economic, legal, health, and safety variables, reach proper conclusions, and make correct decisions; calibrate, operate, maintain, and repair a variety of technical equipment.
- Read, comprehend, and summarize technical, scientific and legal documents and agreements, scientific papers, laws, regulations, policies, engineering plans and specifications, and technical guidance manuals; prepare and present written reports; apply mathematical concepts and principles.
- Write technical documents and reports that summarize findings, conclusions and recommendations from assigned task(s).
- Communicate effectively with peers, office staff, the regulated community, other agencies, attorneys, technicians, and the public; respond calmly and professionally to resistant, indifferent, or hostile individuals and resolve problems; establish and maintain a good working rapport with the regulated community.

### **SENIOR ENVIRONMENTAL SCIENTIST**

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

Knowledge of:

- Applicable legal procedures related to the enforcement of pollution controls; applicable grant requirements.

Ability to:

- Evaluate potential radiological, chemical, and/or biological hazards and determine proper actions to safeguard individual and public safety; recognize existing or potential problems; act as a lead worker to organize, oversee, and delegate work responsibilities; interpret and enforce agency policies and rules; draft complete, accurate, and legally defensible enforcement/mitigation action and programmatic documents; effectively implement enforcement/mitigation action procedures; analyze complex data and apply concepts to difficult problems.
- Effectively communicate technical, scientific, environmental, regulatory, and legal information verbally and in writing to staff, individuals, and groups with varying backgrounds; negotiate with the regulated and natural resource community to ensure compliance and resolve issues.

### **SUPERVISOR, ENVIRONMENTAL SCIENTIST**

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

Knowledge of:

- Legal procedures such as open meeting laws, criminal enforcement, and administrative proceedings; diverse programs and regulations being implemented by other federal, State, and local agencies which relate to the program areas being managed; socio-economic and environmental impact of decisions and proposed regulations on the regulated community, the public, and the agency.

<b>ENVIRONMENTAL SCIENTIST</b>	<b>35</b>	<b>B</b>	<b>10.536</b>
<b>SENIOR ENVIRONMENTAL SCIENTIST</b>	<b>36</b>	<b>B</b>	<b>10.525</b>
<b>SUPERVISOR, ENVIRONMENTAL SCIENTIST</b>	<b>38</b>	<b>B</b>	<b>10.545</b>

- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.

Ability to:

- Develop and make presentations to regulatory boards, natural resource agencies, commissions, and others; develop regulations, standards, guidelines, and procedures; maintain an awareness of, understand, and work within complex interactions and recognize implications of any decision making at the federal, State, and local level which may impact programs; organize national, statewide, and regional conferences and meetings to negotiate solutions to major or controversial issues.
- Estimate project costs; identify more effective methods of work operation; analyze information, technical data, problems, situations, practices, and procedures to define a problem or objective; identify relevant concerns or factors, patterns of operation, tendencies and relationships and recognize their implications to resolve conflicts; make comprehensive recommendations on environmental problems; organize and manage complex programs related to the control of hazardous chemicals, biological agents, radioactive and/or hazardous waste and/or pollutants discharged into the environment.
- 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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### SPECIAL REQUIREMENTS

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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.

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### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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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

<b>ENVIRONMENTAL SCIENTIST</b>	<b>35</b>	<b>B</b>	<b>10.536</b>
<b>SENIOR ENVIRONMENTAL SCIENTIST</b>	<b>36</b>	<b>B</b>	<b>10.525</b>
<b>SUPERVISOR, ENVIRONMENTAL SCIENTIST</b>	<b>38</b>	<b>B</b>	<b>10.545</b>

- |   |  |  |  |   |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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.*

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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>
<b>MANAGER, HEALTH FACILITIES INSPECTIONS - RN</b>	<b>40</b>	<b>B</b>	<b>10.550</b>

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**JOB SUMMARY**

Managers, Health Facilities Inspections – Registered Nurse (RN) plan, develop, organize, coordinate, direct, and evaluate health facilities inspections.

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**JOB DUTIES**

1. Plan, organize, direct, control, and coordinate resources and personnel.
2. Direct the development of management programs and associated policies and procedures.
3. Develop goals, objectives, and long-range plans and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
5. Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
6. Solicit and respond to public comments.
7. Provide testimony before the State Board of Health and in court proceedings.
8. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
9. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
10. Oversee the development, maintenance, and revision of quality assurance systems.
11. Analyze document preparation and approve sanctions to be taken against violators.
12. Oversee contract administration, negotiate statewide licensing agreements and contracts, and hire contract staff.
13. Oversee and participate in the development, presentation, and financial management of federal, State, and national grant applications and funding proposals.
14. Participate with advisory committees for the advancement of quality care initiatives.
15. Recommend approval or denial of requests for waivers or variances from regulatory requirements.
16. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
17. Perform related duties as assigned

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**ESSENTIAL QUALIFICATIONS**

**EXPERIENCE AND EDUCATION**

Five or more years of applicable experience as described in the job duties with a minimum of three years supervisory/managerial experience and current licensure as a Registered Nurse issued by the Nevada State Board of Nursing.

**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; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision, training, public administration, organization, and management.
- Governmental accounting and budgeting; statistical methodology; supervisory principles and practices; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.
- Principles and practices related to project and program management; mediation, adjudicatory practices, and resources for resolving appeals.

## Skill in:

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

## Ability to:

- Maintain tracking systems, interpret patterns, and develop alternative plans; develop, maintain, and revise a quality assurance system.
- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical and professional documents.
- Communicate effectively with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- 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**

- A valid Nevada driver’s license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
- Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
- Some positions may require pre-employment screening for controlled substances.
- 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)**

- |   |  |  |  |   |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 20 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 20 lbs  | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

**(Check all that apply)**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor’s instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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>
<b>HEALTH FACILITIES INSPECTOR - RN</b>	<b>37</b>	<b>B</b>	<b>10.552</b>
<b>SUPERVISOR, HEALTH FACILITIES INSPECTOR - RN</b>	<b>38</b>	<b>B</b>	<b>10.551</b>

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**JOB SUMMARY**

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Health Facilities Inspectors – Registered Nurse (RN) conduct inspections of health care facilities and services at a variety of facilities.

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**JOB DUTIES**

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**HEALTH FACILITIES INSPECTOR - RN**

1. Conduct inspections of facilities to assess compliance regarding licensure, permitting, certification, and Medicare/Medicaid.
2. Determine appropriateness of patient assessment and care, review charts and laboratory reports, observe procedures, conduct education and training, and initiate referrals to professional licensing boards as needed.
3. Conduct initial meetings with facility stakeholders to explain inspection procedures and regulatory requirements, seeking cooperation and access to necessary information.
4. Review facility policies and procedures, medical records, quality assurance programs, and infection control measures.
5. Examine financial documents in areas such as contracts, admissions, and financial management.
6. Inspect facility infrastructure and evaluate environmental conditions and emergency plans.
7. Review architectural plans for compliance with construction and life safety codes, communicating determinations to facilities and contractors.
8. Summarize inspection findings, identify violations, prepare formal reports, and make recommendations for certification status and enforcement actions.
9. Review and approve facility plans for correcting deficiencies, facilitate dispute resolution, and coordinate joint inspections with regulatory agencies.
10. Investigate and resolve complaints against facilities, taking appropriate action in response.
11. Assist in revising regulations, policies, and procedures to improve services.
12. Prepare and maintain facility licenses and files, review applications, verify information, and update listings.
13. Provide regulatory guidance to personnel and conduct training seminars on compliance issues and new medical techniques.
14. Perform related duties as assigned.

**SUPERVISOR, HEALTH FACILITIES INSPECTOR - RN**

1. Duties required at the previous level, AND:
2. Ensure the timely and accurate completion of inspections.
3. Develop quality assurance programs.
4. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
5. Perform related duties as assigned.

<b>HEALTH FACILITIES INSPECTOR - RN</b>	<b>37</b>	<b>B</b>	<b>10.552</b>
<b>SUPERVISOR, HEALTH FACILITIES INSPECTOR - RN</b>	<b>38</b>	<b>B</b>	<b>10.551</b>

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**ESSENTIAL QUALIFICATIONS**

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**EXPERIENCE AND EDUCATION**

**HEALTH FACILITIES INSPECTOR - RN**

Three or more years of applicable experience as described in the job duties and current licensure as a RN issued by the Nevada State Board of Nursing.

**SUPERVISOR, HEALTH FACILITIES INSPECTOR - RN**

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and current licensure as a RN issued by the Nevada State Board of Nursing.

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

**HEALTH FACILITIES INSPECTOR - RN**

Knowledge of:

- Applicable federal and State laws, regulations, requirements, and agency policies and procedures; investigative methods appropriate to regulatory compliance functions; regulatory and compliance processes.
- Principles, practices, and methods related to nursing care; operation of a personal computer and associated business software; principles of health care delivery systems; health care terminology; past and present medical practices used in health care facilities for various populations; proper English grammar, spelling, punctuation, and composition to prepare inspection reports.
- Interpersonal relationships and team building techniques; principles of health care delivery systems; basic human anatomy and physiology; community resources for health care recipients; obtaining variances from regulations; informal dispute resolution techniques.

Skill in:

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

Ability to:

- Identify areas of noncompliance with regulations; produce clear, concise, accurate, and well-organized documents and reports; provide guidance to staff, providers, and the public about inspection procedures and requirements; identify and secure information necessary to conduct a thorough review; recognize obvious indications of patient/resident illness or abnormality; evaluate laboratory proficiency to ensure accuracy of results; identify possible abuse, neglect, or misappropriation of property of recipients of health care.
- Establish and maintain cooperative working relationships; review and analyze information and draw logical conclusions; maintain organized and accurate records using a variety of data collection methods; respond appropriately in hostile situations and maintain composure in demanding situations.

**SUPERVISOR, HEALTH FACILITIES INSPECTOR - RN**

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

Knowledge of:

<b>HEALTH FACILITIES INSPECTOR - RN</b>	<b>37</b>	<b>B</b>	<b>10.552</b>
<b>SUPERVISOR, HEALTH FACILITIES INSPECTOR - RN</b>	<b>38</b>	<b>B</b>	<b>10.551</b>

- Processes and appropriate use of plans of corrective action; administrative sanctions such as fines, license suspension, license revocation, and limitations on admissions to facilities.
- Principles and practices of supervision and human resources; regulation development processes.

Ability to:

- Review and analyze completed inspection reports for appropriateness, timeliness, and completeness of citations; prepare technical and/or legal writings for regulation changes and variance requests; make recommendations for variances or other exceptions to regulatory requirements; evaluate professional skills and technical abilities of facility personnel; conduct research concerning health care and/or laboratory regulations and issues; use investigative techniques and gather clear, concise documentation.
- Read and understand laboratory results and facility staff notes in conjunction with a patient’s care, diagnosis, condition, and activities; analyze facility accounting systems for compliance with generally accepted accounting principles; mitigate inefficiencies and participate in plans for quality improvement of inspections and in the quality of care for recipients.
- Work collaboratively and share knowledge with peers, providers, advisory groups, managers, and outside agencies; make informative and persuasive public presentations.
- 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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**SPECIAL REQUIREMENTS**

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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.

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**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)*

- |  |  |  |   |   |
|--|--|--|---|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking  | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting              | <input type="checkbox"/> throwing           |

<b>HEALTH FACILITIES INSPECTOR - RN</b>	<b>37</b>	<b>B</b>	<b>10.552</b>
<b>SUPERVISOR, HEALTH FACILITIES INSPECTOR - RN</b>	<b>38</b>	<b>B</b>	<b>10.551</b>

- |   |  |   |  |   |
|---|--|---|--|---|
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting  | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> 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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