

## NOTICE OF PROPOSED CLASSIFICATION CHANGES

**Number: Posting #18-26**  
**Posting Expires: May 20, 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 **June 18, 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
1.737	Biologist I	30	B	<i>1.737</i>	<i>Biologist I</i>	<i>30</i>	<i>B</i>
1.734	Biologist II	33	B	<i>1.734</i>	<i>Biologist II</i>	<i>33</i>	<i>B</i>
1.729	Biologist III	35	B	<i>1.729</i>	<i>Senior Biologist</i>	<i>35</i>	<i>B</i>
1.724	Biologist IV	37	B	<i>1.724</i>	<i>Supervisor, Biologist</i>	<i>37</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.753	Conservation Educator I	30	B	<i>1.753</i>	<i>Conservation Educator I</i>	<i>30</i>	<i>B</i>
1.751	Conservation Educator II	33	B	<i>1.751</i>	<i>Conservation Educator II</i>	<i>33</i>	<i>B</i>
1.755	Conservation Educator III	35	B	<i>1.755</i>	<i>Senior Conservation Educator</i>	<i>35</i>	<i>B</i>
1.754	Conservation Educator IV	37	B	<i>1.754</i>	<i>Supervisor I, Conservation Educator</i>	<i>37</i>	<i>B</i>
1.750	Staff Conservation Educator	38	B	<i>1.750</i>	<i>Supervisor II, Conservation Educator</i>	<i>38</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.787	Wildlife Areas Technician I	27	H	-	<i>Abolish</i>		
1.786	Wildlife Area Technician II	29	H	<b>1.786</b>	<b><i>Wildlife Technician</i></b>	<b>29</b>	<b><i>H</i></b>
1.785	Wildlife Area Technician III	31	H	<b>1.785</b>	<b><i>Senior Wildlife Technician</i></b>	<b>31</b>	<b><i>H</i></b>
1.771	Wildlife Area Supervisor I	34	B	<b>1.771</b>	<b><i>Supervisor I, Wildlife Technician</i></b>	<b>34</b>	<b><i>B</i></b>
1.770	Wildlife Area Supervisor II	36	B	<b>1.770</b>	<b><i>Supervisor II, Wildlife Technician</i></b>	<b>36</b>	<b><i>B</i></b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.780	Fish Hatchery Technician I	27	H	-	<i>Abolish</i>		
1.778	Fish Hatchery Technician II	29	H	<b>1.778</b>	<b><i>Fisheries Technician</i></b>	<b>29</b>	<b><i>H</i></b>
1.776	Fish Hatchery Technician III	31	H	<b>1.776</b>	<b><i>Senior Fisheries Technician</i></b>	<b>31</b>	<b><i>H</i></b>
1.774	Fish Hatchery Supervisor I	34	H	<b>1.774</b>	<b><i>Supervisor I, Fisheries Technician</i></b>	<b>34</b>	<b><i>H</i></b>
1.772	Fish Hatchery Supervisor II	36	H	<b>1.772</b>	<b><i>Supervisor II, Fisheries Technician</i></b>	<b>36</b>	<b><i>H</i></b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.818	Forester I	30	B	<b>1.818</b>	<b><i>Forester</i></b>	<b>30</b>	<b><i>B</i></b>
1.813	Forester II	33	B	<b>1.813</b>	<b><i>Senior Forester</i></b>	<b>33</b>	<b><i>B</i></b>
1.811	Forester III	35	B	<b>1.811</b>	<b><i>Supervisor, Forester</i></b>	<b>35</b>	<b><i>B</i></b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.816	Battalion Chief	35	D	<b>1.816</b>	<b><i>Wildland Fire Battalion Chief</i></b>	<b>35</b>	<b><i>D</i></b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.817	Conservation Crew Supervisor III Option A: Natural Resource Option B: Fire Suppression	33	D	<b>1.817</b>	<b><i>Supervisor, Conservation Crew</i></b>	<b>33</b>	<b><i>D</i></b>
1.820	Conservation Crew Supervisor II Option A: Natural Resource Option B: Fire Suppression	31	D	-	<i>Abolish</i>		
1.825	Conservation Crew Supervisor I Option A: Natural Resource Option B: Fire Suppression	29	D	-	<i>Abolish</i>		

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.852	Firefighter I	28	D	<b>1.852</b>	<i>Wildland Firefighter</i>	<b>28</b>	<b>D</b>
1.819	Firefighter II	31	D	<b>1.819</b>	<i>Senior Wildland Firefighter</i>	<b>31</b>	<b>D</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.831	Seasonal Firefighter I	26	D	-	<i>Abolish</i>		
1.829	Seasonal Firefighter II	27	D	-	<i>Abolish</i>		
1.828	Seasonal Firefighter III	28	D	<b>1.828</b>	<i>Seasonal Wildland Firefighter</i>	<b>28</b>	<b>D</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.850	Fire Captain	33	D	<b>1.850</b>	<i>Wildland Fire Captain</i>	<b>33</b>	<b>D</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.912	Park Interpreter	34	B	<b>1.912</b>	<i>Park Interpreter</i>	<b>34</b>	<b>B</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.919	Lifeguard I (Seasonal)	23	D	<b>1.919</b>	<i>Lifeguard</i>	<b>23</b>	<b>D</b>
1.918	Lifeguard II (Seasonal)	25	D	<b>1.918</b>	<i>Supervisor, Lifeguard</i>	<b>25</b>	<b>D</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.920	Park Aide I	20	H	-	<i>Abolish</i>		
1.955	Park Aide II	21	H	<b>1.955</b>	<i>Park Attendant</i>	<b>21</b>	<b>H</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.969	Park Supervisor I (non-commissioned)	34	B	<b>1.969</b>	<i>Supervisor, Parks</i>	<b>34</b>	<b>B</b>
1.968	Park Supervisor II (non-commissioned)	35	B	-	<i>Abolish</i>		
1.967	Park Supervisor III (non-commissioned)	36	B	-	<i>Abolish</i>		

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.186	Securities Registration & Licensing Examiner	39	B	<b>7.186</b>	<i>Supervisor, Securities Registration and Licensing Examiner</i>	<b>39</b>	<b>B</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	NEW			<b>7.502</b>	<i>Payroll Technician</i>	<b>30</b>	<b>F</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	NEW			<b>7.501</b>	<i>Payroll Specialist</i>	<b>32</b>	<b>F</b>
	NEW			<b>7.503</b>	<i>Senior Payroll Specialist</i>	<b>34</b>	<b>F</b>
	NEW			<b>7.504</b>	<i>Supervisor, Payroll Specialist</i>	<b>36</b>	<b>F</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	NEW			<b>7.667</b>	<i>Public Service Trainee</i>	<b>19</b>	<b>F</b>
	NEW			<b>7.666</b>	<i>Senior Public Service Trainee</i>	<b>29</b>	<b>B</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.249	Compliance Specialist – Registered Nurse	37	B	<b>10.249</b>	<i>Supervisor I, Compliance Specialist – RN</i>	<b>37</b>	<b>B</b>
10.248	Compliance Coordinator – Registered Nurse	38	B	<b>10.248</b>	<i>Supervisor II, Compliance Specialist – RN</i>	<b>38</b>	<b>B</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.521	Operations Manager, Food Safety	40	A	<b>10.521</b>	<i>Manager, Food Safety Operations</i>	<b>40</b>	<b>A</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.527	Public Health Rating and Survey Officer	37	B	<b>10.527</b>	<i>Public Health Rating and Survey Specialist</i>	<b>37</b>	<b>B</b>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.309	Correctional Captain	41	D	<b>13.309</b>	<i>Correctional Captain</i>	<b>43</b>	<b>D</b>

**POSTING DATE: May 20, 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>BIOLOGIST I</b>	<b>30</b>	<b>B</b>	<b>1.737</b>
<b>BIOLOGIST II</b>	<b>33</b>	<b>B</b>	<b>1.734</b>
<b>SENIOR BIOLOGIST</b>	<b>35</b>	<b>B</b>	<b>1.729</b>
<b>SUPERVISOR, BIOLOGIST</b>	<b>37</b>	<b>B</b>	<b>1.724</b>

---

**JOB SUMMARY**

---

Biologists conduct fisheries, wildlife, botanical, and/or habitat management projects and research studies including data collection, analysis, and interpretation.

---

**JOB DUTIES**

---

**BIOLOGIST I**

1. Perform biological management relevant to fish, wildlife, plants, and habitat.
2. Collect, analyze, and interpret data.
3. Perform related duties as assigned.

**BIOLOGIST II**

1. Duties performed at the previous level, AND:
2. Prepare correspondence and technical reports concerning activities.
3. Calculate population statuses, prepare species and habitat distribution and density maps, and evaluate trends.
4. Organize and implement biological surveys such as for fish, wildlife, plants, and habitat.
5. Conduct fisheries, wildlife, and habitat management projects and field studies.
6. Conduct biological surveys and inventories to determine a population's composition, productivity, reproductive status, and condition.
7. Provide survey data and analysis as input to land management planning processes.
8. Perform related duties as assigned.

**SENIOR BIOLOGIST**

1. Duties performed at the previous levels, AND:
2. Lead studies to protect and preserve the State's biodiversity and natural resources.
3. Develop, recommend, and implement project proposals and work plans.
4. Develop recommendations and/or document and determine conservation status and management needs of fish, wildlife, botanical, and habitat resources.
5. Prepare species and habitat management plans and recommendations.
6. Review and evaluate use documents relevant to species or biological communities.
7. Appear before regulatory, governing, and advisory boards and commissions to explain and defend the department's position and answer questions.
8. Manipulate fish and wildlife populations and habitats by introducing species into suitable habitats.
9. Investigate and assess damage caused by wildlife, threats to species or habitat and recommend appropriate courses of action to mitigate or resolve the problem.

<b>BIOLOGIST I</b>	<b>30</b>	<b>B</b>	<b>1.737</b>
<b>BIOLOGIST II</b>	<b>33</b>	<b>B</b>	<b>1.734</b>
<b>SENIOR BIOLOGIST</b>	<b>35</b>	<b>B</b>	<b>1.729</b>
<b>SUPERVISOR, BIOLOGIST</b>	<b>37</b>	<b>B</b>	<b>1.724</b>

10. Develop seasonal and harvest recommendations and implement related regulations.
11. Analyze and evaluate data, reports, and proposals to make program recommendations.
12. Coordinate State and regional activities with other federal, State, special interest groups, and the public.
13. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
14. Perform related duties as assigned.

**SUPERVISOR, BIOLOGIST**

1. Duties required at the previous levels, AND:
2. Oversee the operation of wildlife programs involving fish, wildlife, plants, and habitats.
3. Provide technical expertise to regional staff and others.
4. Participate in the development of the work unit's budget, authorize purchases, allocate funds, and monitor budgets.
5. Develop, monitor, and administer grants.
6. Prepare, review, and edit reports, project evaluations, grant applications, and letters.
7. Oversee equipment maintenance.
8. Ensure compliance with contractual agreements, policies, and procedures.
9. Prepare press releases, interact with the media, and make presentations.
10. Train, supervise, schedule, evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

**ESSENTIAL QUALIFICATIONS**

**EXPERIENCE AND EDUCATION**

**BIOLOGIST I**

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

**BIOLOGIST II**

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

**SENIOR BIOLOGIST**

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

**SUPERVISOR, BIOLOGIST**

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

<b>BIOLOGIST I</b>	<b>30</b>	<b>B</b>	<b>1.737</b>
<b>BIOLOGIST II</b>	<b>33</b>	<b>B</b>	<b>1.734</b>
<b>SENIOR BIOLOGIST</b>	<b>35</b>	<b>B</b>	<b>1.729</b>
<b>SUPERVISOR, BIOLOGIST</b>	<b>37</b>	<b>B</b>	<b>1.724</b>

**BIOLOGIST I**

Knowledge of:

- Technical and professional resource material such as biological abstracts and journals; biological and ecology principles needed to formulate management recommendations; habitat requirements and life cycles of wildlife and/or plants.
- Mathematical calculations; scientific research methodology including data collection, analysis, and interpretation.

Skill in:

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

Ability to:

- Participate in wildlife and/or botanical surveys and field operations; interpret written materials such as regulations, policy statements, and scientific literature related to wildlife, plants, and habitats.
- Read and interpret maps; organize data and prepare charts, tables, and graphs; assist in developing and evaluating wildlife, plant, and habitat management options.

**BIOLOGIST II**

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Principles of ecology required to analyze the effect of environmental changes and land use practices on specific fish, wildlife, and plant species; animal anatomy and physiology.
- Statistical concepts and principles used to analyze data and develop a management strategy; survey techniques and equipment.

Ability to:

- Write clear and concise reports; make presentations.
- Maintain and operate equipment such as entrapment devices; operate and maintain vehicles used in field surveys; participate in ground, water, and air surveys.

**SENIOR BIOLOGIST**

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

Knowledge of:

- Land management agencies' policies and programs for habitat management, resource planning, and memoranda of understanding; analyzing the effects of wildlife, botany, and ecology practices.
- Survey techniques to collect biological data basic to understanding status of fish, wildlife, plants, and habitats, including monitoring changes in status related to human and natural disturbances and changes in land use.

<b>BIOLOGIST I</b>	<b>30</b>	<b>B</b>	<b>1.737</b>
<b>BIOLOGIST II</b>	<b>33</b>	<b>B</b>	<b>1.734</b>
<b>SENIOR BIOLOGIST</b>	<b>35</b>	<b>B</b>	<b>1.729</b>
<b>SUPERVISOR, BIOLOGIST</b>	<b>37</b>	<b>B</b>	<b>1.724</b>

Ability to:

- Write clear and concise technical reports and recommendations; present information to various audiences concerning ecological relationships, agency policies and recommendations, and effectiveness of current management.
- Monitor and research fish, wildlife, plants, and habitats; operate and maintain specialized equipment such as 4-wheel drive vehicles, GPS units, and optical instruments.
- Conduct surveys from the ground, water and/or air.
- 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, BIOLOGIST**

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

Knowledge of:

- Principles and practices of supervision and training; budget and grant development and administration.
- Fish, wildlife, plant, and habitat management activities including surveys, population analysis, and data analysis.
- Resource planning and memoranda of understanding to analyze the effect of practices on wildlife, plants, and/or habitat.
- Methodology and equipment used in the restoration, management and conservation of habitats and plants.
- Scheduling personnel and equipment to accomplish and report results of wildlife surveys and inventory.

Ability to:

- Plan, organize, and evaluate monitoring and management projects and research studies; evaluate results of projects and studies.
- 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.

---

### **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.

<b>BIOLOGIST I</b>	<b>30</b>	<b>B</b>	<b>1.737</b>
<b>BIOLOGIST II</b>	<b>33</b>	<b>B</b>	<b>1.734</b>
<b>SENIOR BIOLOGIST</b>	<b>35</b>	<b>B</b>	<b>1.729</b>
<b>SUPERVISOR, BIOLOGIST</b>	<b>37</b>	<b>B</b>	<b>1.724</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, 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 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                                      | <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>CONSERVATION EDUCATOR I</b>	<b>30</b>	<b>B</b>	<b>1.753</b>
<b>CONSERVATION EDUCATOR II</b>	<b>33</b>	<b>B</b>	<b>1.751</b>
<b>SENIOR CONSERVATION EDUCATOR</b>	<b>35</b>	<b>B</b>	<b>1.755</b>
<b>SUPERVISOR I, CONSERVATION EDUCATOR</b>	<b>37</b>	<b>B</b>	<b>1.754</b>
<b>SUPERVISOR II, CONSERVATION EDUCATOR</b>	<b>38</b>	<b>B</b>	<b>1.750</b>

---

**JOB SUMMARY**

---

Conservation Educators plan, organize, implement, and evaluate wildlife educational programs.

---

**JOB DUTIES**

---

**CONSERVATION EDUCATOR I**

1. Survey and review local demands for instructional programs.
2. Evaluate and critique instructor effectiveness, identify developmental needs, provide technical guidance, and assist instructors in securing educational materials and guest speakers.
3. Write and edit publicity materials, public service announcements, and news stories, and take photographs.
4. Participate in public relations activities.
5. Prepare bulletins, newsletters, pamphlets, lesson plans, and visual aid materials.
6. Perform related duties as assigned.

**CONSERVATION EDUCATOR II**

1. Duties performed at the previous level, AND:
2. Monitor program and project success and recommend new programs and services.
3. Recruit and supervise volunteers and contract instructors and schedule and coordinate workshops and other training opportunities.
4. Attending meetings, explaining policies and programs, and soliciting information concerning the needs of service organizations, schools, and the public.
5. Perform related duties as assigned.

**SENIOR CONSERVATION EDUCATOR**

1. Duties performed at the previous levels, AND:
2. Organize, coordinate, and present educational programs and agency projects.
3. Monitor program and project success and recommend new programs and services.
4. Direct, coordinate, or participate in public affairs activities, prepare and present radio and television broadcasts, conduct live and prerecorded interviews, respond to inquiries, and speak before community groups.
5. Write training contracts, inspect training facilities, and maintain course records.
6. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
7. Perform related duties as assigned.

<b>CONSERVATION EDUCATOR I</b>	<b>30</b>	<b>B</b>	<b>1.753</b>
<b>CONSERVATION EDUCATOR II</b>	<b>33</b>	<b>B</b>	<b>1.751</b>
<b>SENIOR CONSERVATION EDUCATOR</b>	<b>35</b>	<b>B</b>	<b>1.755</b>
<b>SUPERVISOR I, CONSERVATION EDUCATOR</b>	<b>37</b>	<b>B</b>	<b>1.754</b>
<b>SUPERVISOR II, CONSERVATION EDUCATOR</b>	<b>38</b>	<b>B</b>	<b>1.750</b>

**SUPERVISOR I, CONSERVATION EDUCATOR**

1. Duties performed at the previous levels, AND:
2. Develop and evaluate course content, instructional materials, and teaching aids.
3. Rewrite course materials and research new and innovative instructional materials.
4. Participate in the development of the work unit's budget, authorize purchases, allocate funds, and monitor budgets.
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.

**SUPERVISOR II, CONSERVATION EDUCATOR**

1. Duties performed at the previous levels, AND:
2. Develop, plan, and implement statewide education programs.
3. Coordinate programs with school districts and adjust course curriculum, visit schools, and make presentations to students to provide instruction regarding wildlife and safety.
4. Develop short- and long-term plans, goals, and objectives.
5. Update policies, procedures, and priorities.
6. Research external funding sources and administer grants.
7. Perform related duties as assigned.

---

**ESSENTIAL QUALIFICATIONS**

---

**EXPERIENCE AND EDUCATION**

**CONSERVATION EDUCATOR I**

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

**CONSERVATION EDUCATOR II**

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

**SENIOR CONSERVATION EDUCATOR**

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

**SUPERVISOR I, CONSERVATION EDUCATOR**

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

**SUPERVISOR II, CONSERVATION EDUCATOR**

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

<b>CONSERVATION EDUCATOR I</b>	<b>30</b>	<b>B</b>	<b>1.753</b>
<b>CONSERVATION EDUCATOR II</b>	<b>33</b>	<b>B</b>	<b>1.751</b>
<b>SENIOR CONSERVATION EDUCATOR</b>	<b>35</b>	<b>B</b>	<b>1.755</b>
<b>SUPERVISOR I, CONSERVATION EDUCATOR</b>	<b>37</b>	<b>B</b>	<b>1.754</b>
<b>SUPERVISOR II, CONSERVATION EDUCATOR</b>	<b>38</b>	<b>B</b>	<b>1.750</b>

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

**CONSERVATION EDUCATOR I**

Knowledge of:

- Applicable federal, State, and local laws and regulations, and agency policies and procedures.
- Journalism principles and practices; writing and editing techniques used to produce news releases and broadcasts; educational concepts and techniques sufficient to provide guidance and assistance to individuals conducting training courses; hunter educational programs, boating safety, aquatic and environmental programs.
- Basic photographic principles and videographic techniques; audiovisual techniques.
- Wildlife management practices and principles; basic ecological principles; animal identification and classification.

Skill in:

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

Ability to:

- Write, prepare, and edit educational materials for children and adults; work effectively and cooperatively with other agencies and organizations.
- Ability to speak effectively in public to explain programs, policies, and procedures; write clear, concise, and grammatically correct written materials for publication.
- Apply graphic art techniques in developing visual materials for printed or broadcast media; conduct outdoor and environmental education training programs.
- Maintain professional working relationships with various community organizations.

**CONSERVATION EDUCATOR II**

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

Ability to:

- Comprehend technical information and written materials.
- Recruit and supervise volunteer instructors.

**SENIOR CONSERVATION EDUCATOR**

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

Knowledge of:

- Development and evaluation of instructional methods and materials.
- State contracts.

**SUPERVISOR I, CONSERVATION EDUCATOR**

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

<b>CONSERVATION EDUCATOR I</b>	<b>30</b>	<b>B</b>	<b>1.753</b>
<b>CONSERVATION EDUCATOR II</b>	<b>33</b>	<b>B</b>	<b>1.751</b>
<b>SENIOR CONSERVATION EDUCATOR</b>	<b>35</b>	<b>B</b>	<b>1.755</b>
<b>SUPERVISOR I, CONSERVATION EDUCATOR</b>	<b>37</b>	<b>B</b>	<b>1.754</b>
<b>SUPERVISOR II, CONSERVATION EDUCATOR</b>	<b>38</b>	<b>B</b>	<b>1.750</b>

Knowledge of:

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

Ability to:

- Evaluate program results in relation to short- and long-range plans.
- Develop training programs; design publications and displays.
- 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.

### **SUPERVISOR II, CONSERVATION EDUCATOR**

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

Knowledge of:

- State grant application.
- Principles and practices of supervision and human resources.

Ability to:

- Develop training programs; design publications and displays.
- Develop long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- 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

CONSERVATION EDUCATOR I	30	B	1.753
CONSERVATION EDUCATOR II	33	B	1.751
SENIOR CONSERVATION EDUCATOR	35	B	1.755
SUPERVISOR I, CONSERVATION EDUCATOR	37	B	1.754
SUPERVISOR II, CONSERVATION EDUCATOR	38	B	1.750

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>WILDLIFE TECHNICIAN</b>	<b>29</b>	<b>H</b>	<b>1.786</b>
<b>SENIOR WILDLIFE TECHNICIAN</b>	<b>31</b>	<b>H</b>	<b>1.785</b>
<b>SUPERVISOR I, WILDLIFE TECHNICIAN</b>	<b>34</b>	<b>B</b>	<b>1.771</b>
<b>SUPERVISOR II, WILDLIFE TECHNICIAN</b>	<b>36</b>	<b>B</b>	<b>1.770</b>

---

**JOB SUMMARY**

---

Wildlife Technicians perform maintenance of wildlife habitats and develop and enhance an environment which will support the State's wildlife species.

---

**JOB DUTIES**

---

**WILDLIFE TECHNICIAN**

1. Operate a wide variety of light and heavy equipment to develop, modify, and improve habitat for wildlife.
2. Construct dikes, ditches, roads, nest islands, fields, and water control structures.
3. Control water levels by measuring water flow rates and temperatures.
4. Assess water sources and availability, record water use information, and ensure adequate supply for wildlife.
5. Farm aquatic plant species and cereal grains and apply fertilizers and herbicides.
6. Burn over-abundant plant species and clear undesirable vegetation to maintain suitable habitat for wildlife.
7. Collect data, survey wildlife species, and count, inventory, identify, and classify wildlife.
8. Trap, band, transport, or transplant wildlife.
9. Operate hunters check stations, record harvest data, and collect internal organs and body parts for analysis.
10. Complete forms and write narratives for analysis by wildlife biologists.
11. Perform routine maintenance on facilities and equipment and service and repair vehicles and equipment.
12. Prepare routine records and reports related to work performed.
13. Maintain security of structures and equipment, patrol areas, lock gates and doors, note violations, and report to appropriate authorities.
14. Provide information to the public and explain regulations and procedures.
15. Give directions, answer questions, and lead tours of the facilities and wildlife management areas.
16. Build water catchments, survey and clear selected sites for water development construction, and note water availability, forage, cover and spacing.
17. Load and deliver materials and assemble and bury fiberglass tanks, iron support structures, sheet metal aprons, and gutters.
18. Construct barbed wire fences, complete map locations and installation forms, and maintain or repair catchments.
19. Assist in caring for fish at fish hatcheries and rearing stations.
20. Perform related duties as assigned.

**SENIOR WILDLIFE TECHNICIAN**

1. Duties performed at the previous level, AND:
2. Serve as an assistant to a Wildlife Area Supervisor.
3. Prepare budget estimates and projections.

<b>WILDLIFE TECHNICIAN</b>	<b>29</b>	<b>H</b>	<b>1.786</b>
<b>SENIOR WILDLIFE TECHNICIAN</b>	<b>31</b>	<b>H</b>	<b>1.785</b>
<b>SUPERVISOR, I WILDLIFE TECHNICIAN</b>	<b>34</b>	<b>B</b>	<b>1.771</b>
<b>SUPERVISOR II, WILDLIFE TECHNICIAN</b>	<b>36</b>	<b>B</b>	<b>1.770</b>

4. Develop or modify procedures and summarize data from various reports.
5. Oversee the inspection, construction, and/or repair of wildlife catchment devices.
6. Conduct investigations and assess damage caused by wildlife on private property and public lands.
7. Recommend appropriate courses of action to mitigate or resolve wildlife related issues.
8. Gather data for wildlife and habitat studies.
9. Conduct wildlife surveys and inventories to determine a population's composition, productivity, reproductive status, and condition.
10. Aid in organizing surveys, identifying survey areas, and scheduling personnel, equipment, and supplies.
11. Collect data using a variety of techniques and equipment such as field observation, helicopter and fixed-wing aircraft, population marking, and tagging.
12. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
13. Perform related duties as assigned.

**SUPERVISOR I, WILDLIFE TECHNICIAN**

1. Duties performed at the previous levels, AND:
2. Oversee one wildlife management area.
3. Prepare budgets, control expenditures, and purchase needed items.
4. Develop estimates of labor, materials, supplies, and equipment for projects.
5. Negotiate contracts, leases, and vendor services.
6. Complete reports and compile statistics.
7. Oversee maintenance of wildlife habitats, buildings, and facilities.
8. Develop goals and objectives, modify work programs, and resolve problems.
9. Monitor status of all projects and programs.
10. Improve and maintain land and water conditions and provide biological expertise.
11. Inventory supplies and equipment.
12. Implement and maintain a security plan and perform security duties to protect wildlife resources, equipment, and facilities.
13. Train, supervise, schedule, evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
14. Perform related duties as assigned.

**SUPERVISOR II, WILDLIFE TECHNICIAN**

1. Duties performed at the previous levels, AND:
2. Oversee multiple wildlife management areas.
3. Perform related duties as assigned.

---

**ESSENTIAL QUALIFICATIONS**

---

**EXPERIENCE AND EDUCATION**

**WILDLIFE AREA TECHNICIAN**

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

<b>WILDLIFE TECHNICIAN</b>	<b>29</b>	<b>H</b>	<b>1.786</b>
<b>SENIOR WILDLIFE TECHNICIAN</b>	<b>31</b>	<b>H</b>	<b>1.785</b>
<b>SUPERVISOR, I WILDLIFE TECHNICIAN</b>	<b>34</b>	<b>B</b>	<b>1.771</b>
<b>SUPERVISOR II, WILDLIFE TECHNICIAN</b>	<b>36</b>	<b>B</b>	<b>1.770</b>

**SENIOR WILDLIFE AREA TECHNICIAN**

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

**SUPERVISOR I, WILDLIFE AREA TECHNICIAN**

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

**SUPERVISOR II, WILDLIFE AREA TECHNICIAN**

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

**WILDLIFE AREA TECHNICIAN**

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; biological science related to wildlife and habitat.
- Basic mechanical servicing procedures; oil changes, lubrication, and tune-ups; plumbing, electrical, masonry, or carpentry; maintenance and repair of facilities, equipment, grounds, and vehicles.
- Basic mathematics including percentages and ratios.
- Safety procedures used in the operation of motorized equipment; specialized tools and equipment.

Skill in:

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

Ability to:

- Read and follow written procedures and instructions; operate light and heavy motorized equipment.
- Observe, identify, and report the activities and conditions of wildlife species and their habitat; trap, capture, immobilize, treat, or transport mammals, birds, and other wildlife.
- Conduct field studies such as counting, tracking, identifying, and reporting on wildlife or habitat conditions; identify potential diseases, parasites, or other problems in wildlife or related habitats.
- Identify corrective measures needed to protect, promote, or enhance wildlife or habitat management.

**SENIOR WILDLIFE AREA TECHNICIAN**

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

Knowledge of:

- Accounting and budgeting processes to prepare budget estimates and monitor expenditures; State purchasing policies and procedures; principles of training and providing work direction to others.
- Mathematics for calculating water flows, surveying, estimating wildlife populations, and mixing

<b>WILDLIFE TECHNICIAN</b>	<b>29</b>	<b>H</b>	<b>1.786</b>
<b>SENIOR WILDLIFE TECHNICIAN</b>	<b>31</b>	<b>H</b>	<b>1.785</b>
<b>SUPERVISOR, I WILDLIFE TECHNICIAN</b>	<b>34</b>	<b>B</b>	<b>1.771</b>
<b>SUPERVISOR II, WILDLIFE TECHNICIAN</b>	<b>36</b>	<b>B</b>	<b>1.770</b>

commercial fertilizers and herbicides; appropriate use and application of herbicides, insecticides, fertilizers and plant foods to maintain growth of desirable plants for wildlife.

Ability to:

- Assist in day-to-day operations of assigned wildlife management areas; acquire, organize, and schedule equipment, materials, and personnel to accomplish projects.
- 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 I, WILDLIFE AREA TECHNICIAN**

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

Knowledge of:

- Supervisory principles and practices; safe and proficient use of firearms in hunting.
- Farming methods and techniques which are conducive to sustaining and encouraging wildlife populations.
- Water conservation and water management techniques used to influence and develop habitat for wildlife and to discourage undesirable vegetative growth; habitat management techniques.
- Names, identification, life histories, habits, and life requirements of wildlife species; common plant species related to a particular type of wildlife and their requirements for stable populations.

Ability to:

- Maintain assigned budget and accounts; analyze and forecast budget expenditures; organize and schedule equipment and personnel efficiently and effectively.
- 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.

### **SUPERVISOR II, WILDLIFE AREA TECHNICIAN**

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

Ability to:

- Speak effectively in public and at meetings and workshops; develop work programs.

---

### **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.

<b>WILDLIFE TECHNICIAN</b>	<b>29</b>	<b>H</b>	<b>1.786</b>
<b>SENIOR WILDLIFE TECHNICIAN</b>	<b>31</b>	<b>H</b>	<b>1.785</b>
<b>SUPERVISOR, I WILDLIFE TECHNICIAN</b>	<b>34</b>	<b>B</b>	<b>1.771</b>
<b>SUPERVISOR II, WILDLIFE TECHNICIAN</b>	<b>36</b>	<b>B</b>	<b>1.770</b>

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, 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 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                                      | <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>FISHERIES TECHNICIAN</b>	<b>29</b>	<b>H</b>	<b>1.778</b>
<b>SENIOR FISHERIES TECHNICIAN</b>	<b>31</b>	<b>H</b>	<b>1.776</b>
<b>SUPERVISOR I, FISHERIES TECHNICIAN</b>	<b>34</b>	<b>H</b>	<b>1.774</b>
<b>SUPERVISOR II, FISHERIES TECHNICIAN</b>	<b>36</b>	<b>H</b>	<b>1.772</b>

---

**JOB SUMMARY**

---

Fisheries Technicians care for fish, adjust feed levels, and provide maintenance of fish hatchery or fish rearing stations.

---

**JOB DUTIES**

---

**FISHERIES TECHNICIAN**

1. Monitor fish and equipment during transport, determine suitable release site, and release fish.
2. Maintain equipment and structures and respond to emergency situations and equipment malfunctions.
3. Conduct inspections, provide routine maintenance, and clean and paint buildings.
4. Provide information to the public and explain policies and procedures.
5. Give directions, answer questions, and lead tours of facilities.
6. Inspect hauling units, weigh and load fish, and operate and maintain life support systems.
7. Ensure protocols are followed for disinfection of equipment and elimination of the risk of spread of Aquatic Invasive Species (AIS) into the hatchery or rearing station.
8. Patrol facility areas.
9. Perform related duties as assigned.

**SENIOR FISHERIES TECHNICIAN**

1. Duties performed at the previous level, AND:
2. Detect and treat fish diseases and parasites, identify and correct stress, and remove fish mortalities.
3. Maintain records of treatments, chemicals used, and mortalities.
4. Test and maintain water quality.
5. Separate brood fish by development, take spawn from fish, and prepare eggs for shipment or incubation.
6. Take spawn from fish and prepare eggs for shipment or incubation.
7. Care for fish eggs and fry by treating them with disinfectants and other chemicals, distribute them into hatchery troughs, and ensure adequate care is provided during critical periods of growth and development.
8. Perform watercraft inspection and decontamination to prevent the spread of aquatic invasive species.
9. Assist biologists perform survey work.
10. Develop job procedures, summarize data, and submit various reports.
11. Oversee contract staff performing watercraft inspections and decontamination.
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.

<b>FISHERIES TECHNICIAN</b>	<b>29</b>	<b>H</b>	<b>1.778</b>
<b>SENIOR FISHERIES TECHNICIAN</b>	<b>31</b>	<b>H</b>	<b>1.776</b>
<b>SUPERVISOR I, FISHERIES TECHNICIAN</b>	<b>34</b>	<b>H</b>	<b>1.774</b>
<b>SUPERVISOR II, FISHERIES TECHNICIAN</b>	<b>36</b>	<b>H</b>	<b>1.772</b>

**SUPERVISOR I, FISHERIES TECHNICIAN**

1. Duties performed at the previous levels, AND:
2. Manage a fish rearing station that raises fish from fingerling to stocking size.
3. Prepare work programs and estimate personnel, material, supply, and operating expenses.
4. Prepare budgets, monitor and control expenditures, and purchase items.
5. Negotiate contracts, leases, and vendor services.
6. Compile statistics and prepare reports.
7. Establish and develop priorities, goals, and objectives.
8. Modify work activities to meet objectives and resolve problems.
9. Supervise or perform operational tasks by checking equipment and fish and monitor status of activities.
10. Improve and maintain fish culture facilities, provide biological expertise, and identify and treat diseases.
11. Inventory supplies and equipment.
12. Maintain a security plan to protect resources and equipment.
13. Train, supervise, schedule, evaluate the performance of other employees, and other supervisory duties as appropriate for managing people.
14. Perform related duties as assigned.

**SUPERVISOR II, FISHERIES TECHNICIAN**

1. Duties performed at the previous levels, AND:
2. Oversee a fish cultural facility that hatches various kinds of fish eggs and raises them to stocking size.
3. Perform related duties as assigned.

---

**ESSENTIAL QUALIFICATIONS**

---

**EXPERIENCE AND EDUCATION**

**FISHERIES TECHNICIAN**

Graduation from high school or equivalent education.

**SENIOR FISHERIES TECHNICIAN**

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

**SUPERVISOR I, FISHERIES TECHNICIAN**

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

**SUPERVISOR II, FISHERIES TECHNICIAN**

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

<b>FISHERIES TECHNICIAN</b>	<b>29</b>	<b>H</b>	<b>1.778</b>
<b>SENIOR FISHERIES TECHNICIAN</b>	<b>31</b>	<b>H</b>	<b>1.776</b>
<b>SUPERVISOR I, FISHERIES TECHNICIAN</b>	<b>34</b>	<b>H</b>	<b>1.774</b>
<b>SUPERVISOR II, FISHERIES TECHNICIAN</b>	<b>36</b>	<b>H</b>	<b>1.772</b>

### **FISHERIES TECHNICIAN**

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Plumbing, electrical, masonry, and carpentry work to assist in construction and maintenance; mechanical servicing procedures such as oil changes, lubrication, and basic tune-ups.
- Fish feeding practices; trout spawning operations; proper care and shipment of green and eyed fish eggs.
- Techniques and precautions used in applying fish treatment chemicals, algaecides, and herbicides; fish transportation and life support systems
- Mathematics including fractions, decimals, and percentages; metric system units of volume and capacity, U.S. equivalents, and conversion factors.
- Safety procedures used in the operation of specialized tools and equipment.
- Water quality sampling techniques and tests needed to perform dissolved oxygen tests on the station's water supply.
- Various types of watercrafts including but not limited to, outboards, inboards and ballast boats.

Skill in:

- Cleaning and maintaining ponds, troughs, tanks, raceways, screens, aeration devices, and water sources.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Read and comprehend technical reports, repair manuals, and documents; maintain accurate records and reports.
- Recognize unusual behavior in fish resulting from stress or disease.
- Identify combination of fish fin clips under field conditions to facilitate sorting of fish at spawning stations; sort brood fish by species, sex, and degree of ripeness; recognize water source maintenance problems to avoid fish losses.
- Operate and maintain specialized equipment and four-wheel drive vehicles, hauling equipment, arc and gas welding equipment, heated pressure washers, and others.

### **SENIOR FISHERIES TECHNICIAN**

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

Knowledge of:

- Fish diseases and abnormal behavior that require diagnosis and treatment; techniques and precautions used in handling, storing, and disposal of fish treatment chemicals, algaecides, and herbicides.

Ability to:

- Organize and schedule equipment and personnel to effectively complete assigned projects and work; assist in day-to-day operation of the fish hatchery.
- Inspect a watercraft and identify aquatic invasive species.
- 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.

<b>FISHERIES TECHNICIAN</b>	<b>29</b>	<b>H</b>	<b>1.778</b>
<b>SENIOR FISHERIES TECHNICIAN</b>	<b>31</b>	<b>H</b>	<b>1.776</b>
<b>SUPERVISOR I, FISHERIES TECHNICIAN</b>	<b>34</b>	<b>H</b>	<b>1.774</b>
<b>SUPERVISOR II, FISHERIES TECHNICIAN</b>	<b>36</b>	<b>H</b>	<b>1.772</b>

**SUPERVISOR I, FISHERIES TECHNICIAN**

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.
- Emergency procedures to prevent loss of fish during fish hauling; salmonid fish cultural practices.
- Calculating water flows, chemical treatment, and feeding levels.

Ability to:

- Maintain budget and expenditure accounts; speak effectively in public at meetings and workshops.
- 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.

**SUPERVISOR II, FISHERIES TECHNICIAN**

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

Ability to:

- Analyze and forecast budget expenditures relating to completion of annual work programs.

---

**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)*

<b>FISHERIES TECHNICIAN</b>	<b>29</b>	<b>H</b>	<b>1.778</b>
<b>SENIOR FISHERIES TECHNICIAN</b>	<b>31</b>	<b>H</b>	<b>1.776</b>
<b>SUPERVISOR I, FISHERIES TECHNICIAN</b>	<b>34</b>	<b>H</b>	<b>1.774</b>
<b>SUPERVISOR II, FISHERIES TECHNICIAN</b>	<b>36</b>	<b>H</b>	<b>1.772</b>

- |   |  |  |  |  |
|---|--|--|--|--|
| <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 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                                      | <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>FORESTER</b>	<b>30</b>	<b>B</b>	<b>1.818</b>
<b>SENIOR FORESTER</b>	<b>33</b>	<b>B</b>	<b>1.813</b>
<b>SUPERVISOR, FORESTER</b>	<b>35</b>	<b>B</b>	<b>1.811</b>

---

**JOB SUMMARY**

---

Foresters perform professional duties in forestry, natural resource management and conservation, fire prevention and suppression, and related areas.

---

**JOB DUTIES**

---

**FORESTER**

1. Plan, organize, and manage forest activities including harvesting, fuel management, and prescribed burning.
2. Assist with the preparation of forest and vegetation management plans and oversee implementation.
3. Provide office and field support to the forest stewardship and urban community forestry programs.
4. Provide educational information on best practices for forest health, stewardship, defensible space, fuel reduction, and fire-safe landscapes.
5. Enforce applicable State laws and issue citations and warnings.
6. Perform related duties as assigned.

**SENIOR FORESTER**

1. Duties performed at the previous level, AND:
2. Evaluate forest insect and disease conditions and determine revegetation requirements for erosion control, biodiversity, and habitat enhancement.
3. Conduct community workshops and presentations and prepare publications and media reports.
4. Provide technical and urban forestry assistance to landowners, organizations, and government entities.
5. Administer, plan, coordinate, and oversee regional or specialized natural resource management projects and programs.
6. Plan and maintain project budgets and statistical data.
7. Write reports, management plans, and environmental assessments and secure external funding for project implementation.
8. Oversee harvest permits, establish bond amounts, collect and release bonds, and write permits for endangered plant protection.
9. Organize and conduct training activities in fire prevention and resource management.
10. Prepare and review forest resource and vegetative management plans.
11. Provide information and direction on reclamation and treatment of forest issues.
12. Review proposed projects for the protection, preservation, and enhancement of State Forest, range, and watershed resources.
13. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
14. Perform related duties as assigned.

<b>FORESTER</b>	<b>30</b>	<b>B</b>	<b>1.818</b>
<b>SENIOR FORESTER</b>	<b>33</b>	<b>B</b>	<b>1.813</b>
<b>SUPERVISOR, FORESTER</b>	<b>35</b>	<b>B</b>	<b>1.811</b>

**SUPERVISOR, FORESTER**

1. Duties performed at the previous levels, AND:
3. Develop policies and procedures.
4. Prepare and review management plans for the Forest Stewardship Program.
5. Compile quarterly and year-end reports for federal programs and aid-in-grant applications and activities.
6. Promote State Nursery and Seedbank Programs and monitor forest insect and disease conditions.
7. Review applications for the collection of critically endangered plant species.
8. Prepare and distribute press releases, notices, or publications.
9. 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**

**FORESTER**

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

**SENIOR FORESTER**

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

**SUPERVISOR, FORESTER**

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

**FORESTER**

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Principles and practices of reforestation; dendrology, silvics, and silviculture.
- Natural resource, forest, fire, and vegetation management principles and practices.
- Forest insect and disease identification and treatment; plant and tree identification.

Skill in:

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

Ability to:

- Utilize sound judgment and make responsible decisions and recommendations.
- Implement natural resource and fuel management programs designed to protect lives, property, and

<b>FORESTER</b>	<b>30</b>	<b>B</b>	<b>1.818</b>
<b>SENIOR FORESTER</b>	<b>33</b>	<b>B</b>	<b>1.813</b>
<b>SUPERVISOR, FORESTER</b>	<b>35</b>	<b>B</b>	<b>1.811</b>

resources.

- Work outdoors and on rugged terrain for long periods of time; read maps and utilize a compass.

**SENIOR FORESTER**

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

Knowledge of:

- Forest harvest practices; methods for surveying and mapping forest lands.

Ability to:

- Develop forest management plans; implement assigned resource management programs and projects; provide technical assistance in federal cost-sharing programs.
- Plan, organize, and prioritize work and integrate program resources; establish and maintain cooperative working relationships with others; plan and direct the work of others.
- Collect, analyze, interpret, and report on data.
- Interpret, use, and/or update topographic, soil, and field maps and aerial photographs.
- 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, FORESTER**

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

Knowledge of:

- Resource management practices and issues; appearance, habitat, characteristics, and economic value of various types of vegetation; combustibility and fire-retardant properties of various types of vegetation; forestry and fire law enforcement.
- Financial and statistical recordkeeping techniques; human resource management practices; budget preparation and administration.

Ability to:

- Implement natural resource management in a designated area.
- Provide technical assistance for designing logging and fire access infrastructure; promote fire and resource management services; plan and provide resource and fire protection education programs.
- Estimate time, materials, equipment, and labor costs for projects.
- 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.

---

**SPECIAL REQUIREMENTS**

---

1. A valid Nevada driver’s license, with applicable endorsements, may be required at the time of appointment

<b>FORESTER</b>	<b>30</b>	<b>B</b>	<b>1.818</b>
<b>SENIOR FORESTER</b>	<b>33</b>	<b>B</b>	<b>1.813</b>
<b>SUPERVISOR, FORESTER</b>	<b>35</b>	<b>B</b>	<b>1.811</b>

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 |

*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>WILDLAND FIRE BATTALION CHIEF</b>	<b>35</b>	<b>D</b>	<b>1.816</b>

---

**JOB SUMMARY**

---

Wildland Fire Battalion Chiefs plan, develop, organize, coordinate, direct, evaluate, and participate in wildland fire suppression, fire prevention and education, pre-suppression, equipment and facility maintenance, and forestry and fire law enforcement.

---

**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 and objectives and plan and organize staffing and other resources to meet the needs of new or changed programs and services, and fire suppression documentation.
4. Manage the day-to-day fire protection operations of an assigned geographic area.
5. Coordinate and administer wildland fire prevention, protection, and control and hazardous fuels mitigation.
6. Respond to emergency incidents and coordinate statewide resources for life and property protection.
7. Coordinate wildland fire prevention, protection, and control activities.
8. Educate the public on fire safety and dangers and forestry laws.
9. Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
10. Assist in developing and maintaining cooperative fire protection agreements, track equipment inventories, manage federal, State, and county programs, and write grant proposals for cost-share programs.
11. Prepare analytical, narrative, and statistical reports.
12. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
13. Review and evaluate operational efficiency and compliance.
14. Participate in resource management programs, oversee emergency response, and provide administrative support to the regional leadership team.
15. Provide advice and technical assistance and develop and review prescribed burn plans and approve expenditure requests, defensible space inspections, and homeowner fire inspections.
16. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
17. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
18. Perform related duties as assigned.

---

**ESSENTIAL QUALIFICATIONS**

---

**EXPERIENCE AND EDUCATION**

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

## 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.
- Political and social context; strategic planning process.
- Regional programs and projects; locations and equipment assigned to the State and volunteer fire stations.
- Wildland fire and fuels management.
- Interagency mutual aid agreements; water delivery and hydrant systems.

## Skill in:

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

## Ability to:

- 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 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                                      | <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>SUPERVISOR, CONSERVATION CREW</b>	<b>33</b>	<b>D</b>	<b>1.817</b>

---

**JOB SUMMARY**

---

Supervisors, Conservation Crew oversee inmates and/or staff, maintain security, and provide direction and training in equipment use and safety in completing projects in resource conservation and/or fire management.

---

**JOB DUTIES**

---

1. Direct crews assigned to emergency services in emergency response to floods, fires, earthquakes, search and rescue, and other natural disasters and emergency situations.
2. Direct crews assigned to resource conservation projects that improve rangeland, forest and watershed health.
3. Monitor and assess hazards and correct unsafe conditions.
4. Prepare incident reports, implement corrective actions, and ensure compliance with safety policies.
5. Inspect, field test, maintain, and report failures of equipment, tools, vehicles, and trailers.
6. Transport crews to job sites, maintain related records for projects and fire assignments, and communicate with dispatch using a two-way radio.
8. Brief crew regarding project requirements and work processes, direct projects to ensure timely completion, identify problems and take corrective action, and monitor crew behavior.
10. Compile data and prepare records and reports related to crew evaluations, equipment usage, maintenance and repair, accomplishments, project expenditures and assist with billing and budgets.
11. Coordinate crew activities on projects and write project narrative reports.
12. Train, supervise, schedule, and evaluate the performance of inmates and employees, and other supervisory duties as appropriate for managing people.
13. Perform related duties as assigned.

---

**ESSENTIAL QUALIFICATIONS**

---

**EXPERIENCE AND EDUCATION**

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; conservation principles and practices; cooperative agreements.
- Safety procedures used in wildland fire suppression and conservation project implementation; fire behavior in various weather conditions; resource conservation; area topography, environment, fuel loads, vegetation, soil, water and other natural resources.
- Forest harvest practices; fuel reduction practices; forest insects and disease abatement practices; soil

stabilization practices; land reclamation procedures; vegetation management.

- Automotive and equipment maintenance; repair and maintenance of fences used for conservation purposes.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.
- Security practices related to inmates and/or staff; purchasing; recordkeeping methods; inventory control.
- Labor and equipment requirements for various projects; identification of native trees, shrubs, and grasses.

Skill in:

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

Ability to:

- Determine the probable effects of vegetation and fuels in advancing or retarding wildland fires; understand and be able to implement natural resource management techniques, purposes, and principles.
- Use carpentry, plumbing, electrical, and automotive tools to perform minor repair and construction work; use a compass and read maps; recognize unsafe work practices and take necessary precautions to reduce possible injuries.
- Maintain records and prepare reports.
- Direct staff and/or inmates in performing conservation-related and wildland fires, floods and conservation projects; implement safety policies and procedures; oversee crew implementation of projects.
- 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 checked="" 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 checked="" 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 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                                      | <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>WILDLAND FIREFIGHTER</b>	<b>28</b>	<b>D</b>	<b>1.852</b>
<b>SENIOR WILDLAND FIREFIGHTER</b>	<b>31</b>	<b>D</b>	<b>1.819</b>

---

**JOB SUMMARY**

---

Wildland Firefighters participate in wildland fire suppression, pre-suppression, prevention, equipment and facility maintenance, and forestry and wildland fire education.

---

**JOB DUTIES**

---

**WILDLAND FIREFIGHTER**

1. Participate in various aspects of fire protection, including training, prevention, suppression, emergency operations, fuels management, and support services.
2. Respond to diverse emergencies such as wildland fires, floods, and other incidents, and ensure the safety of life, natural resources, and structures.
3. Operate under the Incident Command System (ICS).
4. Execute control measures for wildland fires, including constructing hand lines, falling trees, laying hose lines, directing nozzles, leading dozers, setting backfires, directing aerial drops, providing structural protection, and conducting mop-up and patrols.
5. Participate in pre-suppression activities, develop preplans and preattack fire plans, and ensure readiness by checking access roads, gates, and water supplies.
6. Engage in hazardous fuels mitigation, determine fuel types and loading, and implement fuels management activities like prescribed burning.
7. Participate in fire prevention activities, conduct basic inspections, educate the public on regulations and safety, and train various firefighting personnel.
8. Maintain readiness of fire apparatus and equipment through daily inspections, preventive maintenance, repairs, and replacement of equipment and supplies.
9. Perform related duties as assigned.

**SENIOR WILDLAND FIREFIGHTER**

1. Duties performed at the previous level, AND:
2. Operate and maintain pump and hydraulic systems and emergency vehicles and equipment.
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.

---

**ESSENTIAL FUNCTIONS**

---

**EXPERIENCE AND EDUCATION**

**WILDLAND FIREFIGHTER**

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

<b>WILDLAND FIREFIGHTER</b>	<b>28</b>	<b>D</b>	<b>1.852</b>
<b>SENIOR WILDLAND FIREFIGHTER</b>	<b>31</b>	<b>D</b>	<b>1.819</b>

equivalent education.

**SENIOR WILDLAND FIREFIGHTER**

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.)

**WILDLAND FIREFIGHTER**

Knowledge of:

- Fire behavior in various weather conditions; applicable fire suppression tactics; characteristics and application of fire retardants; facility and equipment maintenance.
- First aid and CPR.

Skill in:

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

Ability to:

- Function effectively in potentially dangerous and life-threatening situations for extended periods of time; function under the ICS system.
- Plan, organize, and prioritize daily activities.
- Read and follow written procedures, operations guidelines, and topographical maps.
- Use wildland fire tools and rescue and extraction tools; perform basic maintenance to vehicles and equipment.

**SENIOR WILDLAND FIREFIGHTER**

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Pump operations and hydraulic systems; emergency vehicle and equipment operation.
- Principles, practices, and procedures of fire prevention and investigation.

Ability to:

- Apply the principles of ICS to an incident of moderate complexity; operate power driven fire apparatus such as 4-wheel drive trucks, engines and water tenders; make observations and prepare reports.
- Use specialized resources such as helicopters, tactical aircraft, air tankers, bulldozers, and fire suppression crews.
- 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

**WILDLAND FIREFIGHTER**  
**SENIOR WILDLAND FIREFIGHTER**

**28**      **D**      **1.852**  
**31**      **D**      **1.819**

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 checked="" 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 checked="" 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                                      | <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>SEASONAL WILDLAND FIREFIGHTER</b>	<b>28</b>	<b>D</b>	<b>1.828</b>

---

**JOB SUMMARY**

---

Seasonal Wildland Firefighters assist in wildland fire suppression, fire prevention and education, pre-suppression, wildfire risk reduction, prescribed fire application, wildfire rehabilitation, forest, rangeland watershed restoration, wildland fire aviation, equipment and facility maintenance.

---

**JOB DUTIES**

---

1. Assist in wildland fire suppression operations, lay hose and direct hose stream, construct and patrol fire control lines, and protect property and natural resources.
2. Participate in pre-suppression activities, conduct inspections of division equipment, perform daily clean-up and maintenance of equipment, buildings, and vehicles, and check inventory and supplies to maintain equipment and prepare for fire suppression response.
3. Participate in implementing natural resource work, prescribed fire and fuels reduction projects by operating woodchippers, chainsaws, and other forestry tools and equipment to mitigate fire hazard and improve forest health.
4. Participate in wildland fire aviation, manifest cargo and passengers, load and unload helicopters, and coordinate helicopter bucket drops and sling loads.
5. Instruct students, campground users, and public groups in fire prevention.
6. Post, paint, install, and maintain danger and prevention signs.
7. Conduct home defensible space inspections to identify hazards and recommend corrective measures.
8. Patrol areas to identify and reduce potential hazards to reduce the incidence of wildland fires.
9. Provide first aid and cardiovascular pulmonary resuscitation (CPR).
10. Perform related duties as assigned.

---

**ESSENTIAL QUALIFICATIONS**

---

**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:

- Applicable federal and State laws, regulations, and agency policies and procedures; incident command system and methods.
- Fire suppression tactics applicable to wildland, fires; characteristics and application of fire retardants; facility and equipment maintenance; two-way radio operations and frequencies; first aid and CPR.
- Patrol operations; hazardous wildland fuels mitigation and fire prevention strategies; wildland fire safety principles and practices; wildland fire pre-suppression and suppression activities; fire line location,

wildland fire behavior, and fire weather; principles and practices of direct attack, indirect attack, and mop-up operations.

- Portable and mobile fire pumps operation; use and limitations of personal safety equipment; hand and power tools, and facilities maintenance.

Skill in:

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

Ability to:

- Respond to situations involving threats to public safety; make emergency decisions affecting the lives and health of others; provide emergency medical treatment to injured co-workers and people.
- Function under the Incident Command System; plan, organize, and prioritize daily activities; use wildland fire tools.
- Cut and clear vegetation and/or construct a fire line; perform structure protection; lift heavy objects; read topographical maps; work in extreme outdoor weather conditions and/or potentially dangerous situations; use Global Positioning System units and other forestry field equipment; operate applicable safety equipment; make basic mathematical calculations.
- Perform basic maintenance to vehicles and equipment; haul and pack fire equipment and supplies.
- Read and follow written procedures and operations guidelines; establish and maintain cooperative working relationships with others; deliver fire protection programs to public groups of adults and children.
- Performing physical labor for extended periods of time.

---

### 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 checked="" 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 checked="" 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                                      | <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>WILDLAND FIRE CAPTAIN</b>	<b>33</b>	<b>D</b>	<b>1.850</b>

---

**JOB SUMMARY**

---

Wildland Fire Captains supervise, participate in, and evaluate wildland fire suppression, fire prevention and education, and pre-suppression, and oversee equipment and facility maintenance.

---

**JOB DUTIES**

---

1. Oversee daily operations, plan, organize, and monitor field operations, and assign work schedules.
2. Review and evaluate operational efficiency and compliance.
3. Serve as the shift supervisor and supervise and/or participate in controlling wildland fires, pre-suppression, fire prevention, and hazardous fuels mitigation.
4. Train volunteer fire department, cooperative fire agencies, and various firefighting personnel.
5. Oversee and coordinate personnel and equipment during emergencies.
6. Participate in various aspects of fire protection, including training, prevention, suppression, emergency operations, fuels management, and support services.
7. Respond to diverse emergencies such as wildland fires, floods, and other incidents, and ensure the safety of life, natural resources, and structures.
8. Operate under the Incident Command System (ICS).
9. Execute control measures for wildland fires, including constructing hand lines, falling trees, laying hose lines, directing nozzles, leading dozers, setting backfires, directing aerial drops, providing structural protection, and conducting mop-up and patrols.
10. Participate in pre-suppression activities, develop preplans and preattack fire plans, and ensure readiness by checking access roads, gates, and water supplies.
11. Engage in hazardous fuels mitigation, including determining fuel types and loading, and implementing fuels management activities like prescribed burning.
12. Review and evaluate operational efficiency and compliance.
13. Direct fire prevention activities and educate the public on regulations and safety.
14. Direct the development of management programs and associated policies and procedures.
15. Develop goals, objectives, and long-range plans and organize staffing and other resources to meet the needs of new or changed programs and services.
16. Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
17. Represent the agency to the media and coordinate public relations.
18. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
19. Perform related duties as assigned.

---

**ESSENTIAL QUALIFICATIONS**

---

**EXPERIENCE AND EDUCATION**

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Principles and practices of supervision and human resources.
- The tactics and strategies used in wildland firefighting.
- Wildland fire management, fuels management practices, forestry, and fire law enforcement.
- Appearance, habitat, characteristics and economic value of various types of vegetation, and the combustibility and fire-retardant properties of various types of vegetation.

Skill in:

- Applying the principles of fire prevention, inspections.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Supervise a fire crew or Engine Company in any call-out situation; apply the principles of the ICS in incidents of moderate to high complexity; evaluate complex situations and request appropriate additional resources.
- Provide firefighting training to assigned personnel; inspect, test and ensure proper operation of all firefighting equipment within a company; maintain records and prepare reports.
- Apply principles of fire prevention, inspections; deal effectively with victims, bystanders, and responding personnel in emergency situations.
- 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.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- 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 checked="" 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 checked="" 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 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                                      | <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>PARK INTERPRETER</b>	<b>34</b>	<b>B</b>	<b>1.912</b>

---

**JOB SUMMARY**

---

Park Interpreters plan, organize, provide, and oversee interpretive facilities, services, and activities and assist in the operation and maintenance of an assigned State park.

---

**JOB DUTIES**

---

1. Develop, coordinate, and oversee the park's interpretive programs to enhance the park experience for visitors.
2. Plan and provide recurring and special events and activities including tours, hikes, informational presentations, and living history.
3. Operate and manage a small park, visitor center, museum, or related facilities.
4. Prepare and present interpretive and informational materials; research information, write original materials, and catalog artifacts and documents.
5. Give talks, show videos and other audiovisual presentations, and guide tours and nature walks.
8. Oversee resources and sales outlets, recruit guest speakers, and publicize special events.
9. Make reservations and collect fees.
10. Maintain financial and statistical records related to fees collected, expenditures, and visitors and seek external funding sources for program activities.
11. Participate in maintaining park areas, oversee and perform custodial and maintenance assignments for buildings and grounds, and maintain tools and equipment.
12. Provide information and directions to park visitors and respond to inquiries.
13. Administer emergency medical assistance.
14. Ensure compliance with established regulations and policies.
15. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
16. Perform related duties as assigned.

---

**ESSENTIAL QUALIFICATIONS**

---

**EXPERIENCE AND EDUCATION**

Three or more years of applicable experience as described in the job duties and 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; financial and statistical recordkeeping; safety principles and practices.
- Interpretive planning and programming concepts and methods; State and natural history, flora, fauna,

geography, and geology; ecological concepts.

- Fee collections; volunteer and interpretive programs; personnel practices and principles used in supervision; inventory, curating and cataloging techniques; grounds and facility maintenance.

Skill in:

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

Ability to:

- Oversee a small park, visitor center, or related facility; provide instruction in interpretive training to staff and volunteers.
- Maintain and preserve the park's natural and cultural resources; plan, develop, and prepare interpretive materials; plan, organize and direct available resources to effectively manage assigned interpretive programs and facilities; organize, schedule, and coordinate interpretive activities and events; critique programs and events; design displays and exhibits.
- Perform and oversee custodial and facility maintenance.
- Make verbal and visual presentations to groups to provide information about State parks; operate a visitor center, museum, and related park facilities.
- 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)*

- 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.*

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>LIFEGUARD</b>	<b>23</b>	<b>D</b>	<b>1.919</b>
<b>SUPERVISOR, LIFEGUARD</b>	<b>25</b>	<b>D</b>	<b>1.918</b>

---

**JOB SUMMARY**

---

Lifeguards maintain visitor safety on assigned beach and waterfront areas, respond to emergency situations, provide visitor services, patrol beaches on foot, and maintain a clean waterfront area.

---

**JOB DUTIES**

---

**LIFEGUARD**

1. Respond to emergency and rescue situations on the beach and other assigned areas, utilize lifesaving techniques, and administer first aid and/or cardiopulmonary resuscitation (CPR).
2. Utilize lifesaving equipment and watercraft as appropriate and prepare incident reports.
3. Provide services to visitors, give directions and information, explain and enforce park rules and regulations, resolve disputes between park visitors, and refer visitors to appropriate sources of information.
4. Patrols assigned beach areas on foot to observe behaviors, educate visitors, and report unsafe practices and hazards.
5. Participate in training sessions, practice rescue techniques and lifesaving skills, both on land and on rescue watercraft, and maintain watercraft and emergency medical and rescue equipment.
6. Participate in waterfront maintenance, pick up trash, use hand tools to groom the beach, and report clean-up problems.
7. Assists outside agencies with emergency and rescue responses
8. Perform related duties as assigned.

**SUPERVISOR, LIFEGUARD**

1. Duties performed at the previous level, AND:
3. Assist in managing the operation of a State park beach.
4. Prepare, review, and submit completed incident reports.
5. Collect data and maintain related records.
6. 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**

**LIFEGUARD**

No experience or education required.

<b>LIFEGUARD</b>	<b>23</b>	<b>D</b>	<b>1.919</b>
<b>SUPERVISOR, LIFEGUARD</b>	<b>25</b>	<b>D</b>	<b>1.918</b>

**SUPERVISOR, LIFEGUARD**

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

**LIFEGUARD**

Knowledge of:

- Life-saving techniques, first aid, and waterfront rescue.
- Proper operation and maintenance of watercraft and equipment.

Skill in:

- Using lifesaving equipment including watercraft in emergency situations.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Effectively use lifesaving equipment in emergency situations; administer first aid and perform CPR to save lives.
- Function effectively in extreme temperature variances such as intense sun and ice-cold water; provide information to park visitors and enforce park rules.
- Maintain good physical condition required to perform lifesaving activities in a shore-front park.

**SUPERVISOR, LIFEGUARD**

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; emergency medical assistance protocols.
- Coordination of rescue efforts and emergency medical procedures.
- Principles of training and supervision.

Ability to:

- Respond to emergency medical and waterfront rescue situations; administer oxygen as appropriate.
- Ensure proper maintenance of watercraft and equipment.
- Prepare written incident reports; collect data and maintain routine records.
- 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.

**LIFEGUARD**  
**SUPERVISOR, LIFEGUARD**

**23**      **D**      **1.919**  
**25**      **D**      **1.918**

---

**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 checked="" 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 checked="" 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>PARK ATTENDANT</b>	<b>21</b>	<b>H</b>	<b>1.955</b>

---

**JOB SUMMARY**

---

Park Attendants perform custodial, facility, and equipment maintenance duties, assist visitors, collect fees, and assist in the operation of a State park.

---

**JOB DUTIES**

---

1. Clean park grounds, structures, and facilities.
3. Participate in grounds and facility maintenance projects.
4. Weed and rake park areas, prune trees and shrubs, paint structures, and remove potential health and safety hazards.
5. Provide visitors with park facilities, recreational areas, policies, rules, and fees information.
6. Assist with interpretive programs and displays and give historic tours.
7. Collect user fees and issue entrance or annual permits.
8. Prepare reports and maintain records.
9. Organize and store cleaning supplies, prepare and monitor inventory lists, record supplies used, and report shortages.
10. Perform preventive maintenance on park vehicles and equipment, check fluid levels, clean and wax vehicles, and report malfunctions and problems.
11. Perform related duties as assigned.

---

**ESSENTIAL QUALIFICATIONS**

---

**EXPERIENCE AND EDUCATION**

No experience or education required.

**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; park operations; fee collection procedures; basic math.
- Operation of standard hand and power tools.
- Methods and procedures used to perform custodial services; painting techniques used to paint structures.
- Health and safety practices in a park environment to eliminate potential hazards.

Skill in:

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

Ability to:

- Perform grounds, facility, and equipment maintenance; follow verbal and written instructions.
- Collect fees; operate power tools; maintain records; complete forms; perform physical labor.

---

**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, 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>SUPERVISOR, PARKS</b>	<b>34</b>	<b>B</b>	<b>1.969</b>

---

**JOB SUMMARY**

---

Supervisors, Parks plan, organize, and oversee the administration, maintenance, law enforcement, interpretive programs and resources of an assigned State park.

---

**JOB DUTIES**

---

1. Develop and maintain the park's operations plan.
2. Prepare and submit park operations and maintenance reports.
3. Oversee and participate in the custodial care of park buildings and facilities.
4. Oversee equipment and property inventories.
5. Administer leases, concessions, Special/Commercial Use Permits, and management agreements, and facilitate fee collection.
6. Monitor construction projects.
7. Maintain employee residences and oversee employee and safety programs.
8. Oversee the collection of park user fees and review permit transactions and deposits.
9. Develop and implement fee collection policies and procedures.
10. Provide park services, plan and implement special events, delegate interpretive assignments, and provide technical assistance.
11. Review and evaluate quantity and quality of services, administer sales outlets, and provide public information.
12. Oversee the park's law enforcement program, assess needs and identify training and proficiency levels, implement emergency management plans, ensure compliance with State laws and agency policies.
13. Maintain the park's natural and cultural resources, identify resource problems, and formulate solutions.
14. Plan, organize, and oversee the park maintenance, develop goals and objectives, establish priorities, and coordinate maintenance and repair projects.
15. Create equipment and vehicle servicing plans.
16. Develop and administer the park budget, prepare and submit budget proposals and project needs, plan and approve purchases.
17. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
18. Perform related duties as assigned.

---

**ESSENTIAL QUALIFICATIONS**

---

**EXPERIENCE AND EDUCATION**

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- State budgeting, accounting, purchasing, contract application, concessions, and leases.
- Principles and practices of supervision and human resources.
- Principles and practices for the management, operation, and maintenance of park facilities; development and implementation of interpretive programs and visitor services.
- History, natural history, flora, fauna, geography and geology; natural and cultural resource management techniques.
- Emergency medical procedures and equipment.
- Workplace health and safety regulations; operation and use of tools and equipment used in custodial and general maintenance work.

Skill in:

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

Ability to:

- Respond to medical emergencies, use lifesaving equipment.
- Prepare written incident reports.
- Develop goals and objectives for the operation and maintenance of an assigned park; observe, recognize, and plan appropriate actions designed to alleviate visitor impact/abuse on the park's natural resources.
- Oversee the interpretation, preservation, and operation of visitor centers, historical sites, special use facilities and other park features
- Research information and write interpretive materials.
- Prepare and administer budgets; control and account for income and expenditures of a park operation; administer contracts, leases, and concessions.
- Coordinate and manage repair and maintenance projects.
- Develop solutions to special law enforcement problems.
- Perform custodial services to park buildings and grounds.
- 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 checked="" 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 checked="" 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>SUPERVISOR, SECURITIES REGISTRATION AND LICENSING EXAMINER</b>	<b>39</b>	<b>B</b>	<b>7.186</b>

---

**JOB SUMMARY**

---

Securities Registration and Licensing Examiners oversee activities and operations of securities registration and licensing and review, investigate, and analyze securities offerings and registration and licensing applications.

---

**JOB DUTIES**

---

1. Respond to inquiries regarding Nevada securities registration and licensing statutes and security offerings.
2. Review securities issuer representatives' securities offerings for compliance with applicable State laws and regulations and issue approvals.
3. Review registration and/or licensing applications and issue approvals, denials, and other related matters.
4. Analyze company prospectuses to include securities offering materials, company officers and directors, financial statements, appraisals of corporate property, underwriting contracts, and articles of incorporation.
5. Investigate possible violations of securities laws and prepare reports, notices, and other documents.
6. Consult with legal counsel in conducting legal research, subpoena preparation, drafting legal documents, and approving or denying securities registration offerings.
7. Research and prepare legal briefs and notification letters.
8. Appear before governing bodies and courts to provide testimony.
9. Oversee the processing of requests for exemptions.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

---

**ESSENTIAL QUALIFICATIONS**

---

**EXPERIENCE AND EDUCATION**

Three or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and a State Bar of Nevada license or certification by the State Bar of Nevada under Supreme Court Rule 49.10.

**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.
- Accounting principles and practices sufficient to analyze corporate financial statements; legal documents, terminology, and procedures relating to securities registrations and licensing.
- Principles and practices of supervision and human resources.

Skill in:

- Preparing legal briefs, legal documents, subpoenas, reports, and opinions.
- Business correspondence and reports composition.
- Mathematical computation to calculate offering features such as insider capitalization and shareholder dilution.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

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

---

**SPECIAL REQUIREMENTS**

---

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

---

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

---

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

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

- |   |  |  |  |   |
|---|--|--|--|---|
| <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)*

- Ability to communicate on the telephone (hearing)     Ability to understand technical manuals

- 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 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.*

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>PAYROLL TECHNICIAN</b>	<b>30</b>	<b>F</b>	<b>7.502</b>

---

**JOB SUMMARY**

---

Payroll Technicians prepare, process, and reconcile employee timesheets, payroll and related records.

---

**JOB DUTIES**

---

1. Enter employee data and generate pay calculations.
2. Perform pay and benefit adjustments.
3. Reconcile wages, overtime, and deductions.
4. Reconcile payroll discrepancies and resolve employee pay issues.
5. Process, calculate, and audit payroll transactions for new hires, promotions, resignations, retirements and other related payroll accounting duties.
6. Review and verify timesheets, attendance records, and leave balances.
7. Assist and provide guidance with applicable forms and processes.
8. Maintain and update employee payroll records in payroll systems.
9. Respond to employee inquiries regarding pay, deductions, and payroll policies.
10. Audit and verify incoming payroll data.
11. Coordinate with department liaisons and human resource personnel to ensure accurate employee data.
12. Process employee status changes in the payroll system.
13. Maintain confidentiality of sensitive employee and payroll information.
14. Perform related duties as assigned.

---

**ESSENTIAL QUALIFICATIONS**

---

**EXPERIENCE AND EDUCATION**

One 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.
- Principles and techniques involved in payroll preparation, monitoring and control, including tax withholding, voluntary deductions and wage garnishments; applicable laws, rules and regulations regarding payroll such as IRS; interpretation and application of bargaining unit contracts; correct English usage, grammar, spelling and vocabulary; report formats and terminology.

Skill in:

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

Ability to:

- Reconcile payroll issues in a timely manner.
- Interpret, apply, and explain policies, procedures, regulations, and requirements and pertinent laws, rules and regulations to payroll, leaves, claims, and voluntary deductions
- Calculate, adjust, process and reconcile payroll data; prepare and maintain accurate payroll records; meet demanding schedules and timelines; research and analyze payroll data and prepare reports; respond to inquiries from employees, lending institutions, State agencies and others regarding payroll issues; make mathematical calculations.
- Follow and understand directions; develop and maintain financial and statistical records.
- Assist with the interpretation and application of collective bargaining agreements; perform research, data compilation, analysis and evaluation, taking corrective action; identify, evaluate, and resolve payroll issues.
- Prepare clear and concise reports; maintain accurate records and files; communicate with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.

**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

*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>PAYROLL SPECIALIST</b>	<b>32</b>	<b>F</b>	<b>7.501</b>
<b>SENIOR PAYROLL SPECIALIST</b>	<b>34</b>	<b>F</b>	<b>7.503</b>
<b>SUPERVISOR, PAYROLL SPECIALIST</b>	<b>36</b>	<b>F</b>	<b>7.504</b>

---

**JOB SUMMARY**

---

Payroll Specialists perform payroll and fiscal functions related to payroll processing for the State.

---

**JOB DUTIES**

---

**PAYROLL SPECIALIST**

1. Input employee W-4 tax elections and annually update tax tables.
2. Prepare and distribute W-2s to employees.
3. Respond to inquiries from banks and other financial institutions.
4. Check benefit monthly billing and deferred compensation and reconcile against payroll accruals.
5. Set-up various garnishments pursuant to legal documents.
6. Submit check request for employees' voluntary donation and deductions.
7. Perform related duties as assigned.

**SENIOR PAYROLL SPECIALIST**

1. Duties performed at the previous level, AND:
2. Prepare and transmit payroll contributions and reports to federal and/or State agencies.
3. Make updates to the pay plan.
4. Prepare requested documents and files for annual external financial and workers compensation audits.
5. Audit, investigate, and resolve payroll discrepancies.
6. Review and reconcile various payroll reports and activities.
7. Perform monthly, quarterly, fiscal year end and calendar year end payroll procedures.
8. Act as a lead work by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
9. Perform related duties as assigned.

**SUPERVISOR, PAYROLL SPECIALIST**

1. Duties performed at the previous levels, AND:
2. Review and approve employee personnel transactions.
3. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
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.

---

**ESSENTIAL QUALIFICATIONS**

---

**EXPERIENCE AND EDUCATION**

<b>PAYROLL SPECIALIST</b>	<b>32</b>	<b>F</b>	<b>7.501</b>
<b>SENIOR PAYROLL SPECIALIST</b>	<b>34</b>	<b>F</b>	<b>7.503</b>
<b>SUPERVISOR, PAYROLL SPECIALIST</b>	<b>36</b>	<b>F</b>	<b>7.504</b>

**PAYROLL SPECIALIST**

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

**SENIOR PAYROLL SPECIALIST**

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

**SUPERVISOR, PAYROLL SPECIALIST**

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

**PAYROLL SPECIALIST**

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Principles and techniques involved in payroll preparation, monitoring and control, including tax withholding, voluntary deductions and wage garnishments; applicable laws, rules and regulations regarding payroll such as IRS; correct grammar, spelling and vocabulary; report formats and terminology.

Skill in:

- Preparing and maintaining payroll records, deductions, and withholding reports.
- Mathematical computations.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Interpret, apply, and explain policies, procedures, regulations, and requirements and pertinent laws, rules and regulations to payroll, leaves, claims, and voluntary deductions.
- Calculate, adjust, process, and reconcile payroll data; meet demanding schedules and timelines; respond to inquiries from employees, lending institutions, State agencies and others regarding payroll issues; make mathematical calculations.
- Verify documents and forms for accuracy and completeness; prepare payroll reports; prepare forms and correspondence.
- Identify, evaluate, and resolve payroll issues.
- Maintain accurate records and files.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.

<b>PAYROLL SPECIALIST</b>	<b>32</b>	<b>F</b>	<b>7.501</b>
<b>SENIOR PAYROLL SPECIALIST</b>	<b>34</b>	<b>F</b>	<b>7.503</b>
<b>SUPERVISOR, PAYROLL SPECIALIST</b>	<b>36</b>	<b>F</b>	<b>7.504</b>

**SENIOR PAYROLL SPECIALIST**

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

Knowledge of:

- Interpretation and application of bargaining unit contracts.

Ability to:

- Prepare and maintain accurate payroll records; research and analyze payroll data; prepare reports and financial statements.
- Assist with the interpretation and application of collective bargaining agreements; perform research, data compilation, analysis and evaluation, taking corrective action.
- 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, PAYROLL SPECIALIST**

Knowledge, skills, and abilities required at the previous levels, 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.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.

---

**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)**

<b>PAYROLL SPECIALIST</b>	<b>32</b>	<b>F</b>	<b>7.501</b>
<b>SENIOR PAYROLL SPECIALIST</b>	<b>34</b>	<b>F</b>	<b>7.503</b>
<b>SUPERVISOR, PAYROLL SPECIALIST</b>	<b>36</b>	<b>F</b>	<b>7.504</b>

- |   |  |  |  |   |
|---|--|--|--|---|
| <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>PUBLIC SERVICE TRAINEE</b>	<b>19</b>	<b>F</b>	<b>7.667</b>
<b>SENIOR PUBLIC SERVICE TRAINEE</b>	<b>29</b>	<b>B</b>	<b>7.666</b>

---

**JOB SUMMARY**

---

Public Service Trainees receive training and complete assignments and activities related to a job title within the classified State service.

---

**JOB DUTIES**

---

**PUBLIC SERVICE TRAINEE**

1. Receive on-the-job training for positions allocated between grade 20 and grade 29.
2. Perform duties applicable to the job title.
3. Perform related duties as assigned.

**SENIOR PUBLIC SERVICE TRAINEE**

1. Duties performed at the previous level, AND:
2. Receive on-the-job training for positions allocated at a grade 30 and above.
3. Perform related duties as assigned.

---

**ESSENTIAL QUALIFICATIONS**

---

**EXPERIENCE AND EDUCATION**

**PUBLIC SERVICE TRAINEE**

No experience or education required.

**SENIOR PUBLIC SERVICE TRAINEE**

One or more years of applicable experience preferred related to a job title at a grade 30 and above 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.)

**PUBLIC SERVICE TRAINEE**

Knowledge of:

- English grammar, spelling, and punctuation; basic mathematics.

Ability to:

- Learn to perform work in the job title to which employed; perform routine tasks; follow verbal and written instructions; read, write, and understand instructions and materials.
- Receive, review, and process information and documents.

**PUBLIC SERVICE TRAINEE**  
**SENIOR, PUBLIC SERVICE TRAINEE**

**19 F 7.667**  
**29 B 7.666**

**SENIOR PUBLIC SERVICE TRAINEE**

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

Knowledge of:

- Principles and practices of the occupation and the job title to which employed; research techniques; recordkeeping; organizational principles.

Skill in:

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

Ability to:

- Write business correspondence, reports, and related materials; learn the practices and procedures of the occupation to which employed; utilize problem-solving techniques; research, gather, and analyze data.
- Read and understand analytical, statistical, and/or technical information related to the occupation; express ideas and explain problems, solutions, and findings; analyze problems and develop logical solutions; interact with the public, clients, and/or staff from a variety of social, educational, and economic backgrounds.

---

**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)

**PUBLIC SERVICE TRAINEE**  
**SENIOR, PUBLIC SERVICE TRAINEE**

**19 F 7.667**  
**29 B 7.666**

- 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.*

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>SUPERVISOR I, COMPLIANCE SPECIALIST – RN</b>	<b>37</b>	<b>B</b>	<b>10.249</b>
<b>SUPERVISOR II, COMPLIANCE SPECIALIST – RN</b>	<b>38</b>	<b>B</b>	<b>10.248</b>

---

**JOB SUMMARY**

---

Compliance Specialists – Registered Nurse (RN) provide medical expertise, monitor compliance, oversees investigations, and detect violations of workers’ compensation laws and regulations by medical providers, Third-Party Administrators (TPA), medical billing vendors, employers, and in Permanent Partial Disability (PPD) reports.

---

**JOB DUTIES**

---

**SUPERVISOR I, COMPLIANCE SPECIALIST - RN**

1. Receive and review formal complaints, develop files, gather and review evidence and medical records, and ensure authorized services correlate with services provided.
2. Conduct interviews with insurance carriers, TPAs, medical providers, employers, and injured workers.
3. Document findings and deficiencies, prepare reports, determine program violations, identify areas for improvement, and review plans of correction.
4. Gather data and revise the regulation of fees and charges pertaining to the Nevada Medical Fee Schedule.
5. Inform medical providers of the fee schedule, ensure reimbursement is appropriate, and injured workers are given appropriate rights.
6. Provide advice and assistance in preparing medical documentation and testimony for hearings and appeals.
7. Train staff and the Panels of Treating and Rating Physicians and Chiropractors on various medical topics.
8. Investigate and recommend warning, suspending, or removing providers from the panel when disciplinary action is imposed by the licensing board.
9. Participate in independent reviews of providers to ensure that the quality of care provided is compliant.
10. Ensure providers and fiscal agents are compliant and conduct audits.
11. Review, identify errors, and refer PPD reports to the Quality Assurance (QA) Panel.
12. Facilitate QA Panel meetings and provide written correspondence to rating physicians and chiropractors.
13. Review records and files to identify potential fraud and ensure claims were paid properly.
14. Explain proper billing procedures, refer payment errors for adjustment, and forward potential cases of fraud and abuse for further investigation.
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.

**SUPERVISOR II, COMPLIANCE SPECIALIST - RN**

1. Duties performed at the previous level, AND:
2. Oversee the statewide activities.
3. Assign complaints, review determinations, and assist with procedural and medical related issues.
4. Develop, implement, and coordinate project activities, unit procedures, and budget requests.
5. Communicate with health care providers and other stakeholders regarding appropriate application of

<b>SUPERVISOR I, COMPLIANCE SPECIALIST – RN</b>	<b>37</b>	<b>B</b>	<b>10.249</b>
<b>SUPERVISOR II, COMPLIANCE SPECIALIST – RN</b>	<b>38</b>	<b>B</b>	<b>10.248</b>

- applicable laws, regulations, policies, procedures, and American Medical Association guidelines.
6. Oversee and ensure the quality and uniformity of claims reviews and testify at appeal hearings.
  7. Provide information at public hearings and workshops and participate in meetings and committees.
  8. Research medically related information for possible legislative changes, changes to the fee schedule, or other requested changes to the program.
  9. Make medical recommendations pertaining to the Subsequent Injury Fund reviews.
  10. Perform related duties as assigned.

## **ESSENTIAL QUALIFICATIONS**

### **EXPERIENCE AND EDUCATION**

#### **SUPERVISOR I, COMPLIANCE SPECIALIST - RN**

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

#### **SUPERVISOR II, COMPLIANCE SPECIALIST - RN**

Four or more years of applicable experience as described in the job duties with a minimum of two years of supervisory 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.)

#### **SUPERVISOR I, COMPLIANCE SPECIALIST - RN**

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Principles and practices of supervision and human resources.

Skill in:

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

Ability to:

- Understand medical and workers' compensation regulatory processes; comprehend medical and professional information from a variety of disciplines regarding workers' compensation issues; provide technical consultation to internal staff, the regulated industry, and the public on a variety of relevant issues; conduct comprehensive compliance investigations.
- Apply, research, and interpret State workers' compensation laws, regulations, medical guidelines, and industry standards; research, interpret, and apply medical information and standards pertinent to workers' compensation; maintain updated knowledge of changing standards, codes, guidelines, and regulations; draft clear and concise professional correspondence and reports; present professional and medical material.
- 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.

<b>SUPERVISOR I, COMPLIANCE SPECIALIST – RN</b>	<b>37</b>	<b>B</b>	<b>10.249</b>
<b>SUPERVISOR II, COMPLIANCE SPECIALIST – RN</b>	<b>38</b>	<b>B</b>	<b>10.248</b>

- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

**SUPERVISOR II, COMPLIANCE SPECIALIST - RN**

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

Knowledge of:

- American College of Occupational and Environmental Medicine and American Medical Association Guides; Nevada Medical Fee Schedule; directives related to workers’ compensation within the State.
- Application of medical, nursing, investigative, and problem-solving principles.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- 

Ability to:

- Oversee and supervise unit activities on a statewide basis; anticipate needs of the unit and prepare budget requests; respond to program and community needs; review complex cases and issues and provide direction; draft regulations pertinent to medical concerns in workers’ compensation; testify in appeal hearings.
- Analyze and solve complex problems; identify and analyze trends and challenges within the workers’ compensation industry from a medical perspective; develop and present training for internal and external stakeholders including medical and legal professionals; represent the unit to the public and other involved parties; provide expert testimony pertaining to medical issues in workers’ compensation at public hearings and workshops.

---

**SPECIAL REQUIREMENTS**

---

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

---

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

---

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

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

- standing       running       lifting, 20 lbs       observing       turning

**SUPERVISOR I, COMPLIANCE SPECIALIST – RN**  
**SUPERVISOR II, COMPLIANCE SPECIALIST – RN**

**37            B        10.249**  
**38            B        10.248**

- |   |  |  |  |   |
|---|--|--|--|---|
| <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>MANAGER, FOOD SAFETY OPERATIONS</b>	<b>40</b>	<b>A</b>	<b>10.521</b>

---

**JOB SUMMARY**

---

Managers, Food Safety Operations plan, develop, organize, coordinate, direct, and evaluate the operations of the investigative and health inspection programs.

---

**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. Review and evaluate operational efficiency and compliance.
5. Prepare and provide analytical, narrative, and statistical reports on program operations.
6. Develop and approve agency investigation and health/sanitation inspection schedules.
7. Confirm investigations and inspections are performed timely and are properly documented.
8. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
9. Determine levels of certification for laboratories and individual analysts based on review findings.
10. Evaluate if corrective actions are needed, conduct follow-up to evaluate whether corrections have occurred, and re-evaluate certification.
11. Gather and present evidence in the prosecution of violations.
12. Conduct and preside at hearings for license revocation and promulgation of regulations.
13. Prepare detailed reports for the purpose of justifying administrative sanctions, penalties, and determinations.
14. Participate in negotiations regarding the settlement of administrative complaints.
15. Evaluate license applications.
16. Meet with industry representatives to interpret and discuss activities and respond to information requests.
17. Evaluate the functionality and life expectancy of laboratory and inspection equipment, schedule replacement, and ensure equipment is calibrated and functioning properly.
18. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
19. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
20. Oversee the collection of assessments and delinquent accounts.
21. Develop, implement, and oversee policies, procedures, goals, and objectives.
22. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
23. Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
24. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
25. Perform related duties as assigned.

---

**ESSENTIAL QUALIFICATIONS**

---

**EXPERIENCE AND EDUCATION**

Five or more years of applicable experience as described in the job duties with a minimum of three years of supervisory/managerial experience and licensure as an Environmental Health Specialist issued by the Nevada State Board of Registered Environmental Specialists.

**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; organizational structure, functions, processes, and applicable regulatory requirements in the Dairy Commission; legislative process sufficient to draft legislation.
- 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.
- Compliance investigative techniques.

Skill in:

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

Ability to:

- Prepare detailed reports to justify administrative sanctions, penalties and determinations; develop, implement, and interpret a variety of rules, policies, and procedures; perform math computations; recognize program needs and requirements and implement changes as needed; coordinate the completion of public health projects and the resolution of public health issues.
- Prepare comprehensive management analyses, reports, and recommendations; make compliance determinations and enforce federal and State laws; analyze and evaluate situations, factors, and conflicting evidence to reach and present sound conclusions; organize material, information, workflow, and personnel to optimize efficiency; set priorities to accurately reflect needs and goals.
- Read, interpret, explain, and apply laws, regulations, policies, procedures, guidelines, and legal documents; write grammatically correct, concise, and understandable correspondence and reports; establish and maintain effective and cooperative working relationships with others.
- 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 |

*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>PUBLIC HEALTH RATING AND SURVEY SPECIALIST</b>	<b>37</b>	<b>B</b>	<b>10.527</b>

---

**JOB SUMMARY**

---

Public Health Rating and Survey Specialists conduct inspections audits, interpret regulations, provide training, survey and evaluate food storage, preparation, and serving practices and procedures.

---

**JOB DUTIES**

---

1. Regulate and enforce State law regarding a variety of facility types, the inspection and investigation of food, drug, labeling, cosmetic, septic, storage, establishments, facilities, institutions, and other sites and items.
2. Evaluate and rate assigned State and local Environmental Health Specialists.
3. Act as a training coordinator for Environmental Health Specialists, answer questions, and periodically accompany Specialists on surveys to ensure standardized inspection methods.
4. Ensure that State and local health department programs are compliant by inspecting records and systems.
5. Certify to the US Food and Drug Administration as to standards of inspection and conformance with the national standards.
6. Advise and consult on contamination and infection from environmental sources.
7. Perform environmental and epidemiological surveys.
8. Assist in the development, review, revision, implementation, and proposal of regulations, policies, and procedures.
9. Conduct a variety of inspections and evaluations to protect the public's health.
10. Record observations, analyze data, inform operators or owners of deficiencies and violations, and initiate corrective actions or enforcement procedures.
11. Investigate water and food borne illnesses, epidemics, vector control problems, public nuisances, or other public health problems.
12. Conduct food, water, and environmental sampling, analyze data, and follow up with operators, stakeholders and regulatory partners.
13. Survey sites and record and analyze observations and data to identify and solve problems.
14. Review engineering and other plans, specifications, and data for regulated entities to ensure compliance.
15. Certify property septic systems for mortgages by on-site evaluations and septic tank inspections.
16. Inspect regulated facilities, summarize information, make recommendations, issue a final report, and issue directives if conditions are hazardous to health.
17. Respond to emergencies involving food safety, evaluate public health risks, issue directives, and quarantine or condemn products.
18. Perform related duties as assigned.

---

**ESSENTIAL QUALIFICATIONS**

---

**EXPERIENCE AND EDUCATION**

Three or more years of applicable experience as described in the job duties and current licensure as a Registered Environmental Health Specialist issued by the Nevada State Board of Registered Environmental Specialists.

**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; production and manufacturing processes; equipment types and their construction; National Sanitation Foundation International standards and 3-A Sanitary Committee standards; proper functioning and sequence operation; functions and objectives of State programs; applicable testing methods in laboratory analysis.
- Biology, chemistry, epidemiology, physics, and mathematics as applied to public health; building and plumbing codes and common practices; emergency response techniques and methods; food handling practices and food preparation methods; vermin control and pesticide use and application; soil science with respect to evaluating sewage disposal systems and suitable sites for septic tank placement.
- Prevention and control of diseases through environmental measures; scientific method; principles of disinfection.

Skill in:

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

Ability to:

- Provide training in the correct use of a wide variety of test equipment, correct sampling procedures, and proper application of sanitizers and disinfecting agents; organize material, information, and human resources in a systematic and logical way to optimize efficiency and minimize duplication of effort; use and troubleshoot test equipment; analyze food, drug, and cosmetic labels for compliance.
- Take valid representative samples, ensure quality control, and maintain valid samples for analysis; interpret engineering drawings and reports; investigate complaints and identify and provide solutions; read and understand technical, legal, and scientific documents; interpret and apply laws, regulations, rules, and procedures; compile information, draw conclusions, and write reports, letters, laws, and/or regulations.
- Make presentations and testify before various official entities; promote and explain public health laws and regulations; motivate individuals to comply with public health laws; maintain objectivity in dealing with resistant, indifferent, or hostile individuals.
- Negotiate and exchange ideas, information, and opinions with other people to develop policies and programs and/or arrive jointly at decisions, conclusions, or solutions; represent the agency in meetings and in the legal system by acting as an expert witness in court, consulting with District Attorneys in public health matters, and appearing before State Boards; develop rapport and gain the trust of others.

---

**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, 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, 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, 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>CORRECTIONAL CAPTAIN</b>	<b>43</b>	<b>D</b>	<b>13.309</b>

---

**JOB SUMMARY**

---

Correctional Captains plan, develop, organize, coordinate, direct, and evaluate the operations of uniformed staff engaged in monitoring, controlling, and directing inmates and oversees the day-to-day shift security within an assigned institution or facility.

---

**JOB DUTIES**

---

1. Plan, organize, direct, control, and coordinate resources and personnel.
2. Ensure adequate security and staff coverage and develop the master shift roster.
3. Direct the development of management programs and associated policies and procedures.
4. Develop goals, objectives, and long-range plans and organize staffing and other resources to meet the needs of new or changed programs and services.
5. Control all weapons, ammunition, chemical agents, and other security equipment in the institution armory.
6. Inspect the institution or facility for security, safety, and conditions of the housing units to ensure compliance.
7. Review movement and transportation requests and determine level of security required.
8. Review and evaluate operational efficiency and compliance.
9. Evaluate misconduct and unusual incident reports and ensure corrective action is taken.
10. Terminate inmate visitation.
11. Serve as Emergency Response Commander, initiate response team, notify leadership and/or outside law enforcement to control situation, and authorize emergency head counts and cell searches.
12. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
13. Analyze and propose legislative changes, draft amendments, and provide testimony as needed.
14. Prepare analytical, narrative, and statistical reports.
15. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
16. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
17. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
18. Identify, approve, and direct training needs, recommendations, and the instruction of methods and practices.
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.

---

**ESSENTIAL QUALIFICATIONS**

---

**EXPERIENCE AND EDUCATION**

Five or more years of applicable experience as described in the job duties with a minimum of three years of supervisory/managerial experience and Certification as a Category III Peace Officer from a Nevada Commission

on Peace Officer Standards and Training approved law enforcement academy.

### **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; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.
- Security principles and practices; principles and tactics governing the use of physical and deadly force; principles and practices of corrections administration; use and deployment of firearms, chemical agents, restraints, and other security devices.

Skill in:

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

Ability to:

- Interpret inmate behaviors and activities accurately during emergency situations, gang activity, or inmate disturbances; evaluate emergency situations and take or recommend corrective measures; develop, evaluate, and implement policies, procedures, and post orders.
- Write technical and evaluative reports; enforce institutional regulations and rules with impartiality; manage aggressive behavior and conflict situations of inmates; interpret and apply directives; prepare special reports and studies.
- 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 |

*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.