

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **Posting #27-26**
Posting Expires: **August 28, 2026**

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

Basis for Recommendation

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

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

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

Objections to the proposed classification changes must be received in writing through, mail (515 East Musser Street, Suite 101, Carson City, NV 89701-4298) or email (class.comp@admin.nv.gov) by **August 28, 2026.** Objections should be addressed to Keisha I. Harris, Deputy Administrator, Classification and Compensation Section of the Division of Human Resource Management

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.806	Public Information Officer	35	B	<i>7.806</i>	<i>Public Affairs Specialist</i>	<i>35</i>	<i>B</i>
7.804	Public Information Officer II	37	B	<i>7.804</i>	<i>Senior Public Affairs Specialist</i>	<i>37</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.817	Publications Writer	31	B	-	<i>Abolish</i>		
7.862	Graphic Designer II	31	C	-	<i>Abolish</i>		
7.864	Graphic Designer I	29	C	-	<i>Abolish</i>		
7.849	Publications Editor II	33	B	-	<i>Abolish</i>		
7.830	Publications Editor I	31	B	-	<i>Abolish</i>		
	NEW			<i>7.813</i>	<i>Publications Specialist</i>	<i>31</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.821	Retail Storekeeper I	24	F	7.821	<i>Retail Storekeeper</i>	24	F
7.820	Retail Storekeeper II	26	F	7.820	<i>Senior Retail Storekeeper</i>	26	F
7.819	Retail Storekeeper III	28	F	7.819	<i>Supervisor I, Retail Storekeeper</i>	28	F
7.818	Retail Storekeeper IV	30	F	7.818	<i>Supervisor II, Retail Storekeeper</i>	30	F

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.836	Audiovisual Technician I	25	C	-	<i>Abolish</i>		
7.833	Audiovisual Technician II	27	C	7.833	<i>Audiovisual Technician</i>	27	C
7.811	Audiovisual Unit Supervisor	31	C	-	<i>Abolish</i>		

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.838	Audiovisual Assistant Trainee	20	E	-	<i>Abolish</i>		
7.837	Audiovisual Assistant I	23	E	7.837	<i>Audiovisual Assistant</i>	23	E
7.848	Audiovisual Assistant II	25	E	-	<i>Abolish</i>		

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.847	Museum Attendant I	21	E	7.847	<i>Museum Assistant</i>	21	E
7.846	Museum Attendant II	23	E	7.846	<i>Senior Museum Assistant</i>	23	E

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.854	Chief Cultural Resource Manager	39	A	7.854	<i>Manager, Cultural Resources</i>	39	A

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.858	Cultural/Natural Resource Specialist I Options for all levels: A: Department of Transportation B: Nevada Arts Council	31	B	-	<i>Abolish</i>		
7.857	Cultural/Natural Resource Specialist II	33	B	7.857	<i>Cultural/Natural Resource Specialist</i>	33	B
7.856	Cultural/Natural Resource Specialist III	35	B	7.856	<i>Supervisor, Cultural/Natural Resource Specialist</i>	35	B

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.333	Equipment Mechanic I	29	G	-	<i>Abolish</i>		
9.331	Equipment Mechanic II	31	G	9.331	<i>Equipment Mechanic</i>	31	G
9.323	Equipment Mechanic III	32	G	9.323	<i>Senior Equipment Mechanic</i>	32	G
9.322	Equipment Mechanic IV	33	G	9.322	<i>Supervisor, Equipment Mechanic</i>	33	G

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.327	Auto Body Worker	30	G	9.327	<i>Auto Body Worker</i>	30	G

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.337	Fleet Service Worker I	23	H	9.337	<i>Fleet Service Worker I</i>	23	H
9.336	Fleet Service Worker II	25	H	9.336	<i>Fleet Service Worker II</i>	25	H
9.335	Fleet Service Worker III	27	H	9.335	<i>Senior Fleet Service Worker</i>	27	H
9.334	Fleet Service Worker IV	29	H	9.334	<i>Supervisor, Fleet Service Worker</i>	29	H

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.359	Pilot I	36	C	9.359	<i>Pilot</i>	36	C
9.355	Pilot II – Options A NDF (Forestry) B. NDOW (Wildlife)	37	C	-	<i>Abolish</i>		
9.356	Pilot III	39	C	9.356	<i>Senior Pilot</i>	39	C
9.354	Chief Pilot	41	C	9.354	<i>Supervisor, Pilot</i>	41	C

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.402	Piano Technician	33	G	9.402	<i>Piano Technician</i>	33	G

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.407	Precision Machinist	33	G	9.407	<i>Precision Machinist</i>	33	G

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.417	Welder I	30	G	9.417	<i>Welder</i>	30	G
9.430	Welder II	31	G	9.430	<i>Senior Welder</i>	31	G

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.418	Locksmith I	30	G	9.418	<i>Locksmith</i>	30	<i>G</i>
9.431	Locksmith II	31	G	9.431	<i>Senior Locksmith</i>	31	<i>G</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.477	Student Worker – Trades	10	H	9.477	<i>Student Worker, Trades</i>	10	<i>H</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.484	Maintenance Repair Aide I	20	H	-	<i>Abolish</i>		
9.483	Maintenance Repair Aide II	22	H	9.483	<i>Maintenance Repair Assistant</i>	22	<i>H</i>
9.482	Maintenance Repair Aide III	23	H	9.482	<i>Senior Maintenance Repair Assistant</i>	23	<i>H</i>
9.481	Maintenance Repair Aide IV	26	H	-	<i>Abolish</i>		

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.514	Ranch Manager	36	H	9.514	<i>Manager, Ranch Operations</i>	36	<i>H</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.530	Prison Dairy Supervisor	29	H	9.530	<i>Supervisor, Dairy Operations</i>	29	<i>H</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.551	Prison Farm Supervisor	27	H	9.551	<i>Supervisor, Farm Operations</i>	27	<i>H</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.561	Prison Milker Trainee	21	H	-	<i>Abolish</i>		
9.560	Prison Milker	23	H	9.560	<i>Dairy Milker</i>	23	<i>H</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.603	Facility Manager	37	H	9.603	<i>Manager, Facilities Maintenance</i>	37	<i>H</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.637	Facility Attendant	21	H	9.637	<i>Facility Attendant</i>	21	<i>H</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.470	Substance Abuse Counselor I	31	B	-	<i>Abolish</i>		
12.469	Substance Abuse Counselor II	33	B	<i>12.469</i>	<i>Substance Abuse Counselor</i>	<i>33</i>	<i>B</i>
12.466	Substance Abuse Counselor III	35	B	<i>12.466</i>	<i>Supervisor, Substance Abuse Counselor</i>	<i>35</i>	<i>B</i>

POSTING DATE: July 29, 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>
PUBLIC AFFAIRS SPECIALIST	35	B	7.806
SENIOR PUBLIC AFFAIRS SPECIALIST	37	B	7.804

JOB SUMMARY

Public Affairs Specialists develop communication strategies, engage with the media, and foster relationships with the public and other stakeholders.

JOB DUTIES

PUBLIC AFFAIRS SPECIALIST

1. Develop and implement public affairs and communication strategies to promote the department's mission and goals.
2. Serve as the primary point of contact for media inquiries, preparing press releases, statements, and other communication materials.
3. Coordinate and manage media relations, and organize press conferences, interviews, and media events.
4. Monitor and analyze media coverage and public opinion.
5. Provide reports and recommendations to leadership.
6. Create and manage website content, social media channels, and other communication platforms.
7. Plan and execute public outreach and community engagement initiatives, events, campaigns, and partnerships.
8. Develop and maintain relationships with stakeholders, government officials, community leaders, and industry partners.
9. Oversee crisis communication efforts and ensure timely and effective responses to issues and incidents.
10. Perform related duties as assigned.

SENIOR PUBLIC AFFAIRS SPECIALIST

1. Duties performed at the previous level, AND:
2. Serve as department spokesperson and field media and public inquiries of a sensitive or controversial nature.
3. Authorize appearances or public statements from staff members when highly technical information is required.
4. Advise management on the public relations impact of proposed actions, and design a public relations program, image, and strategy.
5. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
6. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
7. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

PUBLIC AFFAIRS SPECIALIST
SENIOR PUBLIC AFFAIRS SPECIALIST

35 B 7.806
37 B 7.804

PUBLIC AFFAIRS SPECIALIST

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

SENIOR PUBLIC AFFAIRS SPECIALIST

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.)

PUBLIC AFFAIRS SPECIALIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Media relations; crisis communication strategies and best practices; promotional and marketing strategies; web platform design and maintenance.
- Political and social dynamics; ethical and legal standards and public affairs activities; journalistic writing and reporting.
- Techniques for publicizing material through television, print, radio, and other outlets; purpose and use of modern communications equipment; layout and design principles; photographic techniques and equipment; printing, graphics production processes, and copy writing.

Skill in:

- Social media management, content creation, and digital communication tools.
- Organizational and project management.
- Handling multiple tasks and deadlines.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Create compelling and persuasive content; manage and respond to media inquiries; work with journalists; develop and implement communication plans on initiatives; develop, interpret, and implement policies, procedures, theories, and concepts.
- Build and maintain positive relationships with diverse stakeholders; manage media engagements; coordinate interviews; draft press releases; create social media content; organize public events; design and layout publications; make presentations.
- Write speeches and narration; edit and proofread for accuracy and readability; present difficult subjects to lay people; conceptualize publication needs and plan for articles and photo shoots; take quality photos; research information through records and people; interview and create rapport with interview subjects; interact diplomatically with the public in a high volume, continuous contact setting.

SENIOR PUBLIC AFFAIRS SPECIALIST

Knowledge of:

- Department mission, goals, and activities; promotional and marketing strategies; coordination and

PUBLIC AFFAIRS SPECIALIST
SENIOR PUBLIC AFFAIRS SPECIALIST

35 B 7.806
37 B 7.804

allocation of resources; strategic planning and leadership techniques; organizational management; emergency management practices; federal and State joint information center functions.

Ability to:

- Formulate an effective public relations program tailored to the needs of the assigned department.
- Respond to questions from State and local officials, the media, and the public regarding controversial or high-profile department programs and activities; develop and implement internal policies, procedures, and controls; design and layout publications.
- Make presentations to employees, management, and community groups; tailor long- and short-range marketing strategies for promotion of programs and services; write scripts for multimedia use or for public service announcements; organize material, information, and resources in a systematic way to optimize efficiency; arrange subject matter experts to act as spokespersons when highly technical information is required.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

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

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

- | | |
|---|---|
| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |

PUBLIC AFFAIRS SPECIALIST
SENIOR PUBLIC AFFAIRS SPECIALIST

35 B 7.806
37 B 7.804

- | | |
|---|--|
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |
| ☒ Ability to complete tasks with numerous interruptions | ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

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

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



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PUBLICATIONS SPECIALIST	31	B	7.813

JOB SUMMARY

Publications Specialists prepare, write, and proofread content and coordinate the production of books, brochures, reports, magazines, articles, advertisements, promotional and informational publications, maps, graphics, website content, and digital media,

JOB DUTIES

1. Provide research, perform fact-checking, and assist authors in text preparation, review drafts, and suggest improvements for readability, organization, and clarity.
2. Discuss editorial style, policy, and production schedules.
3. Perform copy editing and revise text for organization, clarity, grammar, spelling, and style.
4. Rephrase narrative without changing the author's meaning.
5. Determine format and layout, resolve bibliographic questions, insert headings and captions.
6. Write material for publications and adhere to established deadlines for continuing publications.
7. Develop theme or subject matter, research information, consult with staff, coordinate assignments and time frames, organize reference materials, create original copy, take photographs and/or arrange for photography.
8. Proof, revise, assemble, and provide website editing review for website materials.
9. Coordinate materials for publication, including website development.
10. Produce press-ready copy using publication software or organize material for publication layout, including photographs, maps, graphics, and artwork.
11. Provide specifications to graphics and/or printing, obtain and review cost estimates, make revisions, and comply with budgetary restraints.
12. Review design, content, layout, and photography work.
13. Check copy for accuracy, proof design elements, oversee printing and distribution, and ensure quality of the final product and conformity with plans.
14. Write advertisements, press releases, public service announcements, magazines, reports, brochures, catalogs, newsletters, internal communications, forms, books, scientific or professional journals, website content, and/or scripts for video production.
15. Gather information from various sources and select graphic designers, people, props, and technical approaches.
16. Verify facts and write appropriate and effective material.
17. Plan and implement distribution of materials to targeted populations.
18. Follow editing codes and procedures and proofread, correct, review, and approve final copy.
19. Ensure the end-product is error-free and arrange services of freelance editors, photographers, or writers.
20. Negotiate fees and review vendors' work.
21. Maintain records and databases and prepare relevant reports.
22. Interact with professional reviewers, involving extensive rewriting and working with academic publications.
23. 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.
- Federal copyright and libel laws and journalistic code of ethics; acceptable writing style guidelines; graphic arts; writing copy to specific design parameters; publications and information guidelines; applicable page layout software and hardware; electronic dissemination of press materials, promotional items, press kits, photos and publications.
- English grammar, syntax, spelling, punctuation, and style; advanced publication software, standard editing marks and common style guides.
- Publishing terminology, layout requirements, and graphics usage in publications, as well as standards for editing publications and maps.

Skill in:

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

Ability to:

- Write and edit a wide variety of materials, feature stories, copy for various publications, and develop and implement web content.
- Adapt writing style to suit specific publications and audiences; pay close attention to detail; establish cooperative working relationships; and edit and proofread content.
- Communicate professional reviewers' concerns to authors, comprehend and articulate topics clearly, and assess the strengths and weaknesses of publications; prioritize tasks; apply cost effective techniques and implement marketing/public relation programs and plans.

SPECIAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

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

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

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

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

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
RETAIL STOREKEEPER	24	F	7.821
SENIOR RETAIL STOREKEEPER	26	F	7.820
SUPERVISOR I, RETAIL STOREKEEPER	28	F	7.819
SUPERVISOR II, RETAIL STOREKEEPER	30	F	7.818

JOB SUMMARY

Retail Storekeepers perform merchandising and inventory control duties to maximize profits in a retail store or e-Commerce environment.

JOB DUTIES

RETAIL STOREKEEPER

1. Perform retail merchandising and inventory control to optimize profits, identify underperforming items, conduct physical inventory counts, and determine order quantities.
2. Communicate with vendors, verify prices, follow purchase procedures, and perform data entry.
3. Receive, inspect, and price incoming merchandise, process documentation, and complete accounting tasks.
4. Develop store layouts, shelve merchandise, rotate stock, and recommend markdowns for slow-moving items.
5. Interact with customers, vendors, and relevant parties to address merchandise-related issues.
6. Receive and process inmate orders, enforce security protocols, and maintain inventory.
7. Implement inventory control and merchandise strategies.
8. Set up displays, review sales reports, initiate markdowns, operate point of sale systems, and provide support.
9. Perform related duties as assigned.

SENIOR RETAIL STOREKEEPER

1. Duties performed at the previous level, AND:
2. Develop and implement inventory control and merchandising to maximize sales and profits.
3. Initiate and perform market surveys and merchandising activities to identify and introduce new merchandise.
4. Meet with vendors and sales representatives to identify new product lines, monitor market trends, and negotiate the best price.
5. Review sales and inventory reports to establish price markup and inventory levels.
6. Initiate markdown of seasonal, close-out, or overstocked items to prevent loss.
7. Train, operate, manage, and resolve issues with computer-based systems.
8. Obtain security approvals for new products and negotiate merchandise transfers between stores.
9. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
10. May train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

RETAIL STOREKEEPER	24	F	7.821
SENIOR RETAIL STOREKEEPER	26	F	7.820
SUPERVISOR I, RETAIL STOREKEEPER	28	F	7.819
SUPERVISOR II, RETAIL STOREKEEPER	30	F	7.818

SUPERVISOR I, RETAIL STOREKEEPER

1. Duties performed at the previous levels, AND:
2. Manage retail store operations in a diverse environment.
3. Develop inventory control systems and market strategies.
4. Ensure security and address inmate concerns.
5. Evaluate sales and market trends.
6. Purchase goods within pre-established limits, coordinate shipping and receiving.
7. Select the design and use of licensed logos on clothing and souvenir items.
8. Identify, develop, and purchase specialty items for special events or special orders.
9. Resolve problems with vendors, shippers, and customers.
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.

SUPERVISOR II, RETAIL STOREKEEPER

1. Duties performed at the previous levels, AND:
2. Develop budgets, monitor revenue and expenses, purchase goods, coordinate with vendors, implement marketing plans, and recommend profit goals.
3. Coordinate information and merchandise flow between stores, advise on inventory levels, turnover, and profit projections.
4. Prepare progress reports on sales trends, inventory shortages, and product validity.
5. Maintain daily data on store's earnings and purchases.
6. Mediate between facility administration and store personnel when problems arise.
7. Conduct periodic documentation and inventory audits.
8. Assist administration with vendor, policy, and procedure development, and maintenance and enhancement of the perpetual inventory control computer program.
9. Monitor product performance, expenses, forecast and/or identify shortfalls, evaluate circumstances, and identify and implement solutions.
10. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

RETAIL STOREKEEPER

No experience or education required.

SENIOR RETAIL STOREKEEPER

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

SUPERVISOR I, RETAIL STOREKEEPER

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

RETAIL STOREKEEPER	24	F	7.821
SENIOR RETAIL STOREKEEPER	26	F	7.820
SUPERVISOR I, RETAIL STOREKEEPER	28	F	7.819
SUPERVISOR II, RETAIL STOREKEEPER	30	F	7.818

SUPERVISOR II, RETAIL STOREKEEPER

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

RETAIL STOREKEEPER

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Proper storage and rotation of food and dated perishable merchandise; sales and merchandising methods; storekeeping methods and procedures; computer functions and keyboarding techniques; recordkeeping; inventory methods.

Skill in:

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

Ability to:

- Arrange stock and/or property into groups or categories according to established criteria; learn State and agency policies and procedures related to ordering merchandise for resale; add, subtract, multiply, and divide whole numbers; perform routine work according to set procedures and sequence.
- Establish and maintain cooperative working relationships with others; read catalogs, instructions, forms, and other materials; complete standard forms; work effectively with inmates in a prison canteen store; calmly explain store policies and procedures.

SENIOR RETAIL STOREKEEPER

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

Knowledge of:

- Physical inventory procedures, records, and controls; vendors and product lines; profit-producing methods and procedures in a retail environment; perpetual inventory methods; point-of-sale or computerized perpetual inventory system.
- Market survey and testing techniques; basic calculator functions; storekeeping equipment such as forklift, pallet jack, and dolly.

Ability to:

- Provide high-quality customer service and resolve customer complaints; use reference manuals, guides, and other informational resources related to procurement of merchandise for resale; maintain records relating to procurement of resale merchandise; review inventories, discover discrepancies, and establish stocking levels.
- Prioritize assignments and follow up on orders to ensure timely delivery; negotiate with vendors regarding desired quantity, quality, price, and delivery dates; train coworkers and others in completing tasks; apply State and agency policies and procedures related to ordering merchandise for resale.

RETAIL STOREKEEPER	24	F	7.821
SENIOR RETAIL STOREKEEPER	26	F	7.820
SUPERVISOR I, RETAIL STOREKEEPER	28	F	7.819
SUPERVISOR II, RETAIL STOREKEEPER	30	F	7.818

- Operate a forklift, pallet jack, and dolly; perform minor repairs to furniture and equipment; locate, interpret, and explain computer data relating to inmate accounts.
- 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, RETAIL STOREKEEPER

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

Knowledge of:

- State and agency purchasing and budgeting regulations, practices, and procedures; market research and merchandising techniques; market value of a variety of merchandise; supervisory principles and practices.

Ability to:

- Resolve problems with vendors regarding desired quality, quantity, price, and delivery date of supplies and materials; coordinate, review, and recommend improvements in storeroom operations; read and interpret inventory reports, profit and loss statements, receiving logs, and records related to damaged goods and spoilage; maximize profits through effective stock control and merchandising; explain policies and procedures related to procurement, retail store operations, and/or e-Commerce activities to employees and 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, and diffuse hostile situations respectfully and tactfully.

SUPERVISOR II, RETAIL STOREKEEPER

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

Knowledge of:

- Perpetual inventory methods, including setting stocking levels and reorder points; tracking and reporting information regarding inventory control, turnover rates, sales, and profit and loss; recordkeeping related to inventory control.
- Market value of a variety of merchandise such as convenience foods, specialty store items, and/or personal items.

Ability to:

- Analyze personnel, equipment, operating, travel needs, and expenses for a retail store; draft and recommend policies and procedures relating to store operations; compile information required for budget preparation; track and transfer merchandise in multiple stores and locations; analyze turnover rates, sales reports, and profit projections.

RETAIL STOREKEEPER	24	F	7.821
SENIOR RETAIL STOREKEEPER	26	F	7.820
SUPERVISOR I, RETAIL STOREKEEPER	28	F	7.819
SUPERVISOR II, RETAIL STOREKEEPER	30	F	7.818

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, 50 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 50 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 50 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 50 lbs | ☒ stretching | ☐ smelling |

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

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

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
AUDIOVISUAL TECHNICIAN	27	C	7.833

JOB SUMMARY

Audiovisual Technicians install, operate, repair, maintain, and deliver audiovisual equipment.

JOB DUTIES

1. Perform repairs and adjustments to electronic media equipment.
2. Install components and software and order and replace parts, recommend and process purchases.
3. Provide technical support and assist with software applications, connectivity, and system problems.
4. Create, maintain, and troubleshoot connections between electronic media equipment.
5. Maintain equipment according to manufacturer's maintenance schedule.
6. Review complaints or reports of problems and schedule action.
7. Handle and store chemicals properly.
8. Prepare reports on services, materials, and supplies.
9. Install new security devices by placing, securing, connecting, testing, and soldering equipment.
10. Produce graphics and media materials and assist with media production.
11. Consultant with agency staff on educational media technology.
12. 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.
- Techniques and methods of audiovisual equipment operation; practices, methods, tools, and materials used in audiovisual equipment testing, repair, and maintenance.

Skill in:

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

Ability to:

- Troubleshoot audiovisual, recording, public address, video, and computer equipment and their connections; set up and operate audiovisual apparatus under a variety of lighting and acoustic conditions; read and understand applicable schematics and service manuals.

- Communicate effectively in explaining lab policies, procedures, services, equipment operation, and use of instructional media; establish and maintain good relationships with 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, or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*

(Check all that apply)

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

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

(Check all that apply)

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

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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>
AUDIOVISUAL ASSISTANT	23	E	7.837

JOB SUMMARY

Audiovisual Assistants operate, maintain, and deliver audiovisual equipment and provide equipment control, security, and inventory.

JOB DUTIES

1. Deliver and circulate audiovisual equipment and maintain records of service requests.
2. Plan and organize equipment deliveries.
3. Track location of equipment and notify security officers of whereabouts.
4. Check and secure locks and cables and report theft or damage to local authorities.
5. Maintain equipment in good working order by following service and maintenance instructions.
6. Train individuals and conduct equipment operation sessions.
7. Provide inventory control of equipment, record information, and report discrepancies.
8. Operate a variety of projectors, audio amplifiers, mixers and players, and video equipment.
9. 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.
- Audiovisual equipment operation; inventory and security control to monitor audiovisual equipment on loans.

Skill in:

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

Ability to:

- Operate and maintain audiovisual equipment; plan and schedule pickup/delivery of equipment; interpret orders to determine what equipment is suitable according to room size, situation, and instruction needs; make minor repairs on audiovisual equipment.
- Train users in the operation of audiovisual equipment; establish and maintain effective working relationships with users; explain policy and procedures to users; prepare and maintain accurate records and reports; obtain appropriate information regarding equipment needs and specifications.

SPECIAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

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

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

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

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STATE OF NEVADA
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Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MUSEUM ASSISTANT	21	E	7.847
SENIOR MUSEUM ASSISTANT	23	E	7.846

JOB SUMMARY

Museum Assistants assist visitors, provide information and directions, and perform routine security activities at museums.

JOB DUTIES

MUSEUM ASSISTANT

1. Prepare the museum for visitors, turn on lighting, inspect premises for damage, assist in clean-up, and ensure readiness.
2. Provide information and directions.
3. Answer questions about exhibits, programs, services, history, and public facility locations.
4. Aid visitors with special needs.
5. Operate surveillance systems for visitor and property protection, patrol the museum, check exhibits for security, address vandalism concerns, report security issues, and secure the building.
6. Prepare accident reports and maintain a security log.
7. Collect fees, keep records of revenue received, and make bank deposits.
8. Answer phones, mail letters and packages, and prepare and post museum content.
9. Check out educational materials to customers.
10. Perform data entry and custodial duties.
11. Perform related duties as assigned.

SENIOR MUSEUM ASSISTANT

1. Duties performed at the previous level, AND:
2. Compose newsletters and/or website articles and social media content.
3. Oversee daily operations of the museum store, conduct and reconcile sales, stock shelves, take inventory, and prepare purchase requisitions.
4. Create displays.
5. Assist in planning and implementing programs and special events.
6. Lead school tours and perform lecture set ups.
7. Manage a volunteer/docent program, including recruiting and training, and scheduling.
8. Prepare paperwork for artifact acquisition, catalogs, and index research material.
9. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
10. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

MUSEUM ASSISTANT	21	E	7.847
SENIOR MUSEUM ASSISTANT	23	E	7.846

MUSEUM ASSISTANT

No experience or education required.

SENIOR MUSEUM ASSISTANT

Two 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.)

MUSEUM ASSISTANT

Skill in:

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

Ability to:

- Communicate effectively with visitors in a high-volume public contact environment with a courteous and tactful manner; work cooperatively with others; read and write English sufficient to understand written instructions and maintain routine records and logs; perform mathematical computations; maintain files.

SENIOR MUSEUM ASSISTANT

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

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, codes, ordinances, collective bargaining agreements and agency policies and procedures.
- Museum exhibits, programs, and services; museum regulations, rules, policies, and procedures; Nevada and local history; museum exhibits, programs, and services; security practices and emergency response procedures.

Ability to:

- Communicate information to the public concerning museum exhibits, programs and services, other State museums' hours of operation, locations, entrance fees, and membership program and benefits.
- Input data into museum collection management database; set up lectures and assist in special event planning; operate a cash register and point-of-sale system for collection of admission fees, train ride fees, and museum store sales; operate security systems; perform research for report preparation and collection identification.
- 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 may be required at time of appointment and as a condition of continuing employment.

MUSEUM ASSISTANT
SENIOR MUSEUM ASSISTANT

21 E 7.847
23 E 7.846

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

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

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

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

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

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MANAGER, CULTURAL RESOURCES	39	A	7.854

JOB SUMMARY

Managers, Cultural Resources plan, develop, organize, coordinate, direct, and evaluate a statewide cultural resources management program to ensure compliance with federal, State, and local mandates applicable to cultural remains.

JOB DUTIES

1. Serve as the Principal Investigator for archaeological surveys, excavations, and mitigation projects subject to review by various federal and State agencies.
2. Maintains legal responsibility for quality and ethics of scientific work performed under permits from various federal land management agencies and the State.
3. Develop work plans, define project parameters, advise on legal requirements, and suggest means of achieving compliance.
4. Represent the agency's efforts to regulatory agencies, historic preservation organizations, and the scientific community.
5. Conduct tribal consultations regarding projects that will impact Native American sites.
6. Ensure that recovered artifacts are curated at appropriate museums.
7. Oversee archaeologists in the design and management of cultural resource surveys, evaluation of eligibility for National Register of Historic Places, excavations, mitigation projects, and the writing of scientific reports.
8. Oversee testing, evaluation, and mitigation of cultural resource sites uncovered during construction to maintain regulatory compliance and minimize project delays.
9. Review and revise technical papers published for the archaeological community.
10. Develop and manage assigned budgets.
11. Negotiate contracts for consulting services.
12. Oversee the work and performance of supervisory employees.
13. Plan, organize, direct, control, and coordinate resources and personnel.
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. Provide technical subject matter expertise regarding proposed legislative changes for impacting program management, assist with drafting amendments, and provide testimony.
17. Oversee and participate in the development, presentation, and financial management of federal, State, and national grant applications and funding proposals.
18. Oversee professional service contract administration, negotiate interagency agreements and consultant contracts related to compliance activities, and hire contract staff.
19. Prepare analytical, narrative, and statistical reports.
20. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.

21. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, provide alternative solutions, and oversee consultant and interagency coordination related to compliance activities.
22. Review and evaluate operational efficiency and compliance.
23. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
24. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
25. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
26. 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 graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, acts, and agency policies and procedures; functions of federal and State regulatory agencies and the time frames involved in the cultural/natural resources regulatory process; the responsibilities of a Principal Investigator and permit maintenance requirements.
- National Historic Preservation Act, Section 106 compliance process, National Register of Historic Places criteria, and applicable federal and State cultural resources regulations and requirements.
- Archaeological theories and methods; archaeological research issues pertaining to cultural resource management of Nevada sites; historic preservation principles and theory; current Native American interests and concerns to effectively mitigate projects as required by federal law.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision, training, public administration, organization, and management.
- Governmental accounting and budgeting; statistical methodology; supervisory principles and practices; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.

Skill in:

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

Ability to:

- Organize and manage multiple, simultaneous cultural resources projects on a statewide basis; effectively advise on cultural resources management obligations, time frames required, and project implementation; coordinate the efforts of agency staff, various federal and State agencies, and professionals.
- Establish and modify priorities in response to changing conditions; supervise and direct all phases of large site excavation projects.
- Analyze and modify staffing patterns, workflow, and internal policies and procedures to accomplish established objectives; analyze technical reports and documents for accuracy and responsiveness to federal and State requirements; oversee the writing and editing of publication-quality scientific reports.

- Interact with agency staff, federal and State agencies, the scientific and preservation communities, and the public; arrive at conclusions and solutions to organizational and cultural resource management problems; communicate on topics such as historic preservation, agency cultural resource projects, or archaeology.
- 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 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

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3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

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

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

(Check all that apply)

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

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CULTURAL/NATURAL RESOURCE SPECIALIST	33	B	7.857
SUPERVISOR, CULTURAL/NATURAL RESOURCE SPECIALIST	35	B	7.856

JOB SUMMARY

Cultural/Natural Resource Specialists conduct cultural and natural resource assessments and perform the recovery of cultural and/or natural resources.

JOB DUTIES

CULTURAL/NATURAL RESOURCE SPECIALIST

1. Conduct research and reference work by investigating, researching, and acquiring relevant materials, conducting interviews with cultural representatives, and consulting with other professionals.
2. Organize research material and prepare written reports or responses.
3. Compile data for use in federal and the State regulatory compliance, educational programs, interpretation of collections, published reports, and/or research projects.
4. Collect, arrange, record, and/or conserve historical and cultural materials, artifacts, manuscripts, artwork, photographs, flora, and fauna.
5. Evaluate acquisitions based on the relevance of the object or document, collection development guidelines, future research work, or exhibit purposes.
6. Apply conservation and preservation techniques prior to storage.
7. Perform public outreach, produce presentations and public programming, develop databases, and organize research materials for use by stakeholders.
8. Manage, develop, and/or coordinate a variety of statewide arts programs, nonprofit arts and non-arts organizations, public institutions, artists, educators, and schools.
9. Conduct or coordinate lectures or workshops for schools, clubs, organizations, community groups, or institutions.
10. Write and prepare grant applications and/or secure private funding sources for State and/or State-sponsored programs, compile financial data, and develop, recommend, and implement long-range plans and projects.
11. Develop reports and scientific research regarding program activities and statistics.
12. Conduct field surveys of cultural/natural resource sites, document and interpret results of completed surveys, interview cultural representatives, and perform field evaluations and site excavations.
13. Conduct archaeological investigations, analysis, and reporting activities in accordance with established professional standards and applicable regulatory frameworks.
14. Locate, identify, and record specific sites and catalog and plot recovered artifacts.
15. Develop professional publications.
16. Supervise archaeological projects onsite.
17. Develop proposals, including resource evaluations and recommendations.
18. Prepare comprehensive field records and detailed reports.
19. Prepare archaeological research reports involving site testing and analysis.
20. Coordinate and create arts and cultural programs, projects, and initiatives.
21. Support technical cultural resource investigations and compliance activities conducted under federal and

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State requirements.

22. Promote public and private awareness and interest in the arts and art education.
23. Perform related duties as assigned.

SUPERVISOR, CULTURAL/NATURAL RESOURCE SPECIALIST

1. Duties required at the previous level, AND:
2. Oversee archaeological and/or architectural history field survey work.
3. Review completed surveys, testing, and comprehensive archaeological and/or architectural history research reports.
4. Oversee the archaeological testing, mitigation, and excavation.
5. Conduct field inventories of equipment and artifacts.
6. Develop and make formal presentations to federal and State agencies, boards, commissions, and tribal agencies.
7. Develop, monitor, and administer grants.
8. Draft legislation and develop rules and regulations.
9. Develop budgets and monitor expenditures.
10. Negotiate with federal, State, and local entities concerning contracts, grants, cases, incidents, and other multi-jurisdictional issues.
11. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
12. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

CULTURAL/NATURAL RESOURCE SPECIALIST

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

SUPERVISOR, CULTURAL/NATURAL RESOURCE SPECIALIST

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.)

CULTURAL/NATURAL RESOURCE SPECIALIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Federal and State cultural resource laws, regulations, compliance requirements, and professional standards applicable to cultural resources programs, including the National Historic Preservation Act, Section 106 compliance, archaeological survey, evaluation, mitigation, and technical documentation activities.
- National Historic Preservation Act of 1966, section 106 compliance process to supervise cultural/natural resource projects; Nevada Arts Council and the National Endowment for the Arts purposes, goals, and responsibilities; functions of regulatory agencies and the general time frame involved in the cultural resources regulatory process; Native American interests and concerns in the Great Basin to effectively

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mitigate projects as required by federal law; federal and State agencies and specific requirements pertaining to site importance, making survey recommendations, and conducting archaeological surveys on federal property.

- Arts field applicable to the position; arts program development and administration; environmental impact statements and related documents to fulfill related cultural resources management requirements; preservation and conservation technology to assess the condition of cultural/natural resources and recommend appropriate action.
- Archaeological terminology; archaeological field methods including excavation procedures, feature identification, collection methods, soil descriptions, and the use of survey equipment; archive research methods for the preparation of cultural background data, historic and prehistoric feature descriptions, mitigation proposals, and technical reports; Intermountain Antiquities System Users Guide in the processing of archaeological sites; drafting and illustrative graphic techniques; soil horizons and structures in describing stratigraphy; a variety of tools and equipment used to perform data collection and interpretation.
- Grants and funds development; research methodologies and techniques; mathematics and statistics.

Skill in:

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

Ability to:

- Locate and correctly interpret geomorphological features; research and classify artifacts; describe Great Basin biota and landforms for archaeological documents and site reports; read and interpret design plans, specifications, and pit descriptions; conduct primary and secondary research on cultural resource sites.
- Develop written materials such as newsletters, guidelines, reports, and speeches; prepare material for use in the media; locate, document, and interpret research materials.
- Establish rapport and maintain cooperative working relationships with colleagues and peers, artists and arts administrators, the media, profit and non-profit sectors, federal and State agencies, and the public; exchange ideas to arrive at decisions, conclusions and solutions to challenges and/or problems; respond effectively and diplomatically to interruptions, distractions, changing deadlines, and requests for information.

SUPERVISOR, CULTURAL/NATURAL RESOURCE SPECIALIST

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

Knowledge of:

- Architectural history and/or archaeological theories and methods to evaluate and make recommendations regarding survey sampling designs, techniques of data recovery and preservation, and research designs for data recovery programs; federal and State grant guidelines.
- Program management and administration.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.

Ability to:

- Supervise and oversee site excavation projects; track and manage multiple projects and output; develop and make presentations to regulatory boards, natural resource agencies and groups, and commissions.

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- Create and implement arts programs; develop and implement focus groups, workshops, and conferences which may include field work to obtain information; present information about the arts and the arts field applicable to the position; assess program and future project needs; collect and interpret data for program development, budgeting, and other pertinent activities.
- Meet federal and State permit requirements for project field supervision consistent with professional qualification standards necessary for conducting regulated work; prepare and administer contracts, grants, and budgets; develop and draft permits for industry and governmental entities; write clear and concise legal agreements.
- Plan, coordinate, and implement grant panel meetings and other publicly noticed meetings.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

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

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

- | | |
|---|---|
| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |

CULTURAL/NATURAL RESOURCE SPECIALIST	33	B	7.857
SUPERVISOR, CULTURAL/NATURAL RESOURCE SPECIALIST	35	B	7.856

- | | |
|---|--|
| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |
| ☒ Ability to complete tasks with numerous interruptions | ☒ Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EQUIPMENT MECHANIC	31	G	9.331
SENIOR EQUIPMENT MECHANIC	32	G	9.323
SUPERVISOR, EQUIPMENT MECHANIC	33	G	9.322

JOB SUMMARY

Equipment Mechanics maintain, repair, and modify equipment comprised of light, medium, and heavy automotive, maintenance equipment, and specialized mechanical equipment and machinery.

JOB DUTIES

EQUIPMENT MECHANIC

1. Diagnose components or system failures.
2. Maintain, diagnose, repair, rebuild, and/or replace brake, steering, suspension systems, driveline, differential, automatic and manual transmissions, wiring issues, and electrical systems and components.
3. Fabricate and install custom parts, components, and special use items.
4. Measure and draw plans, calculate materials, cut and assemble items, and install finished products.
5. Conduct electrical and fuel system diagnosis and repair, convert surplus military vehicles to fire apparatus, and conduct mechanical inspections of accident-involved vehicles.
6. Perform related duties as assigned.

SENIOR EQUIPMENT MECHANIC

1. Duties performed at the previous level, AND:
2. Function as a lead worker for either a crew of inmates or classified staff.
Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
3. Assign and review work for classified staff, provide training, and give input to performance evaluations and discipline.
4. Perform related duties as assigned.

SUPERVISOR, EQUIPMENT MECHANIC

1. Duties performed at the previous levels, AND:
2. Organize, oversee, and direct an equipment shop and perform specialized design work.
3. Coordinate equipment repair and maintenance.
4. Inspect equipment, consult with department personnel, and determine the type and complexity of work.
5. Write work orders, determine priority of repairs, and assign work.
6. Ensure repairs are completed correctly.
7. Charge labor, parts, and materials to the appropriate cost center.
8. Ensure compliance with federal and State laws, regulations, and agency policies and procedures.
9. Maintain compliance with procedures established for the use and disposal of hazardous materials.
10. Procure equipment, tools, supplies, materials, and fuel.

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SUPERVISOR, EQUIPMENT MECHANIC	33	G	9.322

11. Oversee inventory, estimate future needs, source vendors, and recommend purchases to leadership.
12. Maintain and generate reports on work orders, purchases, and vehicle and fuel usage.
13. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
14. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

EQUIPMENT MECHANIC

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

SENIOR EQUIPMENT MECHANIC

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

SUPERVISOR, EQUIPMENT MECHANIC

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.)

EQUIPMENT MECHANIC

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Automatic and manual transmissions and power trains; automotive emission control; automotive ignition system diagnosis and repair; principles of diesel mechanics.
- Use of tools, gauges, and special test equipment used in automotive equipment diagnosis and repair; equipment systems and operating characteristics of automotive equipment; methods, materials, tools, and equipment used in the construction, assembly, overhaul, repair, and adjustment of automotive and/or construction and maintenance equipment.
- Safe working procedures and the proper use, storage, and disposal of hazardous materials; arc and acetylene welding and cutting; machining; rebuilding and repairing vehicle engines, brakes, suspensions, and steering; fuel, lubrication, and cooling systems; transmission work and hydraulic repairs.
- Equipment safety and safe work methods.

Skill in:

- Performing maintenance and repair work on a variety of systems.
- Rebuilding and modifying components of vehicles or equipment.
- Performing extensive electrical and fuel system diagnosis and repair.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

EQUIPMENT MECHANIC	31	G	9.331
SENIOR EQUIPMENT MECHANIC	32	G	9.323
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Ability to:

- Read and understand policy and procedure manuals and other sources of technical information; establish and maintain effective working relationships with vendors.
- Review work, requisition supplies, and document conditions of equipment; read and understand repair orders, service and operating system manuals, and hydraulic and electrical schematics; diagnose and determine the repairs to restore a system to proper working condition; use various diagnostic and testing equipment and precision measuring devices.

SENIOR EQUIPMENT MECHANIC

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

Skill in:

- Improvising as necessary to perform repairs in the field.

Ability to:

- Set priorities which reflect the relative importance of job assignments.
- 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, EQUIPMENT MECHANIC

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

Knowledge of:

- Electrical and mechanical theories and design applicable to the repair and maintenance of equipment; State administrative regulations, policies, and procedures regarding personnel and purchasing.
- Principles and practices of supervision.
- Applicable rules, codes, ordinances, and collective bargaining agreements.

Ability to:

- Set priorities which reflect the relative importance of the needs of the agency and the capacity of the shop to meet those needs; modify and/or adapt designs, procedures, or methods to design new systems, modify existing systems, or accomplish tasks more efficiently; estimate the cost of repairs and determine the cost effectiveness and feasibility.
- Provide training, obtain and provide information, and explain and interpret policies and procedures; establish and maintain records and files and prepare reports pertaining to shop operations, equipment, materials, and supplies; design and fabricate specialized equipment components and systems; determine what equipment changes and modifications are required and write specifications for equipment and parts which reflect those requirements.
- 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.

EQUIPMENT MECHANIC	31	G	9.331
SENIOR EQUIPMENT MECHANIC	32	G	9.323
SUPERVISOR, EQUIPMENT MECHANIC	33	G	9.322

SPECIAL REQUIREMENTS

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3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

- | | | | | |
|---|--|--|--|---|
| ☒ standing | ☐ running | ☒ lifting, 50 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 50 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 50 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 50 lbs | ☒ stretching | ☐ smelling |

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

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

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
AUTO BODY WORKER	30	G	9.327

JOB SUMMARY

Auto Body Workers perform skilled work in the repair, rebuilding, and refinishing of vehicles and equipment.

JOB DUTIES

1. Straighten and align panels and remove dents from vehicles and/or equipment.
2. Remove, replace, repair and/or rebuild damaged body components using standard methods for metal, fiberglass, and plastic.
3. Prepare damaged areas for painting by applying resin, fillers, and primers.
4. Paint vehicles, equipment, and components using the appropriate paints and methods.
5. Remove and replace equipment, glass, door handles, locks, hinges, lights, molding, and similar components.
6. Prepare requisitions for parts and materials required for job assignments and maintain related records.
7. Label and dispose of paints, resins, and solvents according to hazardous waste guidelines.
8. Maintain a clean and safe work area.
9. 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 rules, policies, and procedures; federal and State regulations regarding the proper use and disposal of hazardous materials.
- Methods, materials, tools, and equipment used in automotive body repair work and painting; health and safety regulations applicable to auto body work; characteristics and uses of various types of paint.

Skill in:

- Safely operating and maintaining equipment and tools used in automotive body work and painting.
- Performing a wide variety of automotive body work, rewiring lights, and welding.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Match and apply paint; estimate costs, write requisitions; prepare work orders; read and understand work orders, supply catalogs, and repair manuals; estimate time and materials required for a work order.

SPECIAL REQUIREMENTS

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*

(Check all that apply)

- | | | | | |
|---|--|--|--|---|
| ☒ standing | ☐ running | ☒ lifting, 50 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 50 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 50 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 50 lbs | ☒ stretching | ☐ smelling |

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

(Check all that apply)

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

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JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FLEET SERVICE WORKER I	23	H	9.337
FLEET SERVICE WORKER II	25	H	9.336
SENIOR FLEET SERVICE WORKER	27	H	9.335
SUPERVISOR, FLEET SERVICE WORKER	29	H	9.334

JOB SUMMARY

Fleet Service Workers service vehicles and/or light, medium, and heavy construction and maintenance equipment, perform preventive maintenance, issue vehicles to employees, and perform basic diagnostic and repair work.

JOB DUTIES

FLEET SERVICE WORKER I

1. Deliver parts.
2. Wash and detail vehicles and equipment.
3. Check fluid levels and add fluids.
4. Check tires for proper air pressure and wear.
5. Perform related duties as assigned.

FLEET SERVICE WORKER II

1. Duties performed at the previous level, AND:
2. Perform preventive maintenance.
3. Replace filters from engine, transmission, hydraulic, and fuel systems.
4. Replace spark plugs and wires, distributor caps and rotors, and adjust ignition timing.
5. Change belts and hoses, charge or replace batteries, replace lamps, and repack wheel bearings.
6. Conduct safety inspections and examine and maintain vehicle records.
7. Repair or replace tires, rims, and wheels and reassemble, inflate, balance, and mount tires.
8. Pick up, deliver, and return equipment and parts, and verify invoices and credit memos.
9. Reserve and fuel vehicles, collect usage data, prepare reports, and schedule services.
10. Perform related duties as assigned.

SENIOR FLEET SERVICE WORKER

1. Duties performed at the previous levels, AND:
2. Repair, rebuild, or replace light duty hydraulic brakes, shocks, U-joints, alternators, water pumps, carburetors, and various switches, gauges, and transmission seals.
3. Inspect vehicles/equipment, determine extent of work to be performed.
4. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
5. Perform related duties as assigned.

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SUPERVISOR, FLEET SERVICE WORKER

1. Duties performed at the previous levels, AND:
2. Organize and direct fleet services and motor pool operations.
3. Assign drivers to transport employees to and from the airport.
4. Resolve complaints.
5. Schedule vehicles/equipment for service and repairs.
6. Review preventive maintenance schedules and vehicle/equipment records to determine service due dates.
7. Order tires, service items, and maintenance supplies.
8. Participate in the development of the work unit's budget, authorize purchases, allocate funds, and monitor budgets.
9. Review expenditures, calculate future requirements, and complete requisition forms.
10. Enter and maintain records and prepare activity reports.
11. Ensure compliance with federal and State laws, regulations, and agency policies and procedures.
12. Ensure the proper use and disposal of hazardous materials.
13. Prepare work orders.
14. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
15. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

FLEET SERVICE WORKER I

No experience or education required.

FLEET SERVICE WORKER II

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

SENIOR FLEET SERVICE WORKER

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

SUPERVISOR, FLEET SERVICE WORKER

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

FLEET SERVICE WORKER I

Knowledge of:

- Name and function of vehicle and equipment components and systems.
- Hand tools, power tools, and equipment.

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SUPERVISOR, FLEET SERVICE WORKER	29	H	9.334

Skill in:

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

Ability to:

- Add or change fluids; change tires; understand and carry out verbal and written instructions; perform math sufficient to maintain vehicle records; read and understand parts and service manuals; complete and maintain vehicle and equipment records; perform routine vehicle maintenance.

FLEET SERVICE WORKER II

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

Knowledge of:

- Agency policies and procedures.
- Routine service requirements for vehicles and equipment; safe working procedures and the proper use, storage, and disposal of hazardous materials; repair procedures for vehicles and equipment; principles of automotive repair and preventive maintenance; common methods of hand and power tools and other equipment used in the adjustment and repair of vehicles and equipment.

Skill in:

- Diagnosing mechanical and electrical problems and performing required repairs.
- Making repairs in the field.
- Changing, repairing, and balancing various types of tires.
- Conducting safety inspections of vehicle/equipment systems and components.

Ability to:

- Follow vehicle and equipment preventive maintenance schedules; maintain records and compile information to prepare reports; coordinate reservations for vehicles with vehicle availability; establish and maintain cooperative working relationships with co-workers, agency personnel, staff from outside agencies, and vendors; detect mechanical problems and determine appropriate repairs.

SENIOR FLEET SERVICE WORKER

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

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, codes, ordinances, and collective bargaining agreements.
- Garage service operations.

Skill in:

- Performing preventive maintenance activities for a variety of vehicles and equipment.
- Performing vehicle maintenance and repair work on light, medium, and heavy equipment and vehicles.

FLEET SERVICE WORKER I	23	H	9.337
FLEET SERVICE WORKER II	25	H	9.336
SENIOR FLEET SERVICE WORKER	27	H	9.335
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Ability to:

- Interact diplomatically with vehicle and equipment users to explain policies and resolve complaints.
- 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, FLEET SERVICE WORKER

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

Knowledge of:

- Common methods, tools, and equipment used in the adjustment and repair of vehicles and equipment maintained.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.

Ability to:

- Prepare work orders, code according to procedures, and complete supply requisitions.
- Schedule vehicles for use and anticipate the need for additional vehicles; establish, monitor, and maintain a preventive maintenance schedule for a fleet of vehicles/equipment; determine whether staff, another work unit, or an outside vendor should complete repairs; train staff in new methods and procedures.
- Interpret policies and procedures; obtain information and resolve problems; plan and direct work unit activities in a manner that utilizes personnel, facilities, and equipment most efficiently and effectively; gather, compile, and analyze information required to project future requirements for materials, supplies, equipment, and personnel.
- 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.

FLEET SERVICE WORKER I	23	H	9.337
FLEET SERVICE WORKER II	25	H	9.336
SENIOR FLEET SERVICE WORKER	27	H	9.335
SUPERVISOR, FLEET SERVICE WORKER	29	H	9.334

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, 50 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 50 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 50 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 50 lbs | ☒ stretching | ☒ smelling |

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

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

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

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PILOT	36	C	9.359
SENIOR PILOT	39	C	9.356
SUPERVISOR, PILOT	41	C	9.354

JOB SUMMARY

Pilots fly assigned aircraft to complete or assist with missions and to transport personnel, cargo, and equipment to various locations within and outside the State.

JOB DUTIES

PILOT

1. Perform pre- and post-flight activities, schedule routes, monitor weather conditions, calculate load, and conduct routine pilot inspections.
2. Perform fuel calculations and fuel and preheat aircraft.
3. Maintain aircraft operation and component records, record operation hours, and verify component changes.
4. Verify and assist in airframe and powerplant inspections.
5. Perform aircraft service and routine and field repairs.
6. Review and maintain files regarding Federal Aviation Administration (FAA) regulations, aeronautical charts, service bulletins, and agency procedures.
7. Assist the incident commander in directing air operations.
8. Perform fire reconnaissance missions, air attack flights, or wildlife survey missions in a limited manner.
9. Report fires, evaluate fire conditions, order ground crews and equipment, monitor and report fire conditions, and/or coordinate air attacks pending the arrival of an incident commander.
10. Herd animals, conduct fish planting, and/or gather biological and environmental data related to the number, gender, general health of game and non-game wildlife, and stream and creek surveys.
11. Conduct external load missions, Bambi Bucket operations, hover hookups, and long line missions.
12. Perform related duties as assigned.

SENIOR PILOT

1. Duties performed at the previous level, AND:
2. Perform the full range of wildfire suppression or wildlife survey duties.
3. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
4. Perform related duties as assigned.

SUPERVISOR, PILOT

1. Duties performed at the previous levels, AND:
2. Oversee, plan, coordinate, and manage flight operations for an agency.
3. Coordinate flights and align agency with aircraft and employee availability.
4. Communicate changes and conflicts with agency staff and handle flight charge billing.

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SENIOR PILOT	39	C	9.356
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5. Provide training in aircraft operation and servicing.
6. Schedule training at flight and ground schools, maintenance seminars, and evaluate pilot proficiency.
7. Schedule and verify maintenance, servicing, and repairs for agency aircraft to comply with FAA regulations.
8. Verify records of aircraft components and maintain an inventory of repair parts.
9. Participate in the development of the work unit's budget, authorize purchases, allocate funds, and monitor budgets.
10. Identify and recommend new aircraft and equipment purchases.
11. Oversee contractual services for maintenance, building and aircraft rental, and contract pilots.
12. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
13. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

PILOT

One thousand, five hundred hours logged pilot-in-command flight time with a minimum of 250 hours low-level flight, 50 hours conducting external load operations, and 500 hours mountain flying experience over 5,000 feet mean sea level, and graduation from high school or equivalent education.

SENIOR PILOT

Three thousand, five hundred hours logged pilot-in-command flight time with a minimum of 250 hours low-level flight, 50 hours conducting external load operations, and 500 hours mountain flying experience over 5,000 feet mean sea level, and graduation from high school or equivalent education.

SUPERVISOR, PILOT

Four thousand hours logged pilot-in-command flight time with a minimum of 250 hours low-level flight, 50 hours conducting external load operations, and 500 hours mountain flying experience over 5,000 feet mean sea level, with a minimum of one-year supervisory experience preferred, and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

PILOT

Knowledge of:

- FAA regulations, rules, and operating procedures governing flight operations and aircraft maintenance; air traffic control rules and procedures; flight theory as applicable to multi- and/or single engine fixed wing aircraft or rotorcraft.
- Design, components, system, performance limitations, and maintenance requirements of various types of aircraft; principles of loading and weight distribution and the effect on aircraft operation; forest fire behavior.
- United States Forest Service and Bureau of Land Management policies and procedures related to fire suppression and air operations.

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Skill in:

- Operating aircraft in potentially hazardous conditions.
- Flight planning, navigation, meteorology, map reading, radio communications, and flying instruments.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Exercise good judgment in all flying conditions; prepare and maintain required logs and reports; establish and maintain cooperative working relationships with others; acquire air attack certification; readily recognize conditions which are hazardous to aircraft operations or ground crews; effectively monitor radio communications from multiple sources.

SENIOR PILOT

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

Knowledge of:

- Flying techniques specific to conducting biological and environmental surveys of wildlife and habitats; animal herding and fish planting techniques; wildlife species including big game, upland game, waterfowl, and non-game animals.
- Applicable federal and State laws, regulations, and agency policies and procedures.

Skill in:

- Performing maintenance check flights of agency aircraft.

Ability to:

- Conduct wildlife surveys in mountainous areas in a variety of weather conditions; sling materials and equipment to remote locations; fly low-elevation flights in mountainous terrain for purposes of animal capture.
- Transport biologists, game wardens, agency administrators, and others to various locations within and outside the State; fly low altitude game survey missions over mountainous and variable terrain; respond quickly and appropriately to changing weather conditions and the behavior of animals being surveyed.
- Perform inspections, service, and repair of agency aircraft.
- 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, PILOT

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

Knowledge of:

- Aircraft servicing practices and principles of agency aircraft; operating policies and practices; principles and practices of management and supervision.
- Wildlife and fisheries aerial survey needs; best flight pattern to be used over identified survey areas; Wildlife Commission policies and regulations; fuel requirements and load calculations.

PILOT	36	C	9.359
SENIOR PILOT	39	C	9.356
SUPERVISOR, PILOT	41	C	9.354

Ability to:

- Plan, organize, and manage flight operations; prepare and deliver reports and recommendations regarding operational activities; evaluate pilot proficiency and provide training in specialized flight techniques; perform, oversee, and exercise sound judgment in aircraft inspection and aircraft servicing activities; fly wildlife surveys and other air operation activities.
- Establish schedules and work priorities; plan, prepare, and monitor air operations and maintenance budgets; evaluate aircraft and equipment in relation to the needs of the agency; prepare and administer reports and other documents; fly agency aircraft at high and low altitudes in mountainous terrain and on instruments; assist law enforcement personnel in searches for missing and/or injured persons.
- 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.

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, 50 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 50 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 50 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 50 lbs | ☒ stretching | ☐ smelling |

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

- | | |
|---|--|
| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |

PILOT	36	C	9.359
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SUPERVISOR, PILOT	41	C	9.354

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

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STATE OF NEVADA
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Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PIANO TECHNICIAN	33	G	9.402

JOB SUMMARY

Piano Technicians tune, maintain, and repair pianos, harpsichords, organs, fortepianos, clavichords, and electronic keyboards and rebuild pianos.

JOB DUTIES

1. Tune, regulate, repair, and maintain pianos and harpsichords.
2. Adjust string pitch, compare beat ratios, and alter string tension.
3. Test, align, and regulate components to manufacturer specifications.
4. Disassemble, repair, and reassemble components and replace parts.
5. Refurbish cabinets and replace faulty, worn, or broken parts and joint connections.
6. Oversee maintenance, repair, and rebuilding schedules.
7. Estimate costs for supplies, maintain inventory, and manage records for budget planning.
8. 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, practices, and techniques for repairing and rebuilding pianos; concert tuning, regulating, and voicing practices and principles.
- Cabinet making, woodworking, and wood finishing; properties of glue, epoxy, lacquer, varnish, and solvents.

Skill in:

- Use of specialized hand and power tools, gauges, and other equipment to maintain, repair, and move pianos.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Inspect instruments to ascertain conformance to acceptable levels of concert tuning and tone regulating; design equipment component replacements; establish and maintain equipment and parts inventories; calculate time, cost, and construction or procurement estimates; prioritize and schedule piano and harpsichord maintenance and repair operations; work with performers in tense situations.

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, 50 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 50 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 50 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 50 lbs | ☒ stretching | ☐ smelling |

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

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

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JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PRECISION MACHINIST	33	G	9.407

JOB SUMMARY

Precision Machinists design and/or fabricate new components, special tools and equipment, modify existing assemblies and parts, and manufacture and repair existing special mechanic tools, specialized equipment, and components.

JOB DUTIES

1. Interpret blueprints, sketches, or instructions to create machining plans, select materials, and estimate costs.
2. Prepare materials for machining by referencing drawings and measurements.
3. Select appropriate machines, tooling, and method of finish and determine machine settings.
4. Operate various machine tools to manufacture pieces within tight tolerances.
5. Utilize charts and formulas for machining processes and fabricate parts from sheet metal.
6. Use precision measuring tools to ensure conformity to specifications.
7. Perform welding and fabrication tasks using various equipment.
8. Assist in equipment and material selection, cost analysis, and vendor coordination.
9. 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.
- Properties and characteristics of metals, alloys, and other materials used in fabrication; methods, tools, and equipment used in precision machine work; mathematics sufficient to design and manufacture components.

Skill in:

- Machining.
- Safely operating, maintaining, and repairing equipment used in precision machine work.
- Using precision measuring instruments.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Set up and operate machine tools; prepare recommendations for equipment and materials; read and interpret specifications, machinist manuals, blueprints, and rough sketches; determine machines and tools suitable to manufacture components; modify and/or adapt designs, procedures, or methods to minimize shop time or improve efficiency; determine tolerances on machined components and matching parts; perform prototype machine work.
- Perform heat-treating and heliarc welding; gather, compile, and analyze information required to justify equipment and material needs.

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, 50 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 50 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 50 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 50 lbs | ☒ stretching | ☐ smelling |

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

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

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act
Page 2 of 3

Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
WELDER	30	G	9.417
SENIOR WELDER	31	G	9.430

JOB SUMMARY

Welders plan and lay out projects and join metal components of different compositions using gas welding, arc welding, soldering, and brazing processes to fabricate, strengthen, and/or repair a wide variety of components, equipment, and fixtures.

JOB DUTIES

WELDER

1. Interpret blueprints, sketches, or instructions to create plans, select materials, estimate costs, and order materials.
2. Design, cut, and lay out templates to ensure a proper fit, and prepare material for welding.
3. Measure and scribe dimensions and reference points, and detail location and sequence of procedures.
4. Saw, shear, cut, mark, drill, or punch holes and position, align, and fit components.
5. Set up jobs, dismantle and straighten components, select appropriate welding process, and determine appropriate welding torch or machine.
6. Set up the welding torch or machine and adjust pressures, mixtures, polarity, and temperatures.
7. Select proper welding medium, and secure and tack material in place for final welding.
8. Weld metal components using a variety of gas and arc welding processes.
9. Observe weld lines and make required adjustments.
10. Examine weld for quality and conformance to specifications.
11. Reassemble components and equipment after completion of repair.
12. Operate and use a variety of tools and equipment to complete repair work.
13. Perform related duties as assigned.

SENIOR WELDER

1. Duties performed at the previous level, AND:
2. Function as a lead worker for either a crew of inmates or classified staff and/or function as a Combination Layout Welder or Specialty Welder.
3. Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
4. Assign and review work for classified staff, provide training, and give input to performance evaluations and discipline.
5. Perform layout and fabrication to integrate structural integrity and conserve materials.
6. Provide technical assistance.
7. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

WELDER	30	G	9.417
SENIOR WELDER	31	G	9.430

EXPERIENCE AND EDUCATION

WELDER

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

SENIOR WELDER

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.)

WELDER

Knowledge of:

- Methods, procedures, tools, and equipment used in AC/DC arc, Tungsten Inert Gas (TIG), Metal Inert Gas (MIG), inner shield, air arc, and acetylene welding; composition, properties, and characteristics of different ferrous metals, nonferrous metals, alloys, fluxes, and other materials used in welding; mathematics sufficient to lay out and design patterns, templates, and jigs.
- Metallurgy; applicable health and safety regulations.

Skill in:

- AC/DC arc, TIG, MIG, inner shield, and acetylene welding, brazing, and soldering.
- Straightening and shaping metal.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Complete written work orders, supply requisitions, and document specifications; read and interpret welding and metallurgy manuals, welding symbols, and blueprints; inspect assignments and determine the best welding or repair procedure.

SENIOR WELDER

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

Knowledge of:

- Safe working procedures and the proper use, storage, and disposal of hazardous materials; weldability, ductility, and the effect that welding, heating, tempering, cooling, cool forming, wear, and stress have on various materials; mechanical theory and design; agency policies and procedures.
- Using high strength materials like Abrasion Resistant Steel.

Ability to:

- Read and interpret engineering drawings and hydraulic and electrical schematics; recognize steel, stainless steel, high carbon steel, manganese, copper, brass, aluminum, and the different families of cast iron; establish and maintain effective working relationships with vendors and other sources of technical information.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations,

WELDER
SENIOR WELDER

30 G 9.417
31 G 9.430

practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

- Train and provide work direction to others, assign and review work, establish work schedules and priorities, and evaluate performance; supervise and direct the work of inmates and implement approved security measures in a correctional environment; enforce safety, security, and custodial measures for the supervision of inmates.

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, 75 lbs	☒ observing	☒ turning
☒ walking	☒ bending/stooping	☒ carrying, 75 lbs	☐ tasting	☐ throwing
☒ balancing	☒ sitting	☒ pushing, 75 lbs	☒ kneeling	☒ hearing
☒ climbing	☒ reaching	☒ pulling, 75 lbs	☒ stretching	☒ smelling

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

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

WELDER	30	G	9.417
SENIOR WELDER	31	G	9.430

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LOCKSMITH	30	G	9.418
SENIOR LOCKSMITH	31	G	9.431

JOB SUMMARY

Locksmiths are responsible for the maintenance of a master key system for a facility and the installation and maintenance of locking devices and systems.

JOB DUTIES

LOCKSMITH

1. Develop and maintain a master key system for a facility.
2. Coordinate with agency staff regarding keying requirements, and develop a keying schedule.
3. Maintain records of keys issued, and update the master key system as locksets are re-pinned.
4. Install a wide variety of locksets, locks, sensors, and devices to provide and maintain security.
5. Maintain and repair locks, door closers, door and alarm sensors, and associated door hardware.
6. Inspect, clean, adjust, and lubricate parts and mechanisms.
7. Repair or replace worn or damaged devices and associated hardware.
8. Repin locks to maintain security, cut keys, and make former keys inoperable.
9. Develop specifications for construction and remodeling jobs, and order required materials.
10. Procure replacement locksets and equipment, and maintain inventory levels.
11. Open and repair vaults and money safes, and unlock vehicles and file cabinets.
12. Originate, replace, and duplicate keys by code or through use of a duplicating machine.
13. Develop, manage, and administer installations, programming, and operations of automated key dispensing systems.
14. Coordinate with outside vendors, internal management information systems, and agency staff.
15. Perform related duties as assigned.

SENIOR LOCKSMITH

1. Duties performed at the previous level, AND:
2. Function as a lead worker for either a crew of inmates or classified staff.
3. Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
4. Assign and review work for classified staff, provide training, and give input to performance evaluations and discipline.
5. Design appropriate locking systems that allow access only to authorized personnel.
6. Provide technical assistance.
7. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

LOCKSMITH
SENIOR LOCKSMITH

30 G 9.418
31 G 9.431

LOCKSMITH

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

SENIOR LOCKSMITH

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.)

LOCKSMITH

Knowledge of:

- Methods, materials, tools, and machinery used in locksmith work; operation and components of cylinder, tumbler, electronic, magnetic, safe, vehicle, and pushbutton combination locks.

Skill in:

- Installing, altering, and repairing a wide variety of locks, locking systems, and related door hardware.
- Keying identification and duplicating keys by code.
- Impressioning and shimmying locks.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Establish and maintain a master key system for a major facility; prepare requisitions for supplies; develop specifications for locks; read and interpret service manuals and code books; maintain the security of locking systems.

SENIOR LOCKSMITH

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; building codes; electronic and automated locking devices and systems; workplace safety rules and regulations.
- Principles and practices of training and work direction; agency policies and procedures regarding security and key control and access to facilities and equipment.

Ability to:

- Determine the locking system best suited to the needs of the agency and intended use of the facility; estimate and order materials required for work unit operations.
- 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.
- Design and install locking mechanisms and systems in a complex facility; plan and organize major projects; supervise and direct the work of inmates; implement approved security measures in a correctional environment; enforce safety, security, and custodial measures for the supervision of inmates.

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, 50 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 50 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 50 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 50 lbs | ☒ stretching | ☐ smelling |

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

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

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STUDENT WORKER, TRADES	10	H	9.477

JOB SUMMARY

Student Workers, Trades perform manual and unskilled work.

JOB DUTIES

1. Perform basic grounds maintenance.
2. Perform minor building and highway maintenance and repair.
3. Perform basic construction and field documentation, collection, quality control, inspection, and surveying.
4. Perform basic radio repair and reprogramming and limited equipment testing.
5. Perform basic light vehicle preventative maintenance, repair, and cleaning.
6. Perform general labor.
7. Clean shop areas and organize inventory, tools, and equipment.
8. Prepare simple records and reports.
9. Enter and retrieve data into appropriate systems.
10. 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:

- Methods, equipment, and materials associated with the assigned area of responsibility.
- Basic English and math.

Skill in:

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

Ability to:

- Perform a wide variety of tasks associated with the assigned area of responsibility; prepare simple records and reports; enter and retrieve data using computers.
- Read, write, and understand simple written materials; follow verbal and written instructions; interact and work cooperatively with others using common courtesy; learn the practices and procedures of the employing agency; perform moderate 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)

- | | | | | |
|---|--|--|--|---|
| ☒ standing | ☐ running | ☒ lifting, 50 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 50 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 50 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 50 lbs | ☒ stretching | ☐ smelling |

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

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

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MAINTENANCE REPAIR ASSISTANT	22	H	9.483
SENIOR MAINTENANCE REPAIR ASSISTANT	23	H	9.482

JOB SUMMARY

Maintenance Repair Assistants perform manual labor and unskilled work to assist with facility operations and maintenance.

JOB DUTIES

MAINTENANCE REPAIR ASSISTANT

1. Deliver and move furniture, fixtures, equipment, and exhibit items.
2. Operate delivery vehicles and load and unload items manually or by utilizing hand trucks and forklifts.
3. Deliver and set up tables, chairs, and equipment for meetings and special events.
4. Place furniture and equipment, take inventory, and return items to storage upon conclusion of functions.
5. Perform minor building and equipment maintenance.
6. Assist skilled trades workers by performing general labor or basic tasks as directed.
7. Assist grounds maintenance staff by mowing turf, removing snow, hauling dirt and debris, or other basic tasks.
8. Perform related duties as assigned.

SENIOR MAINTENANCE REPAIR ASSISTANT

1. Duties performed at the previous level, AND:
2. Coordinate and schedule moves, deliveries, and obtain furniture for events.
3. Assemble furniture, equipment, and build bookshelves.
4. Act as a lead work by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
5. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

MAINTENANCE REPAIR ASSISTANT

No experience or education required.

SENIOR MAINTENANCE REPAIR ASSISTANT

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.)

MAINTENANCE REPAIR ASSISTANT	22	H	9.483
SENIOR MAINTENANCE REPAIR ASSISTANT	23	H	9.482

MAINTENANCE REPAIR ASSISTANT

Knowledge of:

- Safety procedures and proper lifting techniques.

Skill in:

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

Ability to:

- Read work orders and equipment service and operation manuals; document items that require service or repairs; understand and follow verbal and written instructions; add and subtract whole numbers; perform physical labor; assist skilled trades with basic maintenance tasks; safely lift and move heavy objects.

SENIOR MAINTENANCE REPAIR ASSISTANT

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

Knowledge of:

- Agency policies and procedures regarding inter-departmental requests and work unit operations.

Ability to:

- Coordinate deliveries and moves by determining the time, staff, equipment, and materials required; train and provide work direction to others; assign and review work; set work unit priorities which reflect the relative importance of agency needs; maintain records of furniture and equipment; prioritize assignments to complete work in a timely manner; perform deliveries and grounds maintenance activities.
- 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)*

MAINTENANCE REPAIR ASSISTANT
SENIOR MAINTENANCE REPAIR ASSISTANT

22 H 9.483
23 H 9.482

- | | | | | |
|---|--|--|--|---|
| ☒ standing | ☐ running | ☒ lifting, 50 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 50 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 50 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 50 lbs | ☒ stretching | ☐ smelling |

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

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

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STATE OF NEVADA
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JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MANAGER, RANCH OPERATIONS	36	H	9.514

JOB SUMMARY

Managers, Ranch Operations plan, develop, organize, coordinate, direct, and evaluate cattle production and the operation of ranches and properties.

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. Ensure cattle receive adequate feed and nutritional supplements.
5. Provide winter pasture and alfalfa, hay, and extra supplements during calving periods.
6. Wean calves based upon appropriate times and conditions.
7. Maintain the health of the cattle herd, monitor the condition of the herd, administer vaccinations and systemics, and consult a veterinarian.
8. Maintain the quality and size of herds, retain heifers for breeding, select and purchase bulls, and cull the herd.
9. Oversee alfalfa production and pasture maintenance, prepare fields, and plant crops and pastures.
10. Perform irrigation, apply fertilizers, herbicides, and pesticides, and harvest hay.
11. Ensure facilities, cattle, and pastures are available for research projects, consult with researchers regarding needs, and oversee collection of data.
12. Maintain and service facilities, equipment, and machinery.
13. Review and evaluate operational efficiency and compliance.
14. Prepare analytical, narrative, and statistical reports.
15. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
16. Market and sell cattle to provide funds for operations, select cattle for sale, and monitor market prices.
17. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
18. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
19. Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
20. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
21. 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 supervisory/managerial experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Ranching methods and procedures; range management; care and feeding of cattle; crop production; research design and implementation.
- Electrical, plumbing, carpentry, and welding sufficient to maintain structures and equipment.

Skill in:

- Operating and maintaining farm equipment and machinery.
- Horsemanship, working cattle, and handling and caring for livestock.
- 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, 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.
- Identify unhealthy animals, administer appropriate treatment, or consult a veterinarian; perform heavy physical labor; market cattle properly.
- Plan projects in a cost-effective manner; maintain records and reports pertaining to ranch and cattle operations.
- Establish and maintain effective working relationships with federal and State agency staff, State and Cooperative Extension service personnel, vendors, faculty members, and research project leaders.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.

- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

- | | | | | |
|---|--|--|--|---|
| ☒ standing | ☐ running | ☒ lifting, 50 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 50 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 50 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 50 lbs | ☒ stretching | ☐ smelling |

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

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

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SUPERVISOR, DAIRY OPERATIONS	29	H	9.530

JOB SUMMARY

Supervisors, Dairy Operations oversee the dairy production and processing at a correctional institution.

JOB DUTIES

1. Instruct inmates in the pasteurization and homogenization of milk and the operation of a milk separator.
2. Oversee inmates in proper operation of a milk processing plant, sanitation procedures, and the use and storage of sanitation chemicals.
3. Conduct bacteria tests before and after milk production to ensure quality control of the product.
4. Determine butterfat content and calculate amount of cream to remove to achieve a 2% butterfat product.
5. Complete daily processing sheets that record and track milk production and product distribution.
6. Procure parts and supplies.
7. Prepare product delivery forms and schedule shipping to various state institutions.
8. Oversee branding, dehorning, castrating, and disease detection.
9. Ensure the health and well-being of bulls, steers, heifers, and the milking string.
10. Determine breeding schedules, bull selection, when to dry up a cow, and when a cow is no longer productive.
11. Ensure compliance with applicable federal and State health and safety regulations.
12. Maintain records and prepare reports of activities.
13. Supervise, instruct, and train inmates in the care and feeding of newborn calves, administering medications, and tagging, photographing, and logging data to ensure the health and well-being of the calves.
14. Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
15. 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 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.
- Dairy management and practices; care and milking of a dairy herd; milk processing, storage, and sanitation procedures; transporting dairy products; bovine health care; disease prevention and treatment; feed and ration formulation and the nutritional requirements of dairy cattle; modern cattle breeding methods.
- Record systems and recordkeeping applicable to dairy management; milk production, sales, and delivery; federal and State regulations pertinent to milk production and milk processing.

- Inmate custody and security procedures; principles and practices of supervision; State and agency purchasing regulations.

Skill in:

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

Ability to:

- Operate and maintain equipment associated with a milk processing plant; keep accurate records and prepare reports; read, interpret, and apply federal and State regulations pertinent to milk production and milk processing; operate a milk delivery truck.
- Supervise, train, and direct the work of inmates and implement approved security measures in a correctional environment; enforce safety, security, and custodial measures for the supervision of inmates.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

- | | | | | |
|---|--|--|--|---|
| ☒ standing | ☐ running | ☒ lifting, 50 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 50 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 50 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 50 lbs | ☒ stretching | ☐ smelling |

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

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

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SUPERVISOR, FARM OPERATIONS	27	H	9.551

JOB SUMMARY

Supervisors, Farm Operations perform farm work at a correctional institution farm.

JOB DUTIES

1. Select planting areas for crops, level fields, condition the soil, and plant and cultivate crops to maturity.
2. Irrigate, fertilize, weed, control pests and plant diseases, and harvest and store crops.
3. Rotate livestock from one grazing area to another and feed and tend dairy livestock.
4. Maintain records and prepare reports that track inmate labor, water usage, and livestock history.
5. Maintain and repair farm equipment by changing oil and filters, performing tune-ups, and making repairs.
6. Maintain and repair irrigation pumps, wheel lines, fences, structures, and other fixtures located on the farm.
7. Assist with milk processing activities by milking cows, sanitizing equipment, and operating the delivery truck.
8. Procure parts and supplies.
9. Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
10. Supervise, instruct, and train inmates in the work involved in operating a diversified farm.
11. Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
12. 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 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.
- Farming principles, methods, and techniques; field crop production; care and feeding of dairy livestock; use and care of mechanical milking equipment; modern methods of sanitation on a milk production line.
- Inmate custody and security procedures; principles and practices of supervision; State and agency purchasing regulations.

Skill in:

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

Ability to:

- Operate and repair farm tools, equipment, and vehicles; operate and maintain a wheel line irrigation system; read, interpret, and apply federal and State regulations.
- Supervise, train, and direct the work of inmates and implement approved security measures in a correctional environment; enforce safety, security, and custodial measures for the supervision of inmates.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

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

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

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

may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DAIRY MILKER	23	H	9.560

JOB SUMMARY

Dairy Milkers milk cows, clean milking and milk handling equipment.

JOB DUTIES

1. Function as a lead worker for inmates, oversee and instruct inmates in milking procedures and animal care.
2. Milk cows to collect milk for the prison dairy processing plant.
3. Identify and treat common health problems.
4. Apply salves and administer antibiotics and routine vaccinations.
5. Remove medicated cows from the production line to prevent medication from entering the milk tank.
6. Sanitize and repair milking equipment.
7. Assist in the breeding program by detecting heat signs, tracking pregnancies, and assisting with cow birthing.
8. Feed livestock, clean corrals, and perform other related chores.
9. Operate equipment and repair buildings, fixtures, fences, and equipment.
10. Ensure compliance with federal and State health and safety regulations.
11. Document and provide reports on inmate performance, implement work safety and security procedures, and have accountability for assigned inmates, staff, buildings, tools, and equipment.
12. 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; inmate custody and security procedures.
- Use and care of mechanical milking equipment; modern methods of sanitation on a milk production line; bovine health care; disease prevention and treatment.

Skill in:

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

Ability to:

- Supervise, train, and direct the work of inmates and implement security measures.

- Detect heat signs, calculate gestation times, and assist with cow birthing; perform general maintenance associated with a dairy or crop farm; administer medication to livestock.

SPECIAL REQUIREMENTS

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3. Some positions may require pre-employment screening for controlled substances.
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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

- | | | | | |
|---|--|--|--|---|
| ☒ standing | ☐ running | ☒ lifting, 50 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 50 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 50 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 50 lbs | ☒ stretching | ☐ smelling |

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

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

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STATE OF NEVADA
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Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MANAGER, FACILITIES MAINTENANCE	37	H	9.603

JOB SUMMARY

Managers, Facilities Maintenance plan, develop, organize, coordinate, direct, and evaluate buildings and grounds maintenance, repair, and construction activities.

JOB DUTIES

1. Plan, organize, direct, control, and coordinate resources and personnel, major repairs, alterations, and construction projects.
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. Provide technical assistance in the areas of heating, air conditioning, carpentry, electrical, and plumbing.
5. Oversee State-owned and leased facilities, vehicles, and equipment.
6. Monitor progress of projects and submit interim and final project reports.
7. Maintain operations within approved budgets, monitor expenses, optimize resource use, and identify cost-saving opportunities.
8. Prepare, review, award, and manage contracts, and analytical, narrative, and statistical reports.
9. Ensure operations comply with applicable federal and State laws, regulations, and agency policies and procedures.
10. Review and evaluate operational efficiency and compliance.
11. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
12. Ensure adequate funding and compliance, evaluate effects, determine and approve budget adjustments, report problem areas, and provide alternative solutions.
13. Participate in the development of capital improvement, operating, and maintenance budgets.
14. Troubleshoot and perform semi-skilled work in the building and mechanical trades to repair, construct, and maintain buildings, facilities, and equipment.
15. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
16. Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
17. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
18. Perform other 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 supervisory/managerial experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- 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.
- Construction, maintenance, and repair of buildings and grounds principles and practices; materials, tools, and equipment used to maintain buildings and grounds; facility systems and building trades.

Skill in:

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

Ability to:

- Prepare and administer contracts for labor, materials, and services; organize and prioritize buildings and grounds maintenance, repair, replacement, modification, and construction activities.
- Develop and implement a facilities preventive maintenance program; assist in tracking utility costs and energy use.
- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical, and professional documents.
- Communicate effectively with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.

- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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

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

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

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

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

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STATE OF NEVADA
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JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FACILITY ATTENDANT	21	H	9.637

JOB SUMMARY

Facility Attendants patrol assigned buildings and grounds, make observations, and report unusual occurrences.

JOB DUTIES

1. Check doors, windows, and alarm systems to ensure security.
2. Check buildings for water leaks, clogged drains, system malfunctions, and take appropriate action.
3. Turn lights on and off and check for signs of fire, vandalism, or prowlers.
4. Check visitors in and out of buildings, monitor behavior, write incident reports, and notify law enforcement when appropriate.
5. Pick up trash or debris that presents a safety hazard.
6. Assist in snow removal and moving furniture and equipment as required.
7. Report unusual occurrences to supervisor and prepare reports of all activities.
8. 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:

- Security and emergency policies and procedures; assigned buildings and grounds.

Skill in:

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

Ability to:

- Write incident reports using correct grammar, spelling, and vocabulary; follow verbal and written instructions; effectively interact with building residents and patrons; act quickly in emergency situations; operate standard fire extinguishing equipment; and perform physical tasks requiring moderate strength.

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, 50 lbs | ☒ observing | ☒ turning |
| ☒ walking | ☒ bending/stooping | ☒ carrying, 50 lbs | ☐ tasting | ☐ throwing |
| ☒ balancing | ☒ sitting | ☒ pushing, 50 lbs | ☒ kneeling | ☒ hearing |
| ☒ climbing | ☒ reaching | ☒ pulling, 50 lbs | ☒ stretching | ☐ smelling |

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

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

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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>
SUBSTANCE ABUSE COUNSELOR	33	B	12.469
SUPERVISOR, SUBSTANCE ABUSE COUNSELOR	35	B	12.466

JOB SUMMARY

Substance Abuse Counselors perform screening, assessment, case management, education, and treatment of clients.

JOB DUTIES

SUBSTANCE ABUSE COUNSELOR

1. Perform initial screenings and assessments using appropriate screening and assessment instruments.
2. Diagnose and/or classify substance use disorder.
3. Determine classification, level of care, treatment needs, and continuity of care.
4. Develop and adjust treatment plans, monitor client progress, and document services rendered.
5. Plan, develop, organize, prepare, and conduct substance use disorder clinical programming.
6. Conduct orientation and individual and/or group counseling, intervention, education, and referral.
7. Facilitate crisis and behavior intervention and consult other services, agencies, resources, and professionals.
8. Conduct in-service training on substance use disorder counseling programs and services.
9. Generate statistical reports on caseload activities and services provided.
10. Adhere to ethics and confidentiality regulations.
11. Perform related duties as assigned.

SUPERVISOR, SUBSTANCE ABUSE COUNSELOR

1. Duties performed at the previous level, AND:
2. Provide clinical supervision to substance abuse counselors, ensuring adherence to evidence-based practices and ethical standards.
3. Provide professional development, information, and recommendation on clinical aspects of the program to leadership.
4. Facilitate therapeutic program activities and maintain program records and reports.
5. Provide direct treatment services.
6. Accept clients for clinical admission.
7. Review and approve treatment plans, progress notes, and discharge summaries to ensure adherence to core curriculum requirements.
8. Coordinate and facilitate treatment planning, program activities, and the provision of services.
9. Participate in treatment planning for patients with co-occurring disorders.
10. Provide guidance on department procedures and treatment protocols.
11. Conduct treatment team meetings, discuss progress, recommended treatment, and monitor discharge plans.
12. Train, supervise, schedule, and evaluate the performance of employees a team, and other supervisory duties as appropriate for managing people.
13. Perform related duties as assigned.

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ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

SUBSTANCE ABUSE COUNSELOR

Certification as an Alcohol and Drug Abuse Counselor issued by the Nevada Board of Examiners for Alcohol, Drug, and Gambling Counselors.

SUPERVISOR, SUBSTANCE ABUSE COUNSELOR

Three or more years of applicable experience as described in the job duties with a minimum of one-year of supervisory experience preferred and either Licensure or Certification as an Alcohol and Drug Abuse Counselor issued by the Nevada Board of Examiners for Alcohol, Drug, and Gambling Counselors.

KNOWLEDGE, SKILLS, AND ABILITIES

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

SUBSTANCE ABUSE COUNSELOR

Knowledge of:

- Applicable federal and State laws, regulations, rules, and agency policies and procedures; illegal substances, drug classifications, and psychiatric medications used to treat substance use disorders; psychological and physiological effects of substance use; concepts, principles, and techniques used in the screening, assessment, and evaluation of individuals who engage in substance use of alcohol and/or drugs.
- Counseling and treatment of substance use disorders in group and individual settings; facilities, programs, and related resources available for rehabilitation, education, and discharge planning for continuity of care; training in the field of substance use disorder; American Society of Addiction Medicine levels of service and treatment; current edition of the Diagnostic Statistical Manual.

Skill in:

- Crisis Intervention.
- Emotional resilience and stress management.
- Problem solving.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Write concise, logical, and grammatically correct analytical reports; provide in-service training; evaluate and document client progress towards treatment goals and plan, coordinate, and facilitate appropriate follow-up activities; foster a stimulating and accepting learning environment; provide group treatment and individual substance use disorder counseling using accepted treatment modalities.
- Read and understand technical, legal, and scientific documents; interact and communicate effectively with individuals of various social, cultural, economic, and educational backgrounds; establish and maintain cooperative working relationships with others; explain policies, procedures, theories, and concepts to clients and families; make group presentations.

SUPERVISOR, SUBSTANCE ABUSE COUNSELOR

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

SUBSTANCE ABUSE COUNSELOR
SUPERVISOR, SUBSTANCE ABUSE COUNSELOR

33 B 12.469
35 B 12.466

Knowledge of:

- Principles, practices, and methods of substance use disorder counseling and education; legal, medical, and mental health programs; principles and practices of supervision, and training.

Ability to:

- Oversee day-to-day clinical practices; communicate effectively in conflict situations.
- 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)

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

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

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| ☒ Ability to communicate on the telephone (hearing) | ☒ Ability to understand technical manuals |
| ☒ Ability to speak | ☒ Ability to work amicably with co-workers |
| ☒ Ability to write legibly in English | ☒ Ability to learn tasks in a reasonable amount of time |

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| ☒ Ability to read instructions and numbers in English | ☒ Ability to follow supervisor's instructions |
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