

Joe Lombardo
Governor



Jack Robb
Director

Bachera Washington
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
515 E. Musser Street | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

MEMORANDUM
HR# 26-24

May 31, 2024

TO: DHRM Listserv Recipients

FROM: Bachera Washington, Administrator *Bachera Washington*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – DEPUTY ADMINISTRATOR,
FORESTRY

Attached are revised proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Interim Deputy Administrator Keisha I. Harris at kiharris@admin.nv.gov no later than July 1, 2024.

If no written objections are received in this office by July 1, 2024, action will be taken to effect the changes and a report will be made to the Human Resources Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #31-24
Posting Expires: July 1, 2024

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:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.411	Deputy Administrator, Forestry Option A:Fiscal Management Option B: Operations Management	44	A	<i>7.411</i>	<i>Deputy Administrator, Forestry</i>	<i>44</i>	<i>A</i>

Basis for Recommendation

As a result of an Individual Classification Study (NPD-19), and in partnership with the subject matter expert from the Department of Conservation and Natural Resources (DCNR), Division of Forestry (Forestry), a review of the Deputy Administrator, Forestry class was conducted.

Through the NPD-19 process, a position was reclassified to an Administrative Services Officer IV with responsibility for the fiscal management responsibilities of Forestry. This resulted in Option A: Fiscal Management no longer being required of the class. As such, it is recommended that both Option A and Option B: Operations Management be removed from the Deputy Administrator, Forestry class specification.

As a result of this change, the representative job duties were amended to remove fiscal management responsibilities and to clarify and expand duties relative to operations management.

The Deputy Administrator, Forestry provides leadership and guidance in directing the day-to-day programs, operations, services, activities and assigned staff of the Division of Forestry; assists the State Forester in strategic planning and program evaluation; and acts on behalf of the State Forester in all matters related to division activities as directed in his/her absence.

Throughout the review, management within Forestry and analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes throughout the process and they support the revision of the Deputy Administrator, Forestry.

Changes to the class specification are noted as follows: additions in blue and deletions in red.

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; in Las Vegas, go to 7251 Amigo Street, Suite 120. You may also view the recommendations and specifications online at https://hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/ . For additional information call (775) 684-0137.

Objections to the proposed new classification must be received in writing by July 1, 2024. Objections should be addressed to Keisha I Harris, Interim Deputy Administrator, Compensation and Classification Section of the Division of Human Resource Management, 515 East Musser Street, Carson City, Nevada 89701-4298.

POSTING DATE: May 31, 2024



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DEPUTY ADMINISTRATOR, FORESTRY OPTION A: FISCAL MANAGEMENT OPTION B: OPERATIONS MANAGEMENT	44	A	7.411

Under general administrative direction of the State Forester, provide leadership and guidance in directing the day-to-day programs, operations, services, activities, and staff of the Division of Forestry; assist the State Forester in strategic planning, ~~[fiscal management]~~, and program evaluation ~~[and personnel management]~~; act on behalf of the State Forester in all matters related to division activities as directed or in his/her absence.

~~[Provide administrative and fiscal oversight and coordination of the major division programs including fire suppression/prevention, resource management, conservation camps, regional staff and offices, support services, air operations and dispatch centers, safety and training, personnel and payroll, and fiscal services.]~~

Provide administrative oversight to ensure continuity of fire management administration within the assigned region in conformance with division policies; ensure adequate fire management support between regions for fire suppression and back-up; oversee intra- and inter-agency training and coordination; provide oversight to liaison with National Guard, Division of Emergency Management and other divisions within the department to coordinate activities and resources.

Assist the State Forester with various administrative functions and activities within the division; provide guidance concerning ~~[fiscal matters and]~~ operational projects; conduct research and special projects and make recommendations for program improvements and increased efficiencies.

Provide administrative oversight to ensure the continuity of resource management within the assigned region; ensure the cooperation and coordination of program plans to facilitate and promote sharing of funding, labor, and equipment whenever possible.

Provide for statewide coordination of fire and resource programs through efforts of regional and central office staff; provide uniform delivery of statewide forestry programs within the regions while balancing the needs of the public and private landowners with sound resource management practices.

Train, supervise and evaluate the performance of program managers, regional managers, ~~[fiscal and personnel staff,]~~ and other staff as assigned; assign and review work; coordinate program activities in assigned functional areas; counsel and discipline staff in accordance with federal and State laws and regulations.

Lead and/or participate in strategic planning processes to ensure fulfillment of the agency mission and objectives of protecting natural resources from wildland fires; oversee and coordinate the preparation of drafts and revisions of division policies, procedures, and regulations.

Coordinate resource fire management programs with federal, State, and local entities; represent the division at meetings including city councils, county commissions, State agencies, national groups, and civic organizations as required.

Make presentations before legislative committees and other entities to justify funding requests and explain agency needs and priorities; represent the State Forester and the agency at meetings, conferences; establish and maintain positive working relationships with representatives of federal, State, county, and local jurisdictions and fire districts.

Perform related duties as assigned.

CLASS CONCEPTS

~~In addition to performing the full range of duties as described, incumbents may be assigned to perform either Fiscal or Operations Management duties as described below.~~

~~**OPTION A: Fiscal Management:** Serve as the agency's Chief Financial Officer; plan, organize and direct preparation of the biennial budget for all division accounts; review and approve line item narratives, justifications, expenditure forecasts, and applicable schedules; oversee entry into the State's budget system and final submittal; prepare and coordinate responses to questions from the Budget Office and legislative fiscal staff; review and approve all budget revisions and justification for submission to the Budget Office.~~

~~Direct and oversee the pursuit of external funding sources; review and coordinate preparation and submittal of grant proposals to federal agencies for approval; notify regional staff of budget allocations; review, consolidate and submit federal reporting documents and data; ensure program expenditures and activities are in conformance~~

CLASS CONCEPTS (cont'd)

~~**OPTION A: Fiscal Management:** (cont'd)
with established grant criteria; negotiate agreements and contracts related to funding, reimbursement or exchange of services.~~

~~**OPTION B: Operations Management:** Provide administrative oversight to ensure continuity of fire management administration within the regions in conformance with division policies; ensure adequate fire management support between regions for fire suppression and back up; oversee intra and inter agency training and coordination; provide oversight to liaison with National Guard, Division of Emergency Management and other divisions within the department to coordinate activities and resources.~~

~~Provide administrative oversight to ensure the continuity of resource management within the regions; ensure the cooperation and coordination of program plans to facilitate and promote sharing of funding, labor and equipment whenever possible.~~

~~Provide for statewide coordination of fire and resource programs through efforts of regional and central office staff; provide uniform delivery of statewide forestry programs within the regions while balancing the needs of the public and private landowners with sound resource management practices.~~

~~Coordinate resource fire management programs with federal, State and local entities; represent the division at meetings including city councils, county commissions, State agencies, national groups and civic organizations as required.~~

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTES:

- * Work requires travel throughout the State and occasional work on weekends and evenings.
- ~~* Positions will be assigned to perform either Fiscal Management or Operations Management duties which~~

~~will be identified at the time of recruitment. Applicants must meet the minimum qualifications of the identified assignment.~~

OPTION A: FISCAL MANAGEMENT

~~EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration, forestry, natural resource management, natural science or related field and six years of professional experience in budget preparation and management and the development, implementation and evaluation of program(s) and activities, including two years of experience supervising professional staff; **OR** two years of experience as an Administrative Services Officer III in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See *Special Requirement and Informational Notes*)~~

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):~~

~~**Working knowledge of:** principles of budget development and control; principles, practices and methods of effective management and supervision; fiscal policies and procedures; program planning, development and evaluation. **Ability to:** assist the State Forester in administration of fiscal management; plan, develop, justify and defend the agency's biennial budget; supervise and evaluate the performance of managerial, supervisory and professional staff; establish and maintain cooperative working relationships with federal, State and local officials and the general public; make public presentations before a variety of groups; represent the division~~

~~MINIMUM QUALIFICATIONS (cont'd)~~

OPTION A: FISCAL MANAGEMENT (cont'd)

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)~~
~~and act on behalf of the State Forester as requested; communicate effectively both orally and in writing; prepare statistical and analytical reports regarding program activities; and negotiate contracts and agreements.~~

~~FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):~~

~~**Detailed knowledge of:** State budgetary practices, procedures and requirements; policies and procedures related to division programs and fiscal management. **Working knowledge of:** State rules for human resource management and applicable sections of State regulations; State government organization and functions; legislative processes; government funding sources; principles and practices applicable to oversight of governmental programs, staff and programmatic activities; grants management techniques; federal, State and local governmental relationships and interaction regarding forestry programs; forest management plans and practices; fire suppression techniques and equipment. **Ability to:** exercise managerial control in determining organizational structure, budget development, staffing, and expenditure of funds to further the division's mission and program success.~~

OPTION B: OPERATIONS MANAGEMENT

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in forest, range or resource management or closely related field and six years of professional program management experience involving resource management and fire suppression, including two years of experience supervising professional staff; **OR** two years of experience as a Forestry Program Manager in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See *Special Requirement and Informational Note[s]*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: principles, practices, and methods of effective management; forest and resource management plans and practices; fire suppression techniques and equipment; federal, State, and local governmental relationships and interaction regarding forestry, fire suppression, and resource programs.

General knowledge of: supervisory principles and practices. **Ability to:** assist the State Forester in administration of programmatic activities; plan, organize, direct, and control statewide programs related to the conservation and protection of forest, range, and watershed resources; establish and maintain effective working relationships with federal, State, local, private agencies, and individuals; represent the division and act on behalf of the State Forester; communicate effectively both orally and in writing; prepare statistical and

analytical reports regarding program activities; interpret and explain complex and sometimes conflicting policies, procedures, laws, and regulations; understand and balance the diverse demands of users with natural resource stewardship; supervise and evaluate the performance of assigned personnel including management, professional, technical, and support staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: State, county, and municipal laws and regulations governing Nevada forestry management; Nevada State personnel, budget, and purchasing rules and regulations; Nevada forest, range, and resource management practices. **Ability to:** direct and deploy division resources within authorized staffing and budgetary limitations.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.411

ESTABLISHED: 4/12/12UC
REVISED: 12/7/15UC
REVISED: **XX/XX/24UC**