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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR# 04-22

February 10, 2022

TO: DHRM Listserv Recipients

FROM: Frank Richardson, Administrator *Frank Richardson*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – CHIEF, ENVIRONMENTAL PROGRAMS

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 Deputy Administrator Beverly Ghan at bghan@admin.nv.gov no later than March 11, 2022.

If no written objections are received in this office by March 11, 2022, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **Posting #06-22**
Posting Expires: **March 10, 2022**

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
6.809	Chief, Environmental Programs	44*	A	6.809	Chief, Environmental Programs	44*	A

Basis for Recommendation

Due to an Individual Classification Study (NPD-19) and at the request of the Nevada Department of Transportation (NDOT), and agreement with the Nevada Division of Environmental Protection (NDEP), it is recommended that the class specification be amended to include usage by NDOT.

In consultation with Subject Matter Experts from NDOT and NDEP, and analysts within the Division of Human Resource Management (DHRM) it is recommended that verbiage be included in the class concept to indicate that this class is to be utilized strictly by NDOT and NDEP.

In addition, the representative duties of the class were amended to clarify duties and responsibilities reflective of the class. A representative duty was also added to show responsibilities relative to Legislative sessions.

Lastly, the minimum qualifications were amended to include Education and Experience; Entry Level Knowledge, Skills and Abilities; and Full Performance Knowledge, Skills and Abilities resulting from the inclusion of NDOT within the class specification.

Throughout the review management and staff from NDOT and NDEP, and analysts within DHRM, participated by offering recommendations and reviewing changes as the process progressed and they support the recommendation.

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 209 East Musser Street, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. 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 March 10, 2022. Objections should be addressed to Beverly Ghan, Deputy Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

POSTING DATE: February 9, 2022



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>
CHIEF, ENVIRONMENTAL PROGRAMS	44*	A	6.809

~~[Under the direction of a Deputy Administrator, Environmental Protection, Chiefs]~~ *The Chief, Environmental Programs* coordinates, plans, directs, and manages environmental activities in the Division of Environmental Protection within the Department of Conservation and Natural Resources *or in the Environmental Division within the Department of Transportation.*

Establish goals, objectives, schedules, policies and procedures compatible with statutory, regulatory, departmental and divisional requirements; develop work plans, budgets and applications for federal grants in accordance with applicable federal laws and regulations using federal and State accounting policies and procedures to achieve the goals of the division; develop regulations to generate fees from the regulated community and evaluate fee revenues to ensure their adequacy to support environmental regulatory programs; review and approve bills, contract payments, and travel claims in accordance with contracts, goods received and policies and regulations to ensure spending is according to federal and State requirements and authorized levels.

Establish organizational structures and provide programmatic direction and guidance to most effectively achieve objectives; develop and implement a strategy that gives long term direction to assigned programs; and provide day-to-day programmatic direction and advice to subordinate supervisors in the execution of strategy to attain goals and objectives.

Plan, organize and direct major, complex statewide environmental programs to ensure compliance with federal and State laws, rules, and regulations within the programs of either air quality, water quality, mining regulation and reclamation, water quality planning, waste and chemical hazards management, environmental planning or environmental remediation.

Lead budget development for assigned areas of responsibility by recommending operational needs and other pertinent cost factors; attend finance, staff, and status meetings; manage budget spending to ensure that expenditures do not exceed authorized budgets and actual revenue; *manage consultant contracts and/or agreements to support programmatic needs.*

Direct and manage subordinate staff to include preparing written performance evaluations; establish work performance standards which are used as a basis for evaluation of work performance; recommend and enforce corrective disciplinary action, when necessary, by reviewing circumstances, seriousness of the offense, impacts and probable cause to maintain fair and impartial control and to uphold the department's standards of performance; *organize, coordinate, and delegate project assignments.*

Attend and represent the division at various hearings, meetings, conferences, public news media interviews, and at city and county council meetings to provide information and answer questions pertaining to federal and State rules and regulations and division policies, procedures, and programs; *coordinate communications with internal managers and administrators, as well as, executives, officials and regulatory representatives to solve problems and negotiate solutions involving conflicts or controversies requiring the interpretation and or application of policies or to negotiate solutions within policy guidelines.*

Provide technical assistance to staff and various committees and groups and serve as an expert witness in lawsuits and other court matters.

*** Reflects a 2-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

Identify needed statutory amendments to improve programmatic functions; assist in the preparation and justification of Bill Draft Requests and Fiscal Notes; review, monitor and research bills submitted to the Legislature impacting the work unit; inform management of possible implications and recommend an appropriate course of action.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a natural or physical science, *environmental science/studies, anthropology, [or] engineering, or closely related field* and six years of [~~progressively responsible~~] professional experience regulating industry's pollution of the environment or *implementing environmental compliance and/or planning programs, [affairs,]* two years of which were in a supervisory capacity; **OR** an equivalent combination of education and experience as described above.

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

Detailed knowledge of: environmental terminology. **Working knowledge of:** program development and implementation; industry standards, federal and State laws and regulations *related to environmental programs and disciplines*; scientific principles associated with waste treatment; current technology for pollution control; the environmental impact associated with the release of toxic chemicals and biological agents; principles of economics to analyze impacts of decisions on the regulated community; *applied principles of ecological mitigation techniques in the natural and/or social science disciplines*; principles and practices of supervision and training; federal and local agencies involved in environmental protection; various scientific disciplines for review of written technical data or oral presentations by expert witnesses at hearings. **General knowledge of:** management fundamentals in order to establish and revise priorities, assign tasks, influence personnel, and improve production; respond to anticipated and unanticipated changes from internal or external sources in order to reach organizational goals and objectives; data processing and the use of personal computers and related software. **Ability to:** organize and manage complex programs related to the control of biological and chemical pollutants discharged to the environment (program elements typically include services, compliance and enforcement, and planning); *ensure compliance with federal and State regulatory requirements*; direct individuals and teams to meet required goals and objectives, prioritize competing demands and track multiple projects and outputs; make comprehensive recommendations on environmental problems; deal with the public in a competent manner even in adversarial situations; work a varied schedule and travel on short notice for business purposes; write clear, concise informative letters, reports and directives; make group oral presentations to present information, explain procedures, and persuade others; analyze information, technical data, problems, situations, practices or procedures to define the problem or objective; *review, interpret, and determine the effect of technical documents, research reports, and federal and State regulations*; establish and maintain effective working relationships; review and critique the work of professional personnel; work positively and cooperatively in a regulatory capacity.

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

Detailed knowledge of: legal procedures as applied to the enforcement of pollution control; federal and State regulations pertaining to pollution control; *environmental assessment; Department/Division goals and objectives*. **Working knowledge of:** the State Administrative Manual, Rules for State Personnel Administration, the department's affirmative action plan, the Supervisor's Guide to Prohibitions and Penalties, and the Grievance Procedure; procedures for budget preparation and the application of budget expenditures during the biennium; the Code of Federal Regulations, Nevada Revised Statutes and the Nevada Administrative Code pertaining to air and water quality, solid and hazardous waste, procedural requirements and all aspects of the environmental sciences; interpretation and enforcement of department and division policies and rules. **General knowledge of:** *collective bargaining agreements related to the staff supervised*. **Ability to:** make decisions and establish priorities; interpret and enforce department and division policies and rules; *assess statutes and regulations for needed change and prepare and justify proposed amendments*; identify relevant concerns, factors, patterns of operation, tendencies and relationships; *establish priorities that accurately reflect the relative importance of job responsibilities and timelines*; evaluate performance, set goals, prepare work performance standards and administer discipline; *write accurate analytical, narrative, statistical and/or technical reports and*

MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): (cont'd)
correspondence; estimate the cost of a project; prepare and administer budgets for complex environmental control programs; estimate revenues derived from a combination of State appropriated funds, federal grants, permit fees, and penalties.

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.

6.809

ESTABLISHED: 7/1/93R
9/27/93UC
REVISED: 7/1/01LG
REVISED: 1/25/02UC
REVISED: 6/25/04PC
REVISED: 3/25/05PC
REVISED: 3/10/22UC