



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>
FORESTRY INCIDENT BUSINESS SPECIALIST	35	B	1.808
FORESTRY INCIDENT ACCOUNTS SPECIALIST	32	B	1.806

SERIES CONCEPT

Under direction, Forestry Incident Business and Accounts Specialists manage emergency incident business operations and provide professional business management and effective policy coordination for incident business management activities.

Provide expert advice and consultation to the Department of Conservation and Natural Resources, Forestry Division personnel and various other governmental agencies on the development, implementation and coordination of incident business management and grant administration activities; represent the agency at meetings with federal and local government cooperators; develop and implement incident business operation objectives, policies and procedures; assess statewide incident business management needs; coordinate planning with local groups and statewide organizations; interpret statutes and regulations pertaining to incident business management; resolve issues affecting incident business operations within the State.

Make recommendations to managers; develop implementation plans for legislation and/or other requirements affecting business operations; assist agencies with program budgets and requests for proposal.

Collect and track wildland fire and other emergency response incident costs; tabulate costs and develop public presentational materials as well as reports and projections for funding request purposes; serve as a resource to the incident billing team in working with federal and local cooperators in reconciling incident costs for billing purposes; assist local governments in managing and maintaining grant packages; maintain records of the type and number of incidents and actual costs for statistical and historical documentation needs.

Develop, provide and coordinate training for staff and governmental agencies; assist local jurisdictions and other public and private organizations with incident business management; provide training to State and local government fire personnel in requirements for preparation of grants; provide direction on business operations.

May train, supervise and evaluate the performance of technical and support staff as assigned.

Perform related duties as assigned.

CLASS CONCEPTS

Forestry Incident Business Specialist: Under direction, the Forestry Incident Business Specialist works with agency and cooperator staff at the time of an incident or in preparation for wildland fire season to ensure that State payroll, purchasing, and contracted fire billing requirements are met.

Evaluate the effectiveness of incident business management policies, procedures, operations and activities to ensure compatibility with State and federal laws; identify efficient ways to operate programs and implement changes; identify program development, expansion or enhancement opportunities; assist in statewide emergency response contracting and procurement to provide necessary resources to support State and local emergency response programs.

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CLASS CONCEPTS (cont'd)

Ensure compliance with federal, State and local government procurement statutes; oversee and direct interagency fiscal transactions to ensure efficient use of fiscal resources in forestry incident management; negotiate cost sharing agreements in coordination with incident commanders.

Develop cost allocation systems to assist in incident cost share administration; coordinate and evaluate fire management assistance grant requests on emerging incidents with federal, State and local agencies; prepare reports of wildland fire and other emergency response activities; provide immediate response to those responding to an incident regarding State transactions and authorize expenditures on behalf of the agency.

Work is often assigned as a result of an incident in progress, and incident management needs are determined by the size and complexity of the incident. This class is distinguished from the Forestry Incident Business Accounts Specialist by its increased decision-making responsibility; responsibility for on-site meetings with federal and local cooperators; and the authority to approve various purchase transactions and agreements necessary to respond to the emergency incident without the immediate availability of the supervisor.

Forestry Incident Accounts Specialist: Under direction, the Forestry Incident Accounts Specialist works with agency and cooperator staff after the completion of an incident to negotiate costs to be billed to cooperators and/or negotiate costs being billed by cooperators to ensure compliance with signed annual operating plans and master agreements. Incumbents determine costs to be accepted and/or rejected and authorize payments related to incident billings on behalf of the agency. Incumbents review and compare dispatch logs, fire maps, invoices and cooperative agreements for valid dates, locations, staff and equipment dispatched prior to authorizing payment. Additionally, the incumbent trains, supervises and evaluates the performance of an accounting staff and provides direction to technical and professional staff regarding fire billing procedures.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

INFORMATIONAL NOTE:

- * The Forestry Incident Business Specialist may be required to pass a work capacity test as a condition of continuing employment.

FORESTRY INCIDENT BUSINESS SPECIALIST

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration or financial management and two years of technical financial recordkeeping experience which included three or more of the following: cost analysis; program accounting and billing; technical payroll; preparation of complex spreadsheets and narrative reports; grant administration; **OR** a Bachelor's degree from an accredited college or university in forestry, fire science or a conservation-related field and two years of experience which included three or more of the following: fire suppression; fire/resource management; dispatching; coordinating the use of staff and equipment; interaction with incident business management teams, other agencies and cooperators; conducting training; **OR** an equivalent combination of education and experience. (See *Special Requirement and Informational Note*)

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MINIMUM QUALIFICATIONS (cont'd)

FORESTRY INCIDENT BUSINESS SPECIALIST (cont'd)

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

Working knowledge of: financial recordkeeping and reporting; forestry incident business management practices and procedures; incident command system. **General knowledge of:** basic supervisory techniques. **Ability to:** implement and oversee business management functions at multiple incidents; function independently and make cost-effective decisions on business issues; coordinate resources to meet needs of the incident business management team; analyze administrative programs, policies and procedures and make recommendations; write and produce clear, concise reports and other materials using correct English grammar, spelling and punctuation; operate a personal computer and related hardware and software; create complex spreadsheets; calculate incident costs accurately; establish and maintain effective working relationships with co-workers, other agencies and the general public; communicate effectively both orally and in writing; negotiate and exchange ideas and information with others to formulate business practices and policies; prepare and present materials or information on forestry incident costs. **Skill in:** coordinating meetings with cooperators to mediate financial agreements; negotiating emergency purchases and emergency service agreements; maintaining complex financial records.

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

Working knowledge of: budgeting and State purchasing and procurement processes; agency policies and procedures related to wildland fire and emergency incidents. **Ability to:** direct, organize and coordinate staff towards a common goal and objective.

FORESTRY INCIDENT ACCOUNTS SPECIALIST

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of paraprofessional experience which included responsibility for: negotiating and signature authority for payment of high-dollar claims, contracts, and cost-share agreements with external agencies or entities; determining the validity of claims for payment and authorizing payments on behalf of employer; and accounts receivable and accounts payable; **OR** three years of wildland firefighting experience which included fire incident management assignments such as wildland personnel and equipment time reporting, procurement of supplies and equipment, acting as a unit leader or claims specialist and preparation of written reports/summaries; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Note)*

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

Working knowledge of: clerical accounting functions and/or fire billing processes. **General knowledge of:** bookkeeping or fire incident management practices and procedures. **Ability to:** perform mathematical computations; interpret, apply and explain complex State and federal statutes and regulations and requirements regarding financial recordkeeping processes; review information from a variety of sources to determine the validity of claims for reimbursement; identify problems from an accounting worksheet or financial report and solve or recommend solutions; meet deadlines, prioritize work assignments and work effectively with frequent interruptions; effectively compose business correspondence and reports; operate a personal computer to input, retrieve and manipulate data, interpret contract claims and cooperative agreements; analyze data and draw sound conclusions; analyze and interpret State policies, procedures, and rules relevant to program areas; prepare clear and understandable reports substantiated by necessary references or other documentation applied to financial statements, special reports, federal reports and balance sheets; develop record systems, worksheets, and reports; effectively interact with other people; interpret reports and present information to others; train, supervise and evaluate the performance of assigned personnel; plan, organize, coordinate and oversee the work of subordinate accounting assistants and administrative support staff.

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MINIMUM QUALIFICATIONS (cont'd)

FORESTRY INCIDENT ACCOUNTS SPECIALIST (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job)
Working knowledge of: Fire Management Assistance Grant (FMAG) and the associated laws, policies, procedures and guidelines; payment procurement policies and procedures; contract claims negotiations and resolution; federal requirements for fund disbursement and a records retention schedule as applied to maintaining sufficient operating funds, proper documentation and accountability. **Ability to:** represent the State in difficult negotiations with individuals who may have conflicting interests and points of view.

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

	<u>1.808</u>	<u>1.806</u>
ESTABLISHED:	9/21/09UC	8/9/11R 12/27/11UC
REVISED:	12/27/11UC	