



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>
ADMINISTRATOR, COMMISSION ON POSTSECONDARY EDUCATION (C.P.E.)	42	A	5.210

Under general direction of the Commission on Postsecondary Education (C.P.E.), the Administrator provides leadership and plans, organizes and directs the agency to accomplish the goals of the Commission including licensing private postsecondary educational institutions and ensuring their compliance with State laws and regulations, approving agents representing in-state and out-of-state schools in Nevada, authorizing all academic degrees issued in Nevada by any person or organization other than the Nevada System of Higher Education, resolving student complaints, and approving public and private postsecondary institutions for veterans' benefits.

Promote the goals and objectives of the C.P.E., anticipate future needs and potential problems, and develop and implement agency policies and procedures which address current concerns and incorporate legal requirements to include reviewing State and federal regulations; stay abreast of issues and trends relevant to postsecondary education through participation in State and national educational associations and contacts with school owners and associations, other State agencies, Veterans Administration (VA), legislators, media representatives, students, educators and the general public; define solutions and prepare recommendations; work through the C.P.E., Budget Division, State school associations, school owners, and other relevant parties.

Supervise agency personnel to accomplish the goals of the agency which includes hiring and training employees, assigning and reviewing work, providing guidance and motivation, monitoring progress and evaluating performance.

Develop, justify and monitor the agency budget by reviewing past expenditures and current funding levels; assess future agency needs and priorities; submit the budget to the C.P.E. for review and approval; attend administrative budget hearings and legislative hearings to present and justify the budget recommendation; plan and monitor expenditures in accordance with the approved budget proposal; prepare and obtain approval of the VA contract, including working with the VA Regional Office and Central Office to ensure the contract is in the best interest of Nevada and its veterans.

Direct and participate in the approval process for new applications and renewals for private postsecondary institution licenses from degree and non-degree granting educational institutions to ensure adherence to minimal standards set by law and regulation to include communicating license requirements to applicants and providing technical assistance in preparation of required documents; examine the materials submitted by applicants including courses of study, blueprints, lease agreements, qualifications of the school's director, financial statements, budget projections, operating practices, and transferability of educational credits to accredited institutions; evaluate the quality and content of educational programs, operating practices, financial soundness, and the adequacy and safety of facilities; determine compliance with State laws and regulations; conduct site reviews of institutions holding a provisional license; prepare and present licensure recommendations to the C.P.E; require non-licensed entities that are required by law to be licensed to obtain the necessary license or cease operation.

Develop and implement a curriculum for an alcoholic beverage awareness program; certify private institutions that develop and deliver alcohol awareness programs that meet the curricular requirements set forth in Nevada Revised Statutes and whose instructors for the program are competent and qualified to provide instruction in the curriculum of the program; ensure compliance to standards set by law and regulation

Draft and provide justification for proposed legislation pertaining to postsecondary education, in response to

agency needs or as directed by the C.P.E., provide testimony before appropriate legislative committees on behalf of the Commission, track the progress of the proposed legislation and take the necessary steps to promote passage.

Direct and participate in processing and approving applications for veterans' benefits, approve schools to employ agents in Nevada and approve each individual agent, and monitor approved institutions for compliance with State law and VA regulations to include examining and evaluating courses of study, school catalogs, financial information, and operating practices; determine whether or not to grant approval for veterans' benefits; inform the VA of approved applicants; perform site reviews of VA approved institutions, including those within the Nevada System of Higher Education, to ensure compliance with State laws and VA regulations, standards and policies and verify the accuracy of veterans' educational benefit payments; notify institutions of deficiencies and ensure corrections are made; notify the VA of any benefit overpayments; bill the VA for services performed by the agency; work with the VA's Regional Office and Central Office to ensure the State is in compliance; execute all provisions of the VA contract.

Direct and participate in investigating and resolving student complaints which includes gathering information from complainants and licensees and subpoenaing persons, records and documents when required; reach settlement of the disputes either through negotiation or by rendering decisions based on evaluations of information received and in accordance with remedies allowed by statute; present and support the decisions, if necessary, at hearings before the C.P.E.; ensure compliance with decisions; conduct site visits if necessary.

Facilitate and participate in the meetings of the C.P.E. which include preparing or approving all staff work for the meetings and placing items on the agenda; ensure agenda items are prepared in an accurate and timely manner and that meetings are conducted in compliance with applicable laws and regulations; make recommendations to the Commission regarding issuance of licenses, degree authorization, and other appropriate matters; attend meetings to report on the agency's activities and respond to inquiries; communicate the decisions of the Commission to appropriate parties.

Work with the State Attorney General, Board of Education, Board of Regents, and related local, State, and federal agencies and organizations to ensure agency activities are legal, recognized, properly implemented, and in the best interest of the State, the schools, the public, and the agency.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A pre-employment criminal history check and fingerprinting is required. Persons offered employment in this position will be required to pay for these items.

INFORMATIONAL NOTES:

- * The Education and Experience requirements are consistent with the contract between the United States Department of Veterans Affairs and the State of Nevada.
- * Education above the Master's degree level may not be substituted for the required experience.

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in education, education administration, public administration, business administration or closely related field and five years of administrative experience relevant to the field of education which included responsibilities for establishing and promoting program goals and objectives, program and policy development and administration, supervision of staff, evaluating educational programs and monitoring established programs; **OR** three years of experience as a Postsecondary Education Specialist in Nevada State service.

MINIMUM QUALIFICATIONS (cont'd)

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

Working knowledge of: the principles and practices of management and supervision. **General knowledge of:** principles and practices of budgeting, accounting and purchasing; Veterans Administration (VA) rules and regulations relating to granting VA approval to educational institutions and the granting of VA educational benefits. **Ability to:** read, comprehend, and interpret administrative materials including State and federal laws, regulations and directives, manuals, trade and business publications, and research reports; write grammatically correct business correspondence, comprehensive and analytical reports, statistical reports, informational articles suitable for publication and legislative bills; speak clearly and effectively in order to negotiate agreements, respond to inquiries, and present prepared or extemporaneous material on a one-to-one basis or before groups such as the C.P.E., private school associations, students, and media representatives; mediate between contending parties and groups, formulate alternatives and recognize the implications and negotiate persuasively to arrive jointly at solutions; establish and maintain cooperative working relationships with co-workers, the Commission on Postsecondary Education, representatives of State boards, commissions, and State and federal agencies, legislators, school owners and directors, and professionals in the field of education; interact with persons of various social, cultural, economic, and educational backgrounds; prioritize assignments and complete work in a timely manner when there are changes in work load and assignments, a high volume of work, and pressures of deadlines and competing requirements; maintain confidentiality of information as appropriate; establish agency goals and priorities, develop and direct programs, and implement policies and procedures to accomplish these goals; delegate assignments, and train, motivate, and supervise professional and administrative staff; establish a leadership role and effectively promote and gather support for the goals, policies, and requirements of the Commission on Postsecondary Education; reason persuasively with applicants, licensees and students to gain their understanding and acceptance of decisions, and established regulations and policies.

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

Detailed knowledge of: State and federal laws, codes, and regulations dealing with licensure, curriculum, and operating requirements for postsecondary educational institutions. **Working knowledge of:** agency administrative regulations, policies, and procedures and relevant State administrative rules and regulations; educational institutions and the regulations and policies which impact them including accreditation standards, federal grants and loans, school recordkeeping systems and requirements, and knowledge of other regulatory bodies and agencies which have jurisdiction over educational institutions; accreditation standards and requirements of the U.S. Department of Education and various legitimate accreditation associations. **Ability to:** analyze financial information including balance sheets, income statements, and budget projections sufficient to evaluate the financial stability of an organization and its capacity to make refunds to students; inspect and compare licensee operations, programs, and other areas and judge if they comply with prescribed standards and take appropriate action if they do not.

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.

5.210

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