



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, REGULATORY AGENCY (DCNR)	46*	A	6.804

Under general administrative direction, incumbents serve as deputy to the Administrator of one of the regulatory agencies in the Department of Conservation & Natural Resources. Duties include management of professional, technical and administrative support staff; budget development and monitoring; development of policies and regulations; and ensuring compliance with applicable State and federal regulations and statutes.

Serve as deputy administrator of a major regulatory agency; oversee day-to-day operations, activities and programs; act on behalf of the Administrator as requested or in the absence of the Administrator; represent the agency at meetings, conferences, boards, business groups, civic organizations, local government agencies and other groups, and serve on committees as requested.

Supervise and evaluate the performance of professional, technical and administrative support staff including professional engineers; develop and implement organizational structures to optimize efficiency; establish and implement goals and objectives for assigned sections and bureaus; provide for staff development activities within budget constraints; initiate disciplinary action as appropriate within established guidelines and regulations.

Develop and monitor program budgets; prepare justifications for expenditures; ensure the best use of public funds; seek out and secure external funding sources such as grants; develop appropriate fee structures to ensure sufficient revenue to support program requirements and activities; prepare narrative, statistical and financial reports.

Write detailed regulations required to implement new or revised State and/or federal mandates; justify the need for regulation to boards, commissions or other regulatory bodies; explain and defend regulations at public hearings.

Direct the development of division-wide policies and procedures to ensure consistent application of laws, rules and regulations; analyze regulatory guidance to ensure State practices, services and requirements comply with federal requirements.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTES:

- * Some positions require registration as a Professional Engineer.
- * Any person registered as a Professional Engineer in another state must become registered in Nevada within six months of appointment and as a condition of continuing employment.
- * Some positions require specialized experience which will be identified at the time of recruitment.

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

MINIMUM QUALIFICATIONS (cont'd)

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, the natural or physical sciences, public administration, law or related field and four years of experience supervising natural resource regulatory programs or relevant specialized programs in areas of water resources or environmental protection. The required experience must have included program planning, budget development and maintenance, policy analysis and interpretation, and training and supervision of professional staff; **OR** an equivalent combination of education and experience. (*See Informational Notes*)

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

Detailed knowledge of: principles of organization, management and supervision; budget preparation and management. **Working knowledge of:** industry standards, federal and state laws and regulations applicable to the agency's regulatory programs; oral and written communication skills sufficient to make public presentations and prepare written reports and other materials; community and public relations; correct English usage, grammar, spelling, punctuation and vocabulary. **Ability to:** represent the agency and the Administrator in a wide variety of public settings; assist the Administrator with day-to-day oversight of division programs, services, activities and staff; develop agency policies and procedures consistent with federal mandates and requirements; train, supervise and evaluate the performance of professional staff; communicate effectively both orally and in writing; analyze and interpret complex, technical materials; analyze financial records and reports.

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

Detailed knowledge of: agency programs, services and staff. **Working knowledge of:** principles and practices pertinent to personnel administration; state budget and legislative processes. **Ability to:** plan, organize, manage and control assigned sections of a regulatory agency.

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.

6.804

ESTABLISHED: 10/24/12UC