



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>
ADMINISTRATIVE SERVICES OFFICER IV	44	A	7.215
ADMINISTRATIVE SERVICES OFFICER III	41	A	7.216
ADMINISTRATIVE SERVICES OFFICER II	39	B	7.217
ADMINISTRATIVE SERVICES OFFICER I	37	B	7.218

SERIES CONCEPT

Administrative Services Officers function as business managers for a department, large division or major program area, with responsibility for accounting, budgeting and fiscal management. Additional responsibilities are varied and include planning, organizing, coordinating and supervising work in two or more business functions such as purchasing and warehouse operations; contracts and leases; personnel; data processing; buildings and grounds maintenance; facilities management and construction; food and laundry services; investments; vehicle utilization and maintenance; and/or communication equipment and office support services.

Formulate, develop and monitor comprehensive agency and/or program budgets; research and compile information regarding proposed purchases, expenditures and contracts; prepare and present oral and written justifications for budget proposals; compare expenditures against spending authority; approve transactions; develop revenue and expenditure forecasts by analyzing historical fiscal data and trends and assessing program needs.

Plan, organize and oversee agency/program accounting functions; develop, implement and revise policies and procedures related to the collection and disbursement of funds; establish and monitor internal control procedures and reporting processes; oversee the development and enhancement of automated systems used to maintain records and generate reports; prepare, review and distribute financial reports to management and external agencies; assist internal and external auditors by providing requested information.

Work collaboratively with representatives of other State agencies, federal and local jurisdictions, regulatory agencies, vendors, contractors and others in the community to coordinate activities, provide and obtain information, resolve problems, and represent the interests of management.

Analyze and resolve operating and fiscal management problems; prepare, review and evaluate a variety of materials including financial reports, budget status reports, contracts, leases and other documents in order to identify problems and trends, develop solutions, and advise management on alternative courses of action; research and interpret documentation related to assigned functions to determine applicable precedents, regulations and/or administrative guidelines.

Oversee activities related to budget, fiscal management and other assigned areas of responsibility to ensure compliance with applicable laws, regulations, policies, administrative guidelines and standards.

Oversee the preparation and maintenance of comprehensive records related to budget, accounting, fiscal management and other areas of responsibility; develop retention schedules and policies in accordance with legal requirements and State regulations.

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SERIES CONCEPT (cont'd)

Plan, organize and manage programs and activities in assigned areas of responsibility; develop and implement goals and objectives; review and evaluate outcomes and results; assess program effectiveness and propose enhancements to improve efficiency and effectiveness; develop innovative solutions to operational problems; train, supervise and evaluate the performance of other personnel as assigned.

Identify, plan, and coordinate capital improvement projects; develop project specifications; evaluate bids; present and defend project proposals and status reports; and monitor construction and repair activities.

Perform related duties as assigned.

ALLOCATION OF POSITIONS

Positions are analyzed and evaluated on the basis of seven established classification factors that include: the nature of work performed; the knowledge, skills and abilities required; supervisory/managerial responsibility; independent/supervision received; scope of responsibility/consequence of error; authority to take action/decision-making; and personal contacts. In addition, positions are compared to Benchmark Descriptions and to one another in relation to the size, number and type of accounts managed; the size and complexity of the agency; the type and number of funding sources; the size and level of staff and the diversity of classes used by the agency.

CLASS CONCEPTS

Administrative Services Officer IV: Under general administrative direction, incumbents serve as the director of administrative or support services for a large and complex department such as Corrections, Transportation or Health & Human Services. Incumbents report directly to the department director or administrator of a large division, which has many complex and diverse programs, multiple budget accounts and staff in multiple locations throughout the State. Incumbents have a high degree of authority to make and implement independent decisions without the supervisor's approval. The consequence of error is significant since incumbents provide the highest level of administrative advice and support in critical areas of budget, fiscal management and business operations. Positions allocated to this level may be expected to direct, supervise and oversee the activities of lower level Administrative Services Officers in addition to professional, technical and support staff.

Administrative Services Officer III: Under administrative direction, incumbents manage some or all of the functions described in the series concept. Incumbents report to a department director or the administrator of a large division which has complex and diverse programs offered at numerous locations in the State. They have a high degree of authority to make and implement independent decisions not requiring the supervisor's approval. Incumbents have a broad scope of responsibilities, and the consequence of an error in decisions is high. The Administrative Services Officer III is distinguished from the Administrative Services Officer II level by greater autonomy in decision-making, consequence of error, and the number and complexity of programs which the department or division administers.

Administrative Services Officer II: Under general direction, incumbents manage some or all of the functions described in the series concept. Incumbents in this class report to a department director or assistant director, a division administrator or assistant administrator, or the director of a facility. Incumbents are responsible for programs which are moderate in number, complexity and diversity. The degree of authority to make decisions

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CLASS CONCEPTS (cont'd)

Administrative Services Officer II (cont'd)

is more limited than is evidenced at the Administrative Services Officer III level. The Administrative Services Officer II class is distinguished from Administrative Services Officer I by greater complexity of work, and broader scope of responsibility.

Administrative Services Officer I: Under general supervision, incumbents manage some or all of the functions described in the series concept. In a large department, division or major program area incumbents typically report to a higher level Administrative Services Officer and are responsible for smaller scale budgets or programs for the agency. Or in a small agency, incumbents manage most of the functions described in the series concept and typically report to a department director or deputy director.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.
- * Appointment to any level in this series requires successful completion of a written examination.

ADMINISTRATIVE SERVICES OFFICER IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, accounting, finance or a related field; and seven years of professional experience in budget development and analysis, financial accounting and fiscal management, and management of multiple business operations, two years of which were equivalent to an Administrative Services Officer III in Nevada State service; **OR** an equivalent combination of education and experience on a year-for-year basis. (*See Special Requirements*)

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

Working knowledge of: department funding sources and fiscal policies and procedures; specialized auditing principles and practices applicable to governmental programs and activities; organizational planning, budgeting, governmental accounting, fiscal forecasting, contracting, purchasing, inventory control, data processing and other business management areas. **Ability to:** negotiate solutions to problems where competing interests and conflicting opinions exist; direct operations and activities related to the agency's budget, fiscal control and business operations; make independent decisions requiring advanced knowledge of fiscal management and budgeting; provide the highest level of technical advisement to management in critical program areas; supervise and evaluate the performance of lower level Administrative Services Officers and other professional staff; develop and implement long-range plans and develop innovative solutions to complex problems; plan, organize and coordinate multiple programs and activities. **Skill in:** planning, organizing and managing broad and complex programs; *and all knowledge, skills and abilities required at the lower levels.*

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

Detailed knowledge of: State government and agency functions; departmental policies, administrative guidelines and applicable laws and regulations; legislative processes related to the department's budget development, organizational structure, expenditure of funds and business operations. **Ability to:** exercise managerial control in determining organizational structure, budget development and control, staffing, and expenditure of funds.

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MINIMUM QUALIFICATIONS (cont'd)

ADMINISTRATIVE SERVICES OFFICER III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, accounting, finance or related field and five years of varied professional experience which included budget development and analysis, responsibility for accounting and fiscal management, and management of two or more business operations such as contract and lease administration, purchasing and warehouse operations, buildings and grounds maintenance, food and laundry services, data processing, facilities maintenance and construction, communications equipment, or fleet maintenance, one year of which was equivalent to an Administrative Services Officer II in Nevada State service; **OR** an equivalent combination of education and experience on a year-for-year basis. *(See Special Requirements)*

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

General knowledge of: organization and functions of State agencies; State administrative rules, statutes and guidelines. **Working knowledge of:** the agency mission, programs, operations, policies and objectives. **Ability to:** present reports, defend the agency budget, and provide information and justifications to the legislature as requested; research and analyze data impacting an agency's major business functions; establish short- and long-range goals consistent with the mission and business needs of the agency; apply principles of financial management to large and diversified budgets and programs; develop corrective action plans consistent with applicable agency policies, legal requirements and legislative directives. **Skill in:** planning, developing and monitoring diverse programs and business operations; developing clear objectives consistent with departmental and State goals; principles and techniques used in planning, organizing, developing and administering comprehensive programs which are subject to unprecedented circumstances; government administrative processes including budgeting, internal control procedures, policy development, planning, problem solving, and management analysis; *and all knowledge, skills and abilities required at the lower levels.*

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Administrative Services Officer IV.)

ADMINISTRATIVE SERVICES OFFICER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, accounting, finance or related field and four years of varied and professional experience which included budget development and analysis; responsibility for accounting or fiscal management; development, management and evaluation of a large and complex program; and/or management of two or more business operations such as contract and lease administration, purchasing and warehouse operations, buildings and grounds maintenance, food and laundry services, data processing, facilities maintenance and construction, communications equipment, or fleet maintenance; one year of which was equivalent to an Administrative Services Officer I in Nevada State service; **OR** an equivalent combination of education and experience on a year-for-year basis. *(See Special Requirements)*

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

Working knowledge of: organizational structure and programs administered by the agency; laws, rules and guidelines specific to assigned areas of responsibility; State budgeting principles and practices; accounting principles and practices; contract preparation and management; principles of sound business management; supervisory and training techniques. **Ability to:** plan, organize and oversee the work of professional, technical and support staff; train, supervise and evaluate the performance of employees working in a wide range of functional areas; identify and prioritize program needs and organize work activities accordingly; advise and direct management regarding fiscal issues; plan, develop and maintain budgetary and financial reports related

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MINIMUM QUALIFICATIONS (cont'd)

ADMINISTRATIVE SERVICES OFFICER II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

to business operations, revenues and expenditures, and contract reviews; develop and implement comprehensive budgets for an agency or major program. **Skill in:** organizational planning, budgeting, fiscal forecasting, contracting and purchasing; *and all knowledge, skills and abilities required at the lower level.*

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Administrative Services Officer III.)

ADMINISTRATIVE SERVICES OFFICER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, accounting, finance or related field and three years of varied and professional experience which included formulating, developing and monitoring program or agency budgets; analyzing and interpreting financial information and making recommendations; developing, evaluating or revising programs, organizations or work methods; and/or management responsibility for business operations such as contract and lease administration, purchasing and warehouse operations, buildings and grounds maintenance, food and laundry services, data processing, facilities maintenance and construction, communications equipment, or fleet maintenance; **OR** an equivalent combination of education and experience on a year-for-year basis. *(See Special Notes and Requirements)*

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

General knowledge of: budgeting principles and practices; accounting principles and practices. **Ability to:** read and interpret financial documents such as statements, budgets, contracts and reports related to business processes; read, interpret and apply rules, regulations and statutes to determine and ensure compliance and provide direction to management and staff; write clear and concise policies, procedures, reports and justifications using correct English grammar, vocabulary, spelling and punctuation; communicate orally to instruct, advise or persuade management, staff and others regarding budget requests, policy interpretation, fiscal status and business operations; train, supervise and evaluate the performance of assigned personnel; establish and maintain cooperative and effective working relationships with management, staff, vendors, auditors and the public; research, organize and analyze data related to budget, fiscal management and business operations; operate a personal computer including spreadsheet, database and word processing software; identify and resolve operating and fiscal management problems; analyze data and formulate logical conclusions and recommendations; exchange ideas, information and opinions with others to define problems, concerns and objectives related to budget, finance, administration and internal controls. **Skill in:** mathematical calculations sufficient to prepare financial reports, make fiscal projections and analyze fiscal data.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Administrative Services Officer II.)

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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 series.

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ESTABLISHED:	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC
REVISED:	7/1/93LG			
REVISED:	6/5/98UC	6/5/98UC	6/5/98UC	6/5/98UC
REVISED:	12/14/07PC	12/14/07PC	12/14/07PC	12/14/07PC