



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>
MANAGEMENT ANALYST IV	39	B	7.612
MANAGEMENT ANALYST III	37	B	7.624
MANAGEMENT ANALYST II	35	B	7.625
MANAGEMENT ANALYST I	33	B	7.637

BENCHMARK DESCRIPTIONS

The following benchmark descriptions are representative examples of positions classified at each level in several user agencies, but they are not intended to be all-inclusive. Allocation of new or existing positions that are not described below must be determined by a review of the nature and complexity of work performed; the knowledge, skills and abilities required; independence/supervision received; scope of responsibility/consequence of error; authority to take action/decision-making; and personal contacts necessary to complete work.

MANAGEMENT ANALYST IV

Department of Administration, Buildings and Grounds Division: The incumbent assists in the administration and management of the Division's operating entities: Facilities Management and Maintenance, Leasing and Contracts, Fiscal Services, State Mail System and Marlette Water System. Duties include: ensuring compliance with budget limitations, applicable laws, regulations, policies and procedures; analysis, planning, development and implementation of the Division's long-range Strategic Plan; development of programs, policies and procedures to ensure the Division's goals and objectives of the Strategic Plan are met; testifying before the Legislature regarding Division business; and reviewing, analyzing and preparing various financial reports and drafting of Bill Draft Requests (BDR). The incumbent is responsible for the space management of State leased and State-owned facilities, involving over 300 leases in non State owned buildings, 150 agency assigned office spaces located within State-owned buildings, six residential dwellings and in addition, management of over 200 contracts statewide with a value in excess of \$26 million. The incumbent reports directly to the Division Administrator and directly supervises one Management Analyst II and one Administrative Assistant IV, and indirectly supervises two Program Officer I's, one Administrative Assistant II, and one Administrative Assistant I.

MANAGEMENT ANALYST III

Department of Transportation, Accounting Division: The incumbent is responsible for ensuring compliance and providing information in the area of reporting capital assets (infrastructure) for the Department of Transportation (NDOT); and for accurate and timely billing of federally funded reimbursement programs which are in excess of two hundred million dollars yearly for work that NDOT has done on the federal highway system. The incumbent tracks and reports NDOT's cash in-flows and cash out-flows in accordance with the federal Cash Management Improvement Act (CMIA); and ensures accurate accounting of bonds to finance acceleration of super highway construction projects which are in excess of one billion dollars upon completion. The incumbent is under administrative direction of the Chief Accountant, Assistant Directors, Deputy Directors and the Director of NDOT, and supervises one Management Analyst II, one Accountant Technician II, and one Accounting Assistant II.

Department of Motor Vehicles, Management Services & Programs: The incumbent conducts research and analysis of departmental operations, legislative impact, statistical information, and technical requirements pertaining to the Motor Carrier Division. The incumbent writes, reviews and revises policies and procedures, forms and manuals for use by staff and industry including first-time licensing requirements, licensing

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BENCHMARK DESCRIPTIONS (cont'd)

MANAGEMENT ANALYST III (cont'd)

Department of Motor Vehicles, Management Services & Programs: (cont'd)

renewals, tax collection, office workflow, delinquency collection and audit functions. The incumbent also conducts statistical and investigative studies, compiles and analyzes data and presents reports to summarize study results, draws conclusions and makes recommendations regarding policy/procedures and the department's position on issues governing motor carrier programs, and develops new programs or services based upon research conducted. The incumbent plans, organizes and coordinates the implementation of new policies, procedures and workflow changes. The position has no supervision responsibility.

MANAGEMENT ANALYST II

Department of Health & Human Services, Health Division: The incumbent prepares, monitors and maintains the Immunization Program biennial budgets by estimating future expenditure levels based on historical data; projects future costs; monitors fiscal transactions to ensure expenditures are in conformance with State and department regulations and budgetary limits; and develops budgetary and financial reports and comprehensive narratives. The incumbent conducts financial studies; compiles and analyzes data; prepares and presents reports summarizing study results/conclusions; and makes recommendations regarding policies and procedures. The incumbent prepares grant applications to secure federal funding for State and/or State sponsored programs; reviews and evaluates proposals submitted by organizations for program participation; provides guidance and technical assistance to service providers to ensure program operations are in compliance; oversees grants management, program planning, interpretation and analysis of regulations and policies and procedures; and monitors service provider operations to ensure adherence to program objectives. The incumbent supervises one Administrative Assistant II and one Accounting Assistant III.

MANAGEMENT ANALYST I

Department of Conservation & Natural Resources, Environmental Protection Division: The incumbent is responsible for assisting in the preparation and management of the biennial budget to include researching historical budgetary needs and estimating future expenditure levels for items such as new personnel, contracts, travel, training, vehicles, computers and new program needs for the agency's air quality programs. The incumbent also conducts financial analysis for program functions and analyzes cost estimates for temporary contract employees and increases in payroll cost associated with the approved budget. The incumbent prepares and manages contracts for emissions inventories, ambient air quality monitoring, temporary personnel and specialized training; assists in grant development and management for the federal air quality grants and a research grant with the Nevada System of Higher Education; prepares budgetary and financial reports for monthly budget status and revenue reports; develops and tracks reports to monitor program needs; prepares internal controls for budget tracking, property management, travel and training, purchasing and vehicles. The incumbent supervises three Administrative Assistant II's.

These benchmark descriptions are 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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