



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>
ASSISTANT TO THE DIRECTOR, ADMINISTRATION	41	A	7.630

Under administrative direction, coordinate the activities of the internal services divisions of the Department of Administration on behalf of the director; conduct liaison and resolve problems with other State agencies that use department services; oversee personnel management in the department and outside agencies serviced by agreement; act as the budget analyst for assigned departmental accounts.

Confer with division administrators regarding day-to-day operational issues; ensure implementation of administrative directives, policies, and guidelines among divisions; receive and resolve complaints from serviced agencies or individuals.

Prepare, edit, review, and/or approve for release correspondence, reports, and all-agency memoranda to be signed by the director.

Accompany or represent the director at high-level department and interagency meetings; make assignments to division administrators, based on the director's instructions, for studies or projects involving such matters as program coordination, administrative policy, budget, internal controls, and report preparation; indicate nature of work required and due dates.

Perform budget analysis duties including development and recommendation of budgets for complex accounts within and outside the Department of Administration; approve, reject, or request further documentation concerning requests for additional staff and other resources; make evaluative judgments regarding the efficiency of agency operations, effectiveness in reaching established goals and objectives, organizational structure, and legislative intent; develop corrective action plans to address deficiencies identified in audits; review and plan for fiscal impact by determining the need for fee increases and regulation changes; follow up with divisions to ensure implementation.

Provide administrative oversight to the Personnel Services Section with particular attention to employee relations issues to include disciplinary action, grievances, and investigation of alleged misconduct, discrimination, and harassment.

Supervise front office staff and provide substantive review, correction, and approval of information submitted for Board of Examiners meetings and items forwarded to the Legislative Counsel Bureau for consideration by the Interim Finance Committee.

Supervise the processing and submission to the Legislative Counsel Bureau of bill draft requests and fiscal notes.

Train, supervise, and evaluate the performance of subordinate staff.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration or related field and five years of increasingly responsible public sector professional experience including supervision of professional

MINIMUM QUALIFICATIONS (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

or support staff plus responsibility for administrative services, human resource management, budget development, and/or management analysis; **OR** an equivalent combination of education and experience.

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

Working knowledge of: organizational structure and administrative practices common to state government; organizational planning, budgeting, fiscal forecasting, purchasing, and other business management areas; principles and practices of effective management and administration; coordination of multiple work units within a large and complex government organization; laws and regulations related to personnel administration, budget management, and the legislative process; organizational analysis and design; research methods and techniques; supervisory methods and practices. **Ability to:** make independent decisions requiring advanced knowledge of fiscal management and budgeting; consult with internal managers to resolve problems, provide technical expertise, and coordinate activities; communicate effectively with all levels of management and staff to ensure proper implementation of directives, policies, and procedures; represent the director in communications with department management and staff, the Governor's office, legislators, government officials, and others; ensure implementation of new programs and services across organizational lines; analyze a variety of organizational or procedural problems and develop proposals for solutions; write clear, concise, and comprehensive department policies, reports, statements, justifications, and legislative bill drafts and related materials; mediate between conflicting groups and develop mutually beneficial solutions; establish and maintain positive and effective working relationships with others.

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

Detailed knowledge of: State government functions and organization; department policies, administrative guidelines, and applicable laws and regulations; legislative processes related to passage of laws and the department's budget structure, expenditure of funds, business operations, and funding sources. **Working knowledge of:** functions, operations, and activities of all divisions within the department; personnel management. **Ability to:** negotiate solutions to problems where competing interests and conflicting opinions exist; represent the director in a manner which reflects his/her philosophies and management style.

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.

7.630

ESTABLISHED: 3/24/08R
10/14/08UC