



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>
NSHE SPECIALIST III	35	B	7.659
NSHE SPECIALIST II	33	B	7.660
NSHE SPECIALIST I	31	B	7.661

SERIES CONCEPT

Positions in this series perform a variety of activities unique to a college and university setting in the Nevada System of Higher Education (NSHE). Positions in this series may perform a spectrum of duties or they may specialize in an area such as student advisement or coursework evaluation and articulation. All positions support the academic, research, social, psychological and cultural endeavors and objectives of the NSHE.

Manage the operations of a large, complex academic department, enterprise, clinic or service center. Functions managed typically encompass fiscal, human resources, marketing, supervision, direction of daily operations, services and activities as related to the specialized aspects of teaching, research and public service in higher education.

Provide the full range of advising duties to address specialized and large student populations, provide original and comprehensive advice based on advanced knowledge of NSHE and departmental policies, curriculum requirements, ancillary community resources and the individual student's unique set of circumstances. May plan, organize and coordinate the degree application process; manage records and reporting function; track student progress and take steps to ensure continued eligibility and completion of degree within projected timeline.

Facilitate grant proposal preparation by researching needs and identifying available resources for principal investigators (PI). Collaborate with PI and others to develop grant budget proposal. Prepare, collect and assimilate proposal documents. Post-award, coordinate a variety of grant activities such as fiscal management, effort reporting, compliance with requirements for administrative aspects of the grant, data collection and report preparation.

Perform or oversee the performance of transfer credit evaluation and articulation. Review, assess and determine equivalent value and substitution for transfer credits for individual students. Provide consultation to students, advisors, faculty and staff to resolve problems and disputes. Input or oversee input of data into integrated data system; identify and implement peripheral adjustments, corrections or exceptions in related system components.

Review, evaluate and maintain transfer articulation agreements, rules and unevaluated coursework from external universities and colleges. Determine coursework and credit equivalencies and input or oversee input into specialized systems. May collaborate with other subject matter experts (e.g. academic departments, catalog specialists, curriculum specialists) to obtain consensus on values. Contribute subject matter expertise and makes recommendations.

Track and monitor student progress toward degree. Establish initial course of study in electronic system and related modules. Monitor degree progress through review and research of audit exception, change of minor/major and other reports. Evaluate those actions and project their impact on degree completion.

Develop alternative courses of action for student; propose changes; collaborate with student, advisors, faculty to obtain consensus and solutions. Identify and implement peripheral adjustments, corrections, etc. in related systems or modules.

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SERIES CONCEPT (cont'd)

Determine eligibility for graduation by extracting and evaluating data and reports. Identify and research problems; explain determinations, collaborate with vested parties to develop optimal outcome. Prepare statistical and summative reports.

Develop, adapt, test, integrate and update applications and information systems that serve student, academic, research and administrative needs. Systems may be unique to NSHE or may be unique to a specialized program or service (e.g. federal financial aid; banking institutions, federal sponsors such as NIH, NSF, USDA, classroom internet connectivity WebCT). Develop and present training programs to system users. Ensure integrity and continuity of data through development and implementation of queries and reports.

Research, organize and coordinate the development and/or implementation of graduate and undergraduate instruction and activities in functions such as curriculum, coursework, course planning and scheduling, specialized undergraduate and graduate admissions and enrollment (e.g. programs outside the traditional calendar; non-traditional student populations, borderline applications, admission appeals).

Plan, organize, coordinate and publicize the services, opportunities and activities of the work unit to which assigned; provide information to students, faculty and staff regarding special events, new and existing requirements, deadlines and other information related to the work unit.

Participate in accreditation and licensing activities. Interpret data requirements; extract, collect and synthesize information; liaise among accrediting and licensing agencies; create and maintain data storage systems; prepare narrative and statistical reports, spreadsheets and supplemental exhibits; assist with site inspections.

Build relationships in the local community for the purpose of integrating and expanding program activities and services and promoting positive NSHE public relations.

Research and analyze a variety of information specific to the assignment; compile statistics and write narrative reports and recommendations; evaluate complex data and draw conclusions used to make decisions of importance to the work unit; prepare legal documents related to program requirements.

Interact with all levels of faculty and management to coordinate activities, accomplish common objectives and ensure compliance with established policies and regulations; serve as a liaison and representative of the college/university to other local, state and federal agencies and to the community at large.

Recruit, train, supervise and evaluate the performance of student workers and other staff as assigned.

Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The NSHE Specialist series is intended only for positions that perform assignments unique to a college or university setting. Positions that perform work comparable to that of positions in state service, such as purchasing, administrative support, information technology, accounting/accounts maintenance, skilled trades and other occupations should be allocated to an appropriate class.

Positions in this series manage programs or enterprises that are related to or result from the business, research or teaching aspects found in higher education. Programs may result as outgrowth from academic or research programs (e.g. Pathology Services Laboratory, Gaming Management Program, Area Health Education Center) or from student needs (e.g. financial aid/scholarships, academic advisement, Disability Resource Center) or from the specialized business needs of higher education (e.g. parking services, academic program accreditation, real estate acquisition and rentals). NSHE Specialists manage program facets that are unique to higher education such

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DISTINGUISHING CHARACTERISTICS (cont'd)

as student advisement, transfer credit evaluation, parking enforcement, soliciting and cultivating new clients for services and rental of premises and equipment. NSHE Specialists also manage facets related to their program such as supervision of others, budget, human resource administration, faculty administrative matters such as promotion and tenure and ensuring participant safety and security.

NSHE Specialists are distinguished from Program Officers by their focus on providing professional-level support to the teaching, research and public service activities of a college or university.

NSHE Specialists are distinguished from Administrative Assistants by direct accountability for and management of their assigned work unit. They have the responsibility and authority to take action and make decisions within that unit. Each of the functional components they manage carries significant complexity in size, scope and nature of work. Complexity is derived from diversity of tasks and the requirement for interpretation and application of specialized program knowledge. The focus and purpose of the work is independent management. The preponderance of time is spent on work of a professional nature and minimal time is spent on clerical or transaction processing duties. In some instances Administrative Assistants may be delegated operational responsibility for aspects of a program, however, the decision making and authority to take action is the responsibility of the NSHE Specialist.

CLASS CONCEPTS

NSHE Specialist III: Under administrative direction, incumbents perform the duties described in the series concept. Incumbents at this level typically train, supervise and evaluate the performance of lower level professional staff, technical and/or administrative support staff and have wide latitude in determining specific methods, operations, activities and processes required to manage their work unit. Work products and activities have campus-wide and sometimes system-wide impact. This level is distinguished from the NSHE Specialist II by a broader scope of responsibility; the higher-level of knowledge, skills and abilities required; and by greater consequence of error. Decisions are made independently through the direction of overall academic/service goals and objectives.

NSHE Specialist II: Under general direction, incumbents perform the duties described in the series concept and may supervise lower level administrative support positions and student workers. Incumbents may report to an NSHE Specialist III, administrative faculty or academic faculty. This level is distinguished from the NSHE Specialist I by greater supervisory responsibility; decision making authority; and scope of the program/services provided. Decisions are made independently following evaluation of a variety of broad or non-specific parameters or regulations.

NSHE Specialist I: Under limited supervision, incumbents perform professional level work as described in the series concept. This is the journey level in the series. Decisions are made independently within defined regulations, parameters or program guidelines. Work products affecting audiences beyond the normal scope of program services are typically reviewed by higher level staff or administration. Incumbent at this level may train, supervise and evaluate the performance of technical or administrative support staff.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid driver's license or evidence of equivalent mobility.
- * Some positions require a background investigation.

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MINIMUM QUALIFICATIONS (cont'd)

NSHE SPECIALIST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university and three years of experience in planning, coordinating and administering a program (or major component thereof) which included budget management, interpretation of laws and regulations and development of policies and guidelines; **OR** graduation from high school and five years of experience in planning, coordinating and administering a program (or major component thereof) which included budget management, interpretation of laws and regulations and development of policies and guidelines; **OR** one year of experience as an NSHE Specialist II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

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

Detailed knowledge of: strategic planning techniques; budget planning, preparation and maintenance; activities, services and programs pertinent to the work unit; make decisions that directly affect the nature and level of services and activities; effectively manage human and financial resources. **Working knowledge of:** principles, practices and techniques of providing training and guidance to others. **Ability to:** oversee the work of assigned staff and students; work collaboratively with faculty and other professional staff to achieve common objectives; conduct needs assessments and evaluate the success and possible improvement of programs, activities and services; research and analyze information; analyze changes in legislation, funding or program direction and take appropriate action; critically consider alternative courses of action; *and all knowledge, skills and abilities required at the lower levels.*

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

Working knowledge of: policies and priorities of the Nevada System of Higher Education; academic, social and cultural needs of students in the academic environment; goals and objectives of the assigned organization.

NSHE SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university and two years of experience in planning, coordinating and administering a program or service; **OR** graduation from high school or equivalent education and four years of experience in planning, coordinating and administering a program or service; **OR** one year of experience as an NSHE Specialist I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

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

Working knowledge of: strategic planning techniques; budget planning, preparation and maintenance. **General knowledge of:** basic practices associated with supervision and training; goals and objectives of higher education including teaching, research and public service. **Ability to:** develop rapport and relate effectively with students in a college or university setting; plan, develop and implement activities and services to enhance the academic, social and cultural experience of students; develop and disseminate promotional materials to publicize services and programs; work cooperatively and coordinate activities with other entities on campus and in the community; prepare comprehensive narrative and statistical reports; make oral presentations to students and other groups on and off campus; train, supervise and evaluate the performance of technical or administrative support staff and students as assigned; *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 NSHE Specialist III.)

NSHE SPECIALIST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university and one year of relevant experience; **OR** graduation from high school or equivalent education and three years of program

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MINIMUM QUALIFICATIONS (cont'd)

NSHE SPECIALIST I (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

support experience equivalent to an Administrative Assistant III in Nevada state service which included applying complex laws and regulations, composing written materials and maintaining records; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

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

Working knowledge of: correct English usage, grammar, punctuation and spelling sufficient to compose reports, business correspondence and other written materials; math skills sufficient to maintain financial records and statistics; operation of a personal computer including the use of word processing, spreadsheet, data base and presentation software. **General knowledge of:** purpose and scope of institutions of higher education. **Ability to:** interpret, apply and explain complex policies, procedures, regulations and requirements; establish and maintain cooperative working relationships with faculty, staff, students and co-workers; participate in development of programs and services to enhance the academic, social and cultural environments for students on campus; perform technical and administrative duties requiring independent judgment, decision-making and problem solving within the assigned scope of authority; communicate effectively both orally and in writing; participate in the development and implementation of the goals and objectives of the work unit; operate computer equipment to enter, maintain and retrieve comprehensive records and prepare reports.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for NSHE Specialist II.)

This classification specification is used for classification, recruitment and examination purposes. It is not considered a substitute for work performance standards for position assigned to this class.

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