



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>
FISCAL/BUSINESS PROFESSIONAL TRAINEE	31	B	7.776

Under immediate supervision, incumbents perform a variety of duties at the sub-journey level while receiving training for advancement to an entry-level professional class related to fiscal or business management functions in State government. This class may only be used for entry into the Accountant, Auditor, Budget Analyst, Economist, Loan Officer and Management Analyst series which are directly related to management of State government resources. (NOTE: The Staff Professional Trainee class is used for entry into professional series that are not related to fiscal/business management.)

Receive on-the-job training in duties related to fiscal and business management within State government. Training received is designed to prepare individuals to do entry-level work in budget preparation and management; budget account maintenance and reconciliation; accounting; auditing; fiscal forecasting; and grant management.

Duties are performed under the guidance and direction of journey level professional staff and supervisors and are closely monitored to ensure accuracy and conformance to legal requirements and established policies and procedures. Training may be supplemented by formal or informal classroom courses, workshops and other instructional activities.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Incumbents may progress to the entry level in the professional series upon meeting the minimum qualification and with the approval of the appointing authority.

EDUCATION AND EXPERIENCE: A bachelor’s degree from an accredited college or university in business or public administration, accounting, finance or similar discipline directly related to fiscal or business management; **OR** two years of journey level technical or paraprofessional experience in the field in which the applicant is to be trained. (See *Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: theories, principles and concepts related to fiscal management and business administration; accounting and financial record-keeping practices; cost/benefit analysis techniques; organizational principles; problem-solving techniques; sources of information and research techniques. **Ability to:** read, understand and interpret technical information related to accounting, finance, auditing, fiscal management and business administration; learn to perform professional work in financial or business administration; analyze and prepare financial documents and reports; communicate effectively in explaining ideas, proposals, recommendations and findings; analyze problems and develop logical solutions; establish and maintain positive and effective working relationships with others.

MINIMUM QUALIFICATIONS (cont'd)

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for the professional series.)

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.

7.776

ESTABLISHED: 2/28/03UC

REVISED: 6/6/12UC

REVISED: 7/1/17LG

REVISED: 8/8/17UC