



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#34-17

July 11, 2017

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – FISCAL/BUSINESS
PROFESSIONAL TRAINEE

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Cassie Moir at cmoir@admin.nv.gov no later than August 8, 2017.

If no written objections are received in this office by August 8, 2017, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **Posting #1-18**
Posting Expires: **August 8, 2017**

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed

CURRENT							
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
7.776	Fiscal/Business Professional Trainee	31	B	<i>7.776</i>	<i>Fiscal/Business Professional Trainee</i>	<i>31</i>	<i>B</i>

Basis for Recommendation

At the request of the Department of Business and Industry, Division of Housing, the Division of Human Resource Management (DHRM) has conducted a review of the Grants and Projects Analyst series. Analysts within DHRM partnered with subject matter experts from the Office of the Attorney General, Department of Education, Department of Health and Human Services, Department of Public Safety, Department of Business and Industry and the Department of Employment, Training and Rehabilitation and determined a trainee level was needed within the Grants and Projects Analyst series to improve recruitment efforts. As a result, it is recommended that revisions be made to the Fiscal/Business Professional Trainee class specification to remove reference to the Grants and Projects Analyst. It is also recommended to remove Investment Analyst and Financial Institutions Examiner and add Economist and Loan Officer. Additionally, it is recommended that minor revisions be made to the minimum qualifications to account for the changes.

The DHRM feels that the recommended changes will improve recruitment efforts without reducing the quality of candidates.

Throughout the process, management staff within DHHS and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by August 8, 2017. Objections should be addressed to Cassie Moir, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: July 11, 2017



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** [~~Grants and Projects Analyst, Investment Analyst, Financial Institutions Examiner, Accountant and Auditor~~] 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):
[Working] 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 [~~General knowledge of:~~]; 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