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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#58-19 Revised

January 10, 2020

TO: DHRM Listserv Recipients

FROM: Frank Richardson, Interim Administrator *Frank Richardson*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – MANAGEMENT ANALYST SERIES

Attached are revised 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 Deputy Administrator Beverly Ghan at bghan@admin.nv.gov no later than February 11, 2020.

If no written objections are received in this office by February 11, 2020, 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 #04-20**
Posting Expires: **February 11, 2020**

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				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.612	Management Analyst IV	39	B	<i>7.612</i>	<i>Management Analyst IV</i>	<i>39</i>	<i>B</i>
7.624	Management Analyst III	37	B	<i>7.624</i>	<i>Management Analyst III</i>	<i>37</i>	<i>B</i>
7.625	Management Analyst II	35	B	<i>7.625</i>	<i>Management Analyst II</i>	<i>35</i>	<i>B</i>
7.637	Management Analyst I	33	B	<i>7.637</i>	<i>Management Analyst I</i>	<i>33</i>	<i>B</i>

Basis for Recommendation

At the request of the Division of Human Resource Management (DHRM), Compensation, Classification & Recruitment Section, Recruitment Unit, a review was conducted of the minimum qualifications for the Management Analyst series.

In consultation with Subject Matter Experts from DHRM, it was determined that special requirements be added relative to some positions requiring either a driver's license or evidence of equivalent mobility due to travel requirements and some positions requiring a background investigation as a condition of appointment and as a condition of continuing employment due to the nature of the duties and the department/division assigned. In addition, it was determined that informational notes be added indicating that some positions may require additional certification(s), education and/or experience and may also require applicants to attach copies of their college or university transcripts at the time of application.

Furthermore, the education and experience portions for every level in the series were amended to clarify experience and include equivalent education. The entry level and full performance knowledge, skills and abilities at the Management Analyst II, III and IV were modified as a result of these changes. Additional changes were made to the Management Analyst I class concept and the minimum qualifications at every level to maintain consistency with formatting and structure.

The recommended changes will allow recruitment analysts to more effectively and efficiently analyze applicants' qualifications. In addition, these changes will allow for more individuals to qualify thus generating a more robust pool of applicants to choose from.

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

Changes to the class specification are noted as follows: additions in blue and deletions 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, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. You may also view the recommendations and specifications online at hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/. For additional information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by February 11, 2020. Objections should be addressed to Beverly Ghan, Deputy Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

POSTING DATE: January 10, 2020



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

SERIES CONCEPT

Management Analysts conduct a variety of studies, research and analysis of management and administrative areas such as budgeting and financial analysis (versus bookkeeping); departmental operations such as forms, policies and workflow; legislative analysis; management research; and statistical and informational analysis. Incumbents make recommendations and assist in or implement new or revised procedures and systems.

Conduct and/or assist in conducting financial, statistical or investigative studies; compile and analyze data; prepare and present reports summarizing study results/conclusions; may make recommendations regarding policies, procedures, the department's position on issues or future course of action, and the development of new programs or services based upon study findings.

Plan, organize and coordinate the development and implementation of revised operating procedures/methods for the work unit by analyzing work flow, space allocation, staffing and other factors to improve effectiveness and efficiency of operations; coordinate the development of new forms, work methods and automated systems used to process information related to assigned programs.

Participate in the preparation, monitoring and maintenance of the work unit's biennial budget and/or program budget(s) by estimating future expenditure levels based on historical data; making projections for future costs; preparing and presenting the budget and/or justifications to the **[H]**Legislature; monitor fiscal transactions to ensure expenditures are in conformance with State and department policies, regulations and budgetary limits; and developing comprehensive narrative and financial reports for presentation to management, commissions and other entities.

Develop, monitor and review complex contracts and grants; recommend approval or modification to contracts based on governing laws and regulations.

Review, write, revise and recommend administrative policies for the work unit and/or programs; issue oral and written directives in the form of policy statements and manuals; prepare correspondence.

Review, monitor and research bills submitted to the **[I]**Legislature impacting the work unit; inform management of possible implications; and recommend an appropriate course of action.

Perform related duties as assigned.

CLASS CONCEPTS

Management Analyst IV: Under general administrative direction of the department director/administrator, incumbents manage and supervise both the supervisory and professional staff in the division or section of a department engaged in providing department management with research, analysis or operational

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CLASS CONCEPTS (cont'd)

Management Analyst IV: (cont'd)

recommendations on broad departmental or divisional issues. Work is highly technical involving advanced principles, techniques and methods relating to problems or unprecedented circumstances. Management Analyst IV's are responsible for long range, broad based planning, program or policy development affecting major aspects of the work unit's activities/functions crossing divisional lines and are responsible for broad based, complex program areas. This class is distinguished from Management Analyst III by greater supervisory authority and by the broader scope of responsibility and complexity of work.

Management Analyst III: Under general direction, incumbents perform technically complex assignments critical to agency operations. They conduct the more complex, sensitive, investigative and analytical studies that may involve any aspect of the agency's operations such as planning, research, policy development, budgeting and legislative drafting. Additionally, positions in this class typically serve as first line supervisors for lower level Management Analysts or other professional staff and are singularly expert in their program or discipline area. This class is distinguished from the Management Analyst II class based upon the level of technical complexity involved in work assignments and the specialized knowledge, skills and abilities required to perform these duties.

Management Analyst II: Under limited supervision, incumbents perform all or part of the duties and responsibilities described in the series concept. Management Analyst II's perform difficult assignments related to budgets, programs, research and drafting legislation. Positions at this level may supervise professional, technical and administrative support personnel. This class is distinguished from the Management Analyst I class based upon the independence in performing assigned duties.

Management Analyst I: Under general supervision, incumbents perform work of a professional nature as described in the series concept at the journey level. Management Analyst I's assist management in conducting research, analyzing legislative implications, budget analysis and revenue/expenditure projections, determine ~~[data processing]~~ *software application* program needs or requirements, or other activities which involve providing recommendations to management.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.
- * *Some positions may require a valid driver's license or evidence of equivalent mobility at the time of appointment and as a condition of continuing employment.*
- * *Some positions may require a State of Nevada/FBI fingerprint-based background check as a condition of appointment and as condition of continuing employment.*

INFORMATIONAL NOTES:

- * *Some positions may require additional certification(s) at the time of appointment and as a condition of continuing employment, which will be identified at the time of recruitment.*
- * *Some positions may require specific education and/or experience, which will be identified at the time of recruitment.*
- * *Some positions may require applicants to attach a copy of their college or university transcripts indicating the required credits at the time of application.*

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MINIMUM QUALIFICATIONS (cont'd)

MANAGEMENT ANALYST IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and four years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures; **OR** *Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and four years of professional experience which included budgeting, accounting, and/or economic or management analysis and projections;* **OR** *graduation from high school or equivalent education and six years of professional experience as described above;* **OR** one year of experience as a Management Analyst III in Nevada State service; **OR** an equivalent combination of education and experience ~~[on a year-for-year basis.]~~ *as described above.* (See *Special Requirements and Informational Notes*)

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

Detailed knowledge of: financial analysis, planning, research, program/policy development, and budget administration. ~~[Working knowledge of: legislative process relating to budgeting; supervisory techniques including disciplinary processes, employee evaluation, and the development of work performance standards.]~~ **Skill in:** designing, researching and interpreting study results; recommending courses of action based upon study outcomes and results; ~~[and]~~ motivating others and encouraging effective action; organizing, planning, implementing and overseeing multiple programs or areas of responsibility where little precedent exists in resolving complex problems; *and all knowledge, skills, and abilities required at the lower levels.*

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

Detailed knowledge of: the legislative process relating to budgeting; recognizing and assessing the impact of legislative actions; governmental accounting, auditing, and financial reporting; long range goals and objectives of the agency sufficient to develop appropriate and effective policy and procedures; and agency organizational structure and resources. *Working knowledge of: legislative process relating to budgeting; supervisory techniques including disciplinary processes, employee evaluation, and the development of work performance standards.*

MANAGEMENT ANALYST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and three years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures **OR** *Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and three years of professional experience which included budgeting, accounting, and/or economic or management analysis and projections;* **OR** *graduation from high school or equivalent education and five years of professional experience as described above;* **OR** one year of experience as a Management Analyst II in Nevada State service; **OR** an equivalent combination of education and experience ~~[on a year-for-year basis.]~~ *as described above.* (See *Special Requirements and Informational Notes*)

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

Working knowledge of: *techniques of statistical analysis including data collection, evaluation, analysis, financial statements and manipulation; accounting, auditing, financial reporting and/or research/statistical methods and techniques.* **General knowledge of:** legislative proceedings and processes; ~~[State]~~ government agencies, resources and functions sufficient to locate and obtain needed information and/or resources, accepted practices and methods used in designing program reviews and

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MINIMUM QUALIFICATIONS (cont'd)

MANAGEMENT ANALYST III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
audits. **Ability to:** read, interpret, and apply complex rules and regulations for various funding sources; read and interpret technical reports, governmental publications and federal directives; write comprehensive reports, recommendations and legislative proposals using correct English grammar, spelling, vocabulary and punctuation. **Skill in:** developing computer generated reports; and organizing, developing and making oral presentations; advanced level financial analysis, planning, preparation and administration; advanced mathematical and statistical computation; designing analytical research studies; identifying research needs and problems; coordinating and implementing diverse work plans; advanced research and analysis techniques; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Management Analyst IV.)

MANAGEMENT ANALYST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and two years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures; **OR** *graduation from high school or equivalent education and four years of professional experience as described above;* **OR** one year of experience as a Management Analyst I in Nevada State service; **OR** an equivalent combination of education and experience ~~[on a year-for-year basis.]~~ *as described above. (See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
~~[Working knowledge of:] General knowledge of: [techniques of statistical analysis including data collection, evaluation, analysis, financial statements and manipulation;]~~ statistical methods required to analyze, project and present fiscal effects.[:] ~~[accounting, auditing, financial reporting and/or research/statistical methods; quantitative methods and techniques.]~~ **Ability to:** analyze organizational and administrative programs, policies and procedures, prepare plans for revision, and make recommendations; perform statistical computations such as correlation studies, variance analysis, averages and trends; analyze user needs and develop appropriate solutions and requirements; produce clear, concise and valid operational manuals, reports and other presentation materials; operate a personal computer and related hardware and software; establish and maintain effective working relationships with co[-]workers, other agencies and the general public; organize materials, information and resources systematically ~~[way]~~ to optimize efficiency; independently organize, plan, implement and oversee multiple programs; negotiate and exchange ideas, information and opinions with others to formulate policies and programs, and reach consensus; define problems, identify trends, analyze issues, solve problems, and communicate solutions. **Skill in:** organizing, planning, implementing and overseeing multiple programs or areas of responsibility; *and 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 Management Analyst III.)

MANAGEMENT ANALYST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and one year of professional ~~[or paraprofessional]~~ experience in the research, development, evaluation or revision of programs, organizations, methods or procedures; ~~[or administration of policies and procedures for a~~

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MINIMUM QUALIFICATIONS (cont'd)

MANAGEMENT ANALYST I (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

~~program or functional area;~~ **OR** graduation from high school or equivalent education and three years of professional experience as described above; **OR** two years of experience as an Accountant Technician I or Tax Examiner II in Nevada State service; **OR** one year of experience as an Accountant Technician II or Fiscal/Business Professional Trainee in Nevada State service; **OR** an equivalent combination of education and experience ~~[on a year for year basis.]~~ as described above. (See Special Requirements and Informational Notes)

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

General knowledge of: research and analysis techniques and methodologies; accounting and budgeting; management and administration concepts, principles and practices sufficient to assist in evaluating, developing and recommending effective administrative and/or operational policies and procedures for the work unit; and various computer software including word processing, spreadsheet and database applications.
Ability to: communicate effectively both orally and in writing; compose business correspondence and reports; analyze information, problems or practices to identify relevant concerns, identify patterns, tendencies, and relationships, and formulate logical conclusions.

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

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

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 series.

	<u>7.612</u>	<u>7.624</u>	<u>7.625</u>	<u>7.637</u>
ESTABLISHED:	7/1/93P 11/6/92PC	7/1/63	7/1/63	6/7/65
REVISED:		4/1/70	12/15/69	12/15/69
REVISED:			5/22/78-3	
REVISED:		9/28/78-3	9/28/78-3	9/28/78-3
REVISED:		7/1/93P	7/1/93P	7/1/93P
		11/6/92PC	11/6/92PC	11/6/92PC
REVISED:	6/5/98UC	6/5/98UC	6/5/98UC	6/5/98UC
REVISED:	12/14/07PC	12/14/07PC	12/14/07PC	12/14/07PC
REVISED:	7/1/17LG	7/1/17LG	7/1/17LG	7/1/17LG
REVISED:	2/11/20UC	2/11/20UC	2/11/20UC	2/11/20UC