



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
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MEMO PERD #54/08
September 15, 2008

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives

FROM: Shelley Blotter, Interim Director
Department of Personnel

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections, please notify Peter Long in the Compensation & Classification Division in writing no later than October 14, 2008.

If no written objections are received in this office by October 14, 2008, action will be taken to effect the changes and a report will be made to the Personnel Commission.

SB:cp

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **02-09**
Posting Expires: **October 14, 2008**

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

			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
	New		7.630	Assistant to the Director, Administration	41 A

Basis for Recommendation

The Director of the Department of Administration requested the development of a new class for a unique position that, in addition to budget analysis duties, is responsible for coordinating the activities of the various service divisions within the department, with broad authority to act on behalf of the Director in communicating requirements and resolving problems.

It is recommended that the class be allocated at grade 41 to align with Budget Analyst IV, grade 41, the duties of which comprise a significant portion of the position's responsibilities. It is the intent of the Department of Administration to request that this position be moved to the unclassified service during the next legislative session.

The Department of Administration supports this recommendation.

The formal recommendations and specifications are on file with the Director of Personnel. 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) 684-0151.

Objections to the proposed change(s) must be received in writing by October 14, 2008. Objections should be addressed to Peter Long, Division Administrator, Compensation & Classification Division, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: September 15, 2008



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 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