



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
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MEMO PERD #54/09
September 17, 2009

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

FROM: Teresa Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script, reading "Teresa Thienhaus".

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 and Classification Division in writing no later than October 15, 2009.

If no written objections are received in this office by October 15, 2009, 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: **06-10**
Posting Expires: **October 15, 2009**

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		7.221	ARRA Reporting & Accountability Officer	44 B

EXPLANATION OF CHANGE

As requested by the State Controller, the Department of Personnel recommends establishment of a new class titled ARRA Reporting & Accountability Officer. The incumbent provides leadership and technical expertise to all jurisdictions and entities that receive ARRA monies in the State of Nevada. Areas of responsibility include, but are not limited to: organizing, coordinating and directing the preparation of comprehensive reports for all State usage of ARRA monies to the federal Office of Management and Budget (OMB), federal granting agencies and the general public; ensuring the State is in compliance with reporting requirements which require transparency, accountability and delivery of program funds to recipients in a timely manner; developing, implementing and evaluating internal controls; interpreting guidance provided by the federal government and determining appropriate action based on that guidance; and leading quality assurance teams to ensure the continued flow of stimulus funds to the State.

The major purpose of this position is to ensure that the State of Nevada accurately reports the usage of its approximately \$2.2 billion in ARRA funds in accordance with unprecedented transparency, accountability and reporting requirements. It is recommended the new class be allocated at grade 44 to align with Administrative Services Officer IV and the Executive Branch Auditor IV, both grade 44. While positions in the latter classes have considerable supervisory/management responsibility, the ARRA Reporting & Accountability Officer has statewide responsibility for a function deemed critical to the continued flow of stimulus dollars to the State's economy. Allocation at grade 44 is also warranted due to the level of decision-making and personal contacts, as well as the complexity of work and the consequence of error.

The Office of the State Controller participated in the development of this class and 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 15, 2009. 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 17, 2009



CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ARRA REPORTING & ACCOUNTABILITY OFFICER	44	B	7.221

Under general administrative direction of the Nevada State Controller, the American Recovery and Reinvestment Act (ARRA) Reporting & Accountability Officer provides leadership and technical expertise to all jurisdictions and entities that receive ARRA monies in the State of Nevada. Areas of responsibility include, but are not limited to: organizing, coordinating and directing the preparation of comprehensive reports for all State usage of ARRA monies to the federal Office of Management and Budget (OMB), federal granting agencies and the general public; ensuring the State is in compliance with reporting requirements which require transparency, accountability and delivery of program funds to recipients in a timely manner; developing, implementing and evaluating internal controls; interpreting guidance provided by the federal government and determining appropriate action based on that guidance; and leading quality assurance teams to ensure the continued flow of stimulus funds to the State.

Direct statewide ARRA reporting by State agencies, cities, counties, non-profit organizations and small businesses to ensure adequate progress is made in meeting global and specific federal agency requirements; provide leadership, training, support and guidance to financial managers and staff regarding the content, accuracy and timeliness of reports.

Analyze guidance received from the OMB regarding reporting requirements for all entities receiving ARRA monies; distribute instructions and information to ensure consistent reporting; provide updates concerning any new or revised requirements; analyze options and determine the best course of action for reporting when guidance is not clear; ensure State agencies receiving grants adhere to the Davis-Bacon Act and Buy American provisions.

Conduct risk assessments; establish and maintain performance benchmarks with real time measurements and economic multiplier effects for entities receiving federal stimulus funds; implement strategies to ensure performance benchmarks and measures are being met.

Work closely with Executive Branch Auditors to establish and monitor the State Quality Assurance Team that initiates appropriate data collection and reporting procedures to ensure that ARRA Section 1512 reporting requirements are met in a timely and effective manner, and implement internal control measures as appropriate to ensure accurate and complete information.

Develop, prepare and distribute monthly stimulus reports to the Governor’s Office and the Interim Finance Committee’s Subcommittee on Stimulus Oversight; provide details concerning the State’s performance in spending stimulus dollars in a cost-effective manner while maintaining firm compliance with federal requirements; make presentations to the Legislature concerning the State’s performance in spending ARRA funds cost-effectively; make recommendations for improvements in performance and compliance.

Prepare and present periodic presentations and releases for the press and general public on the usage and status of ARRA funds received by the State; develop a central repository for all local and State government stimulus grants; facilitate information sharing and collaboration with counties and cities in Nevada that receive ARRA funds directly for placement on the State of Nevada ARRA website; provide guidance and coordinate with recipients regarding reporting requirements.

Provide advice for the design and maintenance of the State ARRA website; establish reporting elements and oversee accurate delivery of data to the website.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in accounting, finance, economics, business administration or financially-related discipline and five years of professional governmental fiscal experience which included financial accounting and fiscal management; OR an equivalent combination of education and experience on a year-for-year basis.*

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

Working knowledge of: State accounting system; federal grants reporting; internal controls; organization and operation of State government; sources of information and reporting techniques; organizational management principles and practices; quantitative analysis methods; principles of work direction and guidance; fiscal accountability in the public sector; Generally Accepted Accounting Principles; principles, concepts, practices, methods and techniques of government accounting, audit methodologies, internal control structures, accountability, and fiscal management. Skill in: project management; organization of statewide fiscal reporting activities involving State agencies, county and local jurisdictions, businesses and non-profit organizations; oral and written communication sufficient to make oral presentations and prepare reports and recommendations; federal regulations pertaining to grants. Ability to: work effectively with officials and individuals at various levels of government; provide technical expertise and advisement to agencies and the general public concerning stimulus funds and accountability; make independent decisions requiring advanced knowledge of fiscal management and federal reporting requirements; develop benchmark performance indicators; perform complex risk assessments and develop economic multipliers involving independent analysis, judgment and decision-making; establish and maintain positive working relationships with State and public officials and others; explain reporting requirements in understandable terms to a variety of audiences; maintain detailed reports and records.

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

Working knowledge of: federal Office of Management and Budget (OMB) reporting requirements; laws, regulations and requirements related to AARA monies.

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.

7.221

ESTABLISHED: 10/15/09