



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://dop.nv.gov>

MEMO PERD #16/12
March 13, 2012

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

FROM: Lee-Ann Easton, Administrator
Division of Human Resource Management

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 and Recruitment Section in writing no later than April 12, 2012.

If no written objections are received in this office by April 12, 2012, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Thank you,

A handwritten signature in blue ink that reads "Lee-Ann Easton".

Lee-Ann Easton, Administrator

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **10-12**
Posting Expires: **April 12, 2012**

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:

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EE0-4	CODE	TITLE	GRADE/EE0-4
	New		7.411	Deputy Administrator, Forestry	44 A

Basis for Recommendation

The Department of Conservation & Natural Resources requested that a new class be developed to describe a position that will serve as the deputy administrator in the Division of Forestry. An Administrative Services Officer IV position, grade 44, has had responsibility for fiscal management and budget development for the division. Now, in addition, the position will function as the State Forester's deputy and plan, organize and coordinate the eight major program areas which include: fire suppression/prevention; resource management; conservation camps; regional staff and offices; support, air operations and dispatch centers; safety and training; personnel and payroll; and fiscal services.

As a result, the Division of Human Resource Management recommends the establishment of a new class titled Deputy Administrator, Forestry. It is also recommended the class be allocated at grade 44 to align two grades above the Deputy Division Administrator, State Lands, grade 42. The two-grade differential is appropriate in view of the broader scope of responsibility, greater diversity of programs and services provided, and increased complexity of fiscal management required of the Deputy Administrator, Forestry. Additionally, the new class aligns with the Deputy Administrator, State Parks, also grade 44, a similar position that has both programmatic and fiscal management responsibilities.

Management of the Department of Conservation & Natural Resources and the State Forester participated in development of the class specification and support this recommendation.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EE0-4	CODE	TITLE	GRADE/EE0-4
7.221	ARRA Reporting & Accountability Officer	44 B		ABOLISH	
7.225	Deputy Chief of Staff, DPS	45 A		ABOLISH	

EXPLANATION OF CHANGE

The Division of Human Resource Management recommends the abolishment of these classes. They had been identified for abolishment through attrition. There are no classified positions in these classes, as the incumbents have been moved into unclassified service.

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) 684-0151.

Objections to the proposed change(s) must be received in writing by April 12, 2012. Objections should be addressed to Peter Long, 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: March 13, 2012



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCE MANAGEMENT

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EE0-4</u>	<u>CODE</u>
DEPUTY ADMINISTRATOR, FORESTRY	44	A	7.411

Under general administrative direction of the State Forester, provide leadership and guidance in directing the day-to-day programs, operations, services, activities and staff of the Division of Forestry; assist the State Forester in strategic planning, fiscal management, program evaluation and personnel management; act on behalf of the State Forester in all matters related to division activities as directed or in his/her absence.

Provide administrative and fiscal oversight and coordination of the major division programs including fire suppression/prevention, resource management, conservation camps, regional staff and offices, support services, air operations and dispatch centers, safety and training, personnel and payroll, and fiscal services.

Serve as the agency's chief financial officer; plan, organize and direct preparation of the biennial budget for all division accounts; review and approve line item narratives, justifications, expenditure forecasts, applicable schedules; oversee entry into the State's budget system and final submittal; prepare and coordinate responses to questions from the Budget Office and legislative fiscal staff; review and approve all budget revisions and justification for submission to the Budget Office.

Assist the State Forester with various administrative functions and activities within the division; provide guidance concerning fiscal matters and operational projects; conduct research and special projects and make recommendations for program improvements and increased efficiencies.

Direct and oversee the pursuit of external funding sources; review and coordinate preparation and submittal of grant proposals to federal agencies for approval; notify regional staff of budget allocations; review, consolidate and submit federal reporting documents and data; ensure program expenditures and activities are in conformance with established grant criteria; negotiate agreements and contracts related to funding, reimbursement or exchange of services.

Train, supervise and evaluate the performance of program managers, regional managers, fiscal and personnel staff, and other staff as assigned; assign and review work; coordinate program activities in all functional areas; counsel and discipline staff in accordance with State and federal laws and regulations.

Lead and/or participate in strategic planning processes to ensure fulfillment of the agency mission and objectives of protecting natural resources from wildland fires; oversee and coordinate the preparation of drafts and revisions of division policies, procedures and regulations.

Make presentations before legislative committees and other entities to justify funding requests and explain agency needs and priorities; represent the State Forester and the agency at meetings, conferences; establish and maintain positive working relationships with representatives of federal, State, county and local jurisdictions and fire districts.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS**SPECIAL REQUIREMENT:**

- * *A valid driver's license is required at the time of appointment and as a condition of continuing employment.*

INFORMATIONAL NOTE:

- * *Work requires travel throughout the State and occasional work on weekends and evenings.*

EDUCATION AND EXPERIENCE: *Bachelor's degree in business or public administration, forestry, natural resource management, natural science or related field and six years of professional experience in budget preparation and management, supervision of professional staff, and the development, implementation and evaluation of program(s) and activities. Two years of the above experience must have been in a natural resource or natural science-related field; OR an equivalent combination of education and experience.*

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

Working knowledge of: principles of budget development and control; principles of management and supervision; government funding sources and fiscal policies and procedures; forest management plans and practices; fire suppression techniques and equipment; program planning, development and evaluation; federal, State and local governmental relationships and interaction regarding forestry programs; principles and practices applicable to oversight of governmental programs, staff and activities; grants management techniques. Ability to: assist the State Forester in administration of both programmatic activities and fiscal management; plan, develop, justify and defend the agency's biennial budget; plan, develop and implement best practices in forest management; supervise and evaluate the performance of managerial, supervisory and professional staff; establish and maintain cooperative working relationships with federal, State and local officials and the general public; make public presentations before a variety of groups; represent the division and act on behalf of the State Forester as requested; communicate effectively both orally and in writing; negotiate contracts and agreements.

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

Detailed knowledge of: State budgetary practices, procedures and requirements; policies and procedures related to division programs and fiscal management. Working knowledge of: State rules for human resource management and applicable sections of State regulations; State government organization and functions; legislative processes. Ability to: exercise managerial control in determining organizational structure, budget development, staffing, and expenditure of funds to further the division's mission and program success.

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.

7.411

ESTABLISHED:

4/12/12UC



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

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 AARRA 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: 10/15/09UC]



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO 4</u>	<u>CODE</u>
DEPUTY CHIEF OF STAFF, DPS	45	A	7.225

~~Under direction of the Director, Department of Public Safety (DPS), the incumbent is directly responsible for management of the Administrative Services and Personnel Divisions, the Public Information Office, and Internal Audit section in the Department of Public Safety. The incumbent provides daily oversight and coordination in order to plan, organize, coordinate and conduct a variety of analytical studies, research and operational reviews of functions and activities within and between the Divisions of Parole and Probation, Nevada Highway Patrol, Investigations, Capitol Police, Fire Marshal, Training, Emergency Management, Records and Technology, Homeland Security, Parole Board, Office of Traffic Safety, Office of Criminal Justice Assistance, and other functional areas within the department. The incumbent also identifies, analyzes and resolves issues and problems; reviews and ensures implementation of administrative directives, guidelines and policies at all levels throughout the department.~~

~~Represent the Director of Public Safety in communications with all department management; serve in the capacity of senior executive with the Governor's office, legislators, government officials and citizen groups in an effort to independently resolve problems and issues; respond to issues or concerns raised; serve as principal advisor to the Director and divisional management on fiscal, operational and administrative matters; prepare high level reports and correspondence regarding fiscal, administrative and operational matters; act on behalf of the director as requested and represent the director by identifying, defining, clarifying and resolving issues related to public safety and the operation of the department.~~

~~Fiscally monitor the effectiveness and efficiency of departmental budgetary requirements; exercise fiscal responsibility and analyze spending authority, operational costs, and revenues received to finance these areas of operations.~~

~~Formulate plans of action to include comparative analysis of each division's operational practices, employee staffing and performance, employee relations and divisional budgets.~~

~~Provide administrative oversight concerning employee disciplinary actions, grievances, investigations of alleged misconduct, discrimination and harassment, and other employee relation issues.~~

~~Coordinate and direct the work of the Public Information Office in regard to complex agency and statewide public media releases of information; prepare, edit and release official memoranda, reports and correspondence on behalf of the director; ensure information provided is factual, current and accurate.~~

~~Direct and oversee the work of internal auditors to ensure adherence to established regulations, requirements and principles of effective financial management; establish and maintain appropriate internal controls and current procedure manuals to ensure proper accounting practices, acquisition of goods and services, and expenditure of funds; supervise auditing of all divisions to ensure policies and procedures are written and followed and proper internal controls are in place for managing State and federal grant funds, fees collected, and other monies.~~

~~Develop, compile and maintain all division goals and objectives to meet the department's strategic plan in accordance with established timelines and required criteria; direct and coordinate establishment of the mission, goals, objectives and priorities; review and evaluate performance indicators provided by the divisions to ensure the department's mission, goals and budget are accurately reflected; review and evaluate outcomes and results; assess program effectiveness and recommend enhancements to improve performance.~~

~~Prepare, analyze and evaluate bill drafts and legislative proposals; identify critical issues and fiscal impact to the department and divisions; write responses, counterproposals and recommendations regarding the department's position; attend legislative hearings and committee meetings to present testimony and respond to questions.~~

~~Coordinate the development of new programs, policies and procedures to achieve optimal delivery of services to citizens of the State; ensure the full and proper dissemination and implementation of administrative philosophies, policies and procedures at all levels within the department; consult with division administrators, managers, legal counsel, and staff to provide clarification and ensure consistent interpretation of directives; ensure directives comply with State regulations, case law and legal opinions.~~

~~Conduct management studies and analyses of current and proposed organizational structure, programs, processes, activities and operations of the department; research statutes and regulations to determine legislative spirit and intent; research and prepare comprehensive narrative and statistical reports as requested.~~

~~Participate in the evaluation of employment applications, interviewing candidates, and selection of upper management personnel in the department.~~

~~Train, supervise and evaluate the performance of functional units and professional, technical and support staff as assigned by the director; identify training needs and provide or secure appropriate classroom, written or on-the-job training; monitor improvements and recommend alternate processes based on findings and performance.~~

~~Perform related duties as assigned.~~

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: ~~Bachelor's degree in business or public administration and seven years of increasingly responsible public sector professional experience which included budget development and analysis and responsibility for coordination and management of multiple work units in a complex organization; 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: ~~organizational structure and administrative practices common to State government; organizational planning, budgeting, governmental accounting, fiscal forecasting, contracting, purchasing, inventory control, data processing 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; program evaluation techniques; strategic planning processes; research methods and techniques; supervisory methods and practices. **Ability to:** make independent decisions requiring advanced knowledge of fiscal management and budgeting; 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, citizen groups and others; identify and independently resolve problems and issues; ensure implementation of new programs and services across organizational lines; analyze a variety of organizational or procedural problems and develop proposals and recommendations; consult with internal managers to resolve problems, provide technical expertise and coordinate activities; write clear, concise and comprehensive department policies, reports, statements, justifications and legislative bill drafts and related materials; oversee and/or conduct management audits and feasibility studies to evaluate the effectiveness and efficiency of department and division programs and services; compare actual performance to established standards and goals and make recommendations for continuous improvement; mediate between conflicting groups and develop mutually beneficial solutions; interpret complex technical documents such as federal and State laws and~~

MINIMUM QUALIFICATIONS (cont'd)**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)**

regulations and legal opinions; prepare and deliver formal or informal presentations to groups or individuals; supervise employees directly and through subordinate supervisors; establish and maintain positive and effective working relationships with others. **Skill in:** using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; planning, organizing and managing broad and complex programs.

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 of Public Safety; internal auditing principles and practices applicable to department programs and activities; fiscal and accounting practices and procedures; contract administration; personnel management, purchasing and facilities management. **Ability to:** negotiate solutions to problems where competing interests and conflicting opinions exist; interview and participate in the selection of upper management staff; exercise management authority in determining staffing, auditing, budget control and expenditure of funds; work effectively with division administrators and top level managers; 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.

7.225

ESTABLISHED: 10/31/01UC
REVISED: 6/21/06UC]