



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701
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MEMO PERD #20/12

May 8, 2012

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

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
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, regarding these changes, please send your written notification to Peter Long at plong@admin.nv.gov no later than June 6, 2012.

If no written objections are received in this office by June 6, 2012, 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: 12-12
Posting Expires: June 6, 2012

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

CURRENT				PROPOSED			
CODE	TITLE	GRADE/EEO-4		CODE	TITLE	GRADE/EEO-4	
7.776	Fiscal/Business Professional Trainee	31	B	7.776	Fiscal/Business Professional Trainee	31	B
7.777	Staff Professional Trainee	30	B	7.777	Staff Professional Trainee	30	B

EXPLANATION OF CHANGE

As a result of changes in the State's examination process, the Division of Human Resource Management recommends adding an Informational Note to state that now all appointments to the Fiscal/Business Professional Trainee and Staff Professional Trainee classes require successful completion of a written exam.

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 changes must be received in writing by June 6, 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: May 8, 2012



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 Budget Analyst, 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 NOTES:

- * Incumbents may progress to the entry level in the professional series upon meeting the minimum qualifications and with the approval of the appointing authority.
- [* ~~Applicants who possess a bachelor's degree in a discipline directly related to fiscal or business management will not be required to pass a written examination.~~]
- * ***Appointments to positions in this class require successful completion of a written examination.***

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 Notes*)

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



STATE OF NEVADA
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CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STAFF PROFESSIONAL TRAINEE	30	B	7.777

Under immediate supervision, incumbents perform duties at the sub-journey level while receiving training for advancement to an entry-level professional class. This class may be used for entry into Loan Officer, State Land Agent, Personnel Analyst, Training Officer, Economist, Transportation Planner/Analyst and other professional series in any department of State government. (NOTE: The Fiscal/Business Professional Trainee class is used for entry into the Budget Analyst, Management Analyst, Grants and Projects Analyst, Investment Analyst, Financial Institutions Examiner, Accountant and Auditor series that are related to management of State government resources.)

Employees in this class receive on-the-job training in the duties performed in the particular professional field. Training received is designed to prepare individuals to do the entry-level work in a particular class.

Duties may include performing technical and/or paraprofessional work in the professional field in order to build a foundation of theoretical and/or experiential knowledge. Duties will involve assignment of entry-level professional work which is closely monitored by a journey-level professional or supervisor in the particular field. On the job training may be supplemented by formal or informal classroom courses and/or workshops.

This is an entry-level trainee class. Employees in this class will progress within the appropriate professional series pursuant to regulations regarding automatic advancement.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

~~[* Applicants who possess a bachelor's degree in a discipline directly related to the field in which the applicant is to be trained will not be required to pass a written examination.]~~

* ***Appointments to positions in this class require successful completion of a written examination.***

EDUCATION AND EXPERIENCE: A bachelor's degree from an accredited college or university in any field; **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):
Knowledge of: problem solving techniques; research techniques; basic mathematics; organizational principles.
Ability to: write grammatically correct business correspondence; read and understand technical information related to the profession; communicate verbally to express ideas and explain problems/solutions/findings; analyze problems and develop logical solutions; interact effectively with clients and/or staff from a variety of backgrounds.

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 class 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.

7.777

ESTABLISHED: 12/23/93UC
REVISED: 2/28/03UC
REVISED: 6/6/12UC