



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 #42/12

September 25, 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 October 24, 2012.

If no written objections are received in this office by October 24, 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: **02-13**
 Posting Expires: **October 24, 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/EEO-4	CODE	TITLE	GRADE/EEO-4
	New		6.804	Deputy Administrator, Regulatory Agency, DCNR	46 A
6.404	Deputy State Engineer	46 A		Abolish	
6.801	Deputy Administrator, Environmental Programs	46 A		Abolish	
6.802	Environmental Programs Manager	46 A		Abolish	

EXPLANATION OF CHANGE

At the request of the Department of Conservation & Natural Resources, and in an ongoing effort to streamline the State’s classification plan, the Division of Human Resource Management recommends the consolidation of three existing classes into a single new class. The Deputy State Engineer, Deputy Administrator, Environmental Programs, and Environmental Programs Manager serve as upper-level managers and perform similar functions in their respective agencies. All positions serve as a deputy administrator of a regulatory agency; supervise and direct professional, technical and support staff which may include professional engineers; develop and monitor program budgets; write detailed regulations required to implement State and federal mandates; and direct the development of division-wide policies and procedures to ensure regulatory compliance.

As all three of the classes to be abolished are at the same grade level, this recommendation has no fiscal impact. An Informational Note was added to reflect that some positions require registration as a Professional Engineer. Subject matter experts from the Department of Conservation & Natural Resources assisted with developing the new class, and department management supports the consolidation.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
7.705	Transportation Planner/Analyst IV	41 A	7.705	Transportation Planner/Analyst IV	41 A
7.720	Transportation Planner/Analyst III	38 B	7.720	Transportation Planner/Analyst III	38 B
7.729	Transportation Planner/Analyst II	36 B	7.729	Transportation Planner/Analyst II	36 B
7.731	Transportation Planner/Analyst I	34 B	7.731	Transportation Planner/Analyst I	34 B
7.733	Transportation Planner/Analyst Trainee	31 B	7.733	Transportation Planner/Analyst Trainee	31 B

EXPLANATION OF CHANGE

The Nevada Department of Transportation has requested revisions to the series and class concepts and minimum qualifications for the Transportation Planner/Analyst series. These changes are requested to improve recruitment efforts. The agency wants to broaden the degree requirements and expand on the number of years and types of professional level experience. These positions are much more analytical in nature and are not required to have transportation experience at the entry level. The Nevada Department of Transportation is the only agency currently using this class specification and management believe these revisions are appropriate.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
7.706	Actuary II	41 B	7.706	Insurance Actuarial Analyst III	41 B
7.710	Actuary I	39 B	7.710	Insurance Actuarial Analyst II	39 B
7.712	Associate Actuary	37 B	7.712	Insurance Actuarial Analyst I	37 B

EXPLANATION OF CHANGE

The Department of Business & Industry, Insurance Division, has requested title changes to the Actuary series. The agency is uncomfortable using the current titles as they may indicate that the individuals in the positions are accredited actuaries. These positions are much more analytical in nature and are not required to be either an accredited associate or fellow level of actuary. The Insurance Division is the only agency currently using this class specification and believes the title Insurance Actuarial Analyst is more appropriate.

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 October 24, 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.

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POSTING DATE: September 25, 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>
<i>DEPUTY ADMINISTRATOR, REGULATORY AGENCY (DCNR)</i>	<i>46*</i>	<i>A</i>	<i>6.804</i>

Under general administrative direction, incumbents serve as deputy to the Administrator of one of the regulatory agencies in the Department of Conservation & Natural Resources. Duties include management of professional, technical and administrative support staff; budget development and monitoring; development of policies and regulations; and ensuring compliance with applicable State and federal regulations and statutes.

Serve as deputy administrator of a major regulatory agency; oversee day-to-day operations, activities and programs; act on behalf of the Administrator as requested or in the absence of the Administrator; represent the agency at meetings, conferences, boards, business groups, civic organizations, local government agencies and other groups, and serve on committees as requested.

Supervise and evaluate the performance of professional, technical and administrative support staff including professional engineers; develop and implement organizational structures to optimize efficiency; establish and implement goals and objectives for assigned sections and bureaus; provide for staff development activities within budget constraints; initiate disciplinary action as appropriate within established guidelines and regulations.

Develop and monitor program budgets; prepare justifications for expenditures; ensure the best use of public funds; seek out and secure external funding sources such as grants; develop appropriate fee structures to ensure sufficient revenue to support program requirements and activities; prepare narrative, statistical and financial reports.

Write detailed regulations required to implement new or revised State and/or federal mandates; justify the need for regulation to boards, commissions or other regulatory bodies; explain and defend regulations at public hearings.

Direct the development of division-wide policies and procedures to ensure consistent application of laws, rules and regulations; analyze regulatory guidance to ensure State practices, services and requirements comply with federal requirements.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTES:

- * *Some positions require registration as a Professional Engineer.*
- * *Any person registered as a Professional Engineer in another state must become registered in Nevada within six months of appointment and as a condition of continuing employment.*
- * *Some positions require specialized experience which will be identified at the time of recruitment.*

* **Reflects a 2-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

MINIMUM QUALIFICATIONS (cont'd)

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in engineering, the natural or physical sciences, public administration, law or related field and four years of experience supervising natural resource regulatory programs or relevant specialized programs in areas of water resources or environmental protection. The required experience must have included program planning, budget development and maintenance, policy analysis and interpretation, and training and supervision of professional staff; OR an equivalent combination of education and experience.*

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

Detailed knowledge of: principles of organization, management and supervision; budget preparation and management. Working knowledge of: industry standards, federal and state laws and regulations applicable to the agency's regulatory programs; oral and written communication skills sufficient to make public presentations and prepare written reports and other materials; community and public relations; correct English usage, grammar, spelling, punctuation and vocabulary. Ability to: represent the agency and the Administrator in a wide variety of public settings; assist the Administrator with day-to-day oversight of division programs, services, activities and staff; develop agency policies and procedures consistent with federal mandates and requirements; train, supervise and evaluate the performance of professional staff; communicate effectively both orally and in writing; analyze and interpret complex, technical materials; analyze financial records and reports.

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

Detailed knowledge of: agency programs, services and staff. Working knowledge of: principles and practices pertinent to personnel administration; state budget and legislative processes. Ability to: plan, organize, manage and control assigned sections of a regulatory agency.

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.

6.804

ESTABLISHED: 10/24/12UC



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>
TRANSPORTATION PLANNER/ANALYST IV	41	A	7.705
TRANSPORTATION PLANNER/ANALYST III	38	B	7.720
TRANSPORTATION PLANNER/ANALYST II	36	B	7.729
TRANSPORTATION PLANNER/ANALYST I	34	B	7.731
TRANSPORTATION PLANNER/ANALYST TRAINEE	31	B	7.733

SERIES CONCEPT

Transportation Planner/Analysts participate in transportation system analysis, planning, and research programs or projects and/or related functional areas as mandated by, and within the guidelines of, federal and State authorities; *monitor, develop and implement grants and ensure compliance with federal funding requirements.*

Participate in the development of studies, reports, or a master plan concerning a specific transportation system utilizing state-of-the-art computerized systems and software; *conduct research*, collect, [and] analyze *and disseminate* data, forecast trends and developments, *make recommendations*, and develop alternatives to achieve goals and identify available financing; monitor and adjust the plan to ensure timeliness, relevancy and accuracy in addressing current transportation issues.

Provide management oversight for consultant and service providers, and assistance to public and private entities in applying for federal funds; participate in selecting recipients and monitor recipient performance; review financial reports and conduct physical inspections of the operation/project to ensure compliance with program regulations and specifications.

Oversee the installation and/or operation of equipment that collects field data such as traffic speed, volume, system characteristics, and global positioning.

Conduct various transportation system, traffic engineering, and planning studies to facilitate movement of people and goods; compile and analyze data; prepare comprehensive reports and recommendations.

Coordinate and/or conduct training sessions for department staff regarding equipment usage and/or program procedures, goals and requirements.

Provide information *and outreach activities* to the public and governmental agencies regarding transportation system related matters *and services* through *training*, correspondence, newsletters, published reports, public meetings, and a variety of public service announcements; *conduct inspections and reviews in accordance with applicable regulations.*

Perform related duties as assigned.

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CLASS CONCEPTS

Transportation Planner/Analyst IV: Under general direction, incumbents manage a research or planning division within the Department of Transportation by establishing program area policies and procedures, and developing and monitoring the budget *to include federal grants, payments and closings according to federal guidelines*. They direct and evaluate the activities of subordinate supervisors and lower level Transportation Planner/Analysts *and project teams* in carrying out the administration of State and federally mandated programs. *They also review and research proposed federal, State and local guidelines and regulations, codes and ordinances.*

Transportation Planner/Analyst III: Under limited supervision, incumbents perform the duties described in the series concept and have full supervisory responsibility for lower level professional staff and two or more major program areas such as Planning Management, Roadway Inventory, Statewide Continuous Counts, Statewide Long Range Plan, and Project Evaluation. These program areas are characterized by their size and the complexity of their implementation. *Incumbents assess data collection needs, methods, procedures and analysis, and [Incumbents]* may also assist in the development of program budgets.

Transportation Planner/Analyst II: Under general supervision, incumbents perform the duties described in the series concept; *or [Incumbents]* have leadworker responsibility overseeing transportation system analysis, research or planning functions of one or more assigned programs or work unit *and/or* may supervise *and/or provide training, direction or assign work to* lower level Transportation Planner/Analyst and technical staff. *This is the advanced journey level in the series.*

Transportation Planner/Analyst I: Under general supervision, incumbents perform the duties described in the series concept and conduct research and planning activities according to a specific program's requirements. Incumbents report to a higher-level Transportation Planner/Analyst and may supervise Transportation Technicians in the performance of work activities. This is the journey level in the series.

Transportation Planner/Analyst Trainee: Under close supervision, incumbents receive training in performing all or part of the duties described in the series concept. This is the entry level in the series and incumbents may progress to the Transportation Planner/Analyst I upon meeting the minimum qualifications and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Qualifying experience may be substituted for the education required above the high school level on a year-for-year basis.

TRANSPORTATION PLANNER/ANALYST IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in [civil] engineering, *business administration, planning, math, geography*, statistics, economics or related field and five years of professional experience [managing-specific] *in two or more of the following:* transportation analysis, planning or research programs; developing studies, reports and master plans; collecting and analyzing data; forecasting trends and developments; developing alternatives to achieve goals and identifying available financing. Two years of *the required experience* [which] must have been in a supervisory capacity; **OR** an equivalent combination of education and experience; **OR** two years of experience as a Transportation Planner/Analyst III in Nevada State service. (See Informational Note)

TRANSPORTATION PLANNER/ANALYST IV	41	A	7.705
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TRANSPORTATION PLANNER/ANALYST TRAINEE	31	B	7.733

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MINIMUM QUALIFICATIONS (cont'd)

TRANSPORTATION PLANNER/ANALYST IV (cont'd)

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

Working knowledge of: federal Department of Transportation programs, policies and objectives; transportation planning techniques and procedures and related regulatory codes and ordinances; federal, State and local laws regarding the planning, funding, construction and operation of transportation systems; program budget preparation and implementation. **Ability to:** supervise professional staff in various transportation programs; develop work programs; *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: federal laws and regulations regarding transportation systems, analysis, research, and planning and federal fund administration. **Working knowledge of:** State budgetary process; principles and practices of personnel management; the department's Affirmative Action plan.

TRANSPORTATION PLANNER/ANALYST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in [~~civil~~] engineering, *business administration, planning, math, geography*, statistics, economics or related field and three years of professional experience *in two or more of the following:* overseeing and conducting specific transportation analysis, planning or research programs; developing studies, reports, and master plans; collecting and analyzing data; forecasting trends and developments; developing alternatives to achieve goals; and identifying available financing. [~~including~~] One year of *the required* experience *must have been* in a leadworker capacity; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Transportation Planner/Analyst II in Nevada State service. (*See Informational Note*)

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

Working knowledge of: principles and practices of transportation engineering; federal, State and local laws related to transportation systems; development of work programs; *project scheduling; budgeting; supervisory* techniques and principles. **General knowledge of:** budget preparation and implementation. **Ability to:** manage two or more programs/projects concurrently; understand and utilize computer systems and software; *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 Transportation Planner/Analyst IV.)

TRANSPORTATION PLANNER/ANALYST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in [~~civil~~] engineering, *business administration, planning, math, geography*, economics, statistics or a related field and two years of professional experience *in two or more of the following:* conducting and participating in specific transportation analysis, planning or research programs; developing studies, reports, and master plans; collecting and analyzing data; forecasting trends and developments; developing alternatives to achieve goals and identifying available financing; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Transportation Planner/Analyst I in Nevada State service. (*See Informational Note*)

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TRANSPORTATION PLANNER/ANALYST I	34	B	7.731
TRANSPORTATION PLANNER/ANALYST TRAINEE	31	B	7.733

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MINIMUM QUALIFICATIONS (cont'd)

TRANSPORTATION PLANNER/ANALYST II (cont'd)

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

Working knowledge of: *forecasting and modeling; understand and interpret contract specifications; financial recordkeeping practices sufficient to review fiscal reports and draw logical conclusions; installation and operation of data collection equipment; preparation and dissemination of transportation related information; transportation master plans. General knowledge of:* principles of training; conducting and overseeing transportation analysis projects; developing a master plan. **Ability to:** review financial reports; oversee work of private contractors and consultants; develop recommendations for computer software and advanced technology systems; *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 Transportation Planner/Analyst III.)

TRANSPORTATION PLANNER/ANALYST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in [~~civil~~] engineering, *business administration, planning, math, geography*, economics, statistics or related field and one year of professional experience *in one or more of the following:* conducting and participating in [~~specific~~] transportation analysis, planning or research programs; developing studies, reports, and master plans; collecting and analyzing data; forecasting trends and developments; [~~and~~] developing alternatives to achieve goals and identify available financing; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Transportation Planner/Analyst Trainee in Nevada State service. *(See Informational Note)*

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

Working knowledge of: [~~transportation~~] system analysis, planning and research techniques and procedures; [~~regulatory codes and ordinances related to transportation systems; principles and practices of traffic and transportation engineering.~~] *forecasting and modeling. General knowledge of:* principles and practices of traffic engineering. **Ability to:** compose business correspondence and reports; *conduct product evaluations; conduct department wide assessments relative to products and materials proposed for acceptance; understanding of grant processes or programs; communicate with all level within the organization including multi-disciplinary project teams; and all 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 Transportation Planner/Analyst II.)

TRANSPORTATION PLANNER/ANALYST TRAINEE

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in [~~civil~~] engineering, *business administration, planning, math, geography*, economics, statistics, or related field; **OR** an equivalent combination of education and experience; **OR** graduation from high school and four years of experience collecting, compiling, *analyzing* and reviewing [~~transportation~~] data *and developing reports;* **OR** *four years of experience* as a Transportation Technician II *or three years of experience as a Transportation Technician III* in Nevada State service. *(See Informational Note)*

TRANSPORTATION PLANNER/ANALYST IV	41	A	7.705
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MINIMUM QUALIFICATIONS (cont'd)

TRANSPORTATION PLANNER/ANALYST TRAINEE (cont'd)

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

General knowledge of: analysis, planning and research techniques and procedures; data collection and analysis. **Ability to:** input and retrieve computer information; use advanced data collection equipment and technology; make mathematical and statistical computations including addition, subtraction, multiplication, division *and* algebra; [~~and linear and non-linear regression analysis;~~] communicate effectively both orally and in writing; *generate reports*; establish and maintain cooperative working relationships with others.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Transportation Planner/Analyst I.)

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>7.705</u>	<u>7.720</u>	<u>7.729</u>	<u>7.731</u>	<u>7.733</u>
ESTABLISHED:	8/02/83R 4/13/84PC	4/26/74 7/01/93P	4/26/74 7/01/93P	4/26/74 3/27/75	12/24/97UC
REVISED:	7/01/93P 9/24/92PC	9/24/92PC	9/24/92PC	7/01/93P 9/24/92PC	
REVISED:	12/24/97UC	12/24/97UC	12/24/97UC	12/24/97UC	
REVISED:	8/11/06PC	8/11/06PC	8/11/06PC	8/11/06PC	8/11/06PC
REVISED:	10/24/12UC	10/24/12UC	10/24/12UC	10/24/12UC	10/24/12UC



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>
[ACTUARY II] INSURANCE ACTUARIAL ANALYST III	41	B	7.706
[ACTUARY I] INSURANCE ACTUARIAL ANALYST II	39	B	7.710
[ASSOCIATE ACTUARY] INSURANCE ACTUARIAL ANALYST I	37	B	7.712

SERIES CONCEPT

Insurance Actuarial Analysts analyze actuarial data to either establish or review insurance rates for appropriateness and compliance with statutes and regulations; review property/casualty or life/health rate filings to determine an insurance company's financial soundness; ensure that rates are commensurate with benefits; analyze actuarial data used in insurance company annual statements; and ensure compliance with State and federal insurance laws and regulations.

Conduct actuarial and statistical studies; provide analysis for consulting actuary's reports; and conduct studies that may involve research, statistical sampling, project development and recommendations.

Analyze premium rate requests from insurance companies; analyze exposure and loss experience data, insurance classification, operating expenses and profit ratios to determine if requested rates conform to State regulations.

Analyze rate filings to determine compliance with all pertinent State and federal statutes, regulations and mandates.

Evaluate rates and amendments by applying actuarial principles and methodology to determine mathematical accuracy and appropriateness.

Analyze and draft technical regulations, opinions and bulletins to implement and clarify highly complex State and federal statutes; analyze new and proposed legislation, and represent the agency at legislative hearings.

Receive and review insurance complaints and consult with parties involved; recommend administrative intervention as appropriate.

Review business practices and initiate or recommend administrative actions including cease and desist orders; assist and cooperate with enforcement personnel who investigate, evaluate and identify statutory violations.

Respond to informational requests from consumers, industry representatives, elected officials, the general public, and other interested parties regarding contracts, rates, mandated benefits and other insurance issues.

Analyze forms submitted by insurers for completeness and compliance with statutes and regulations.

Perform related duties as assigned.

[ACTUARY II] INSURANCE ACTUARIAL ANALYST III	41	B	7.706
[ACTUARY I] INSURANCE ACTUARIAL ANALYST II	39	B	7.710
[ASSOCIATE ACTUARY] INSURANCE ACTUARIAL ANALYST I	37	B	7.712

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CLASS CONCEPTS

[Actuary II] Insurance Actuarial Analyst III: Under general direction, incumbents supervise lower level actuarial staff and perform the full range of duties described in the series concept. Incumbents are responsible for the most difficult analysis requiring the application of advanced actuarial principles such as actuarial analysis of data to arrive at rates, analysis of data submitted in required industry reports, and analysis of reserves to determine the solvency of insurance companies.

[Actuary I] Insurance Actuarial Analyst II: Under general supervision, incumbents perform the full range of duties described in the series concept. In addition, incumbents independently interpret and apply statutes and regulations to form and rate filings, testify at regulation hearings, analyze cost stabilization methods, and represent the division at legislative hearings on proposed legislation. This is the journey level in the series.

[Associate Actuary] Insurance Actuarial Analyst I: Under close supervision, incumbents perform some actuarial duties described in the series concept. Work is assigned by the supervisor and reviewed for technical accuracy. Progression to the next level is not automatic; however, incumbents may progress to the next level after two years of experience interpreting and applying relevant statutes and regulations, resolving consumer complaints, and reviewing rate filings, and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Passing two Actuarial examinations offered by a recognized actuarial society is considered equivalent to one year of experience.

[ACTUARY II]INSURANCE ACTUARIAL ANALYST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in actuarial science, statistics or mathematics, accounting, economics, and four years of experience in performing actuarial analysis that included interpretation and application of statutes and regulations pertaining to rate filings; resolving consumer complaints and responding to other inquiries; preparing written opinions and making presentations before a hearing body; and two years of experience in the preparation, analysis, application and review of rates and rating plans in a regulatory agency, insurance company or other rate setting organization; **OR** an equivalent combination of experience and education above the bachelor's degree level; **OR** two years of experience as an ~~[Actuary]~~ **Insurance Actuarial Analyst II** in Nevada State service; (*See Informational Note*)

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

Detailed knowledge of: actuarial principles and methodologies; higher mathematics and advanced statistical principles and techniques related to actuarial analysis; computer concepts, applications and capabilities of statistical software packages; economic, financial, and econometric modeling principles. **Working knowledge of:** methods of establishing insurance rates; federal insurance laws and regulations; corporate financial and accounting systems; auditing principles and generally accepted accounting principles and practices; and business law. **Ability to:** interpret legal decisions pertaining to insurance; *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: insurance laws and regulations. **Working knowledge of:** applicable agency policies and procedures related to insurance rate analysis; supervisory principles and practices.

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[ACTUARY I] INSURANCE ACTUARIAL ANALYST II	39	B	7.710
[ASSOCIATE ACTUARY] INSURANCE ACTUARIAL ANALYST I	37	B	7.712

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MINIMUM QUALIFICATIONS (cont'd)

~~[ACTUARY II]~~ INSURANCE ACTUARIAL ANALYST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in actuarial science, statistics or mathematics, accounting, economics and two years of experience in performing actuarial analysis that included interpretation and application of statutes and regulations pertaining to rate filings; resolving consumer complaints and responding to other inquiries; preparing written opinions and making presentations before a hearing body; and two years of experience in the preparation, analysis, application and review of rates and rating plans in a regulatory agency, insurance company or other rate setting organization; **OR** an equivalent combination of experience and education above the bachelor's degree level; **OR** two years of experience as an ~~[Associate Actuary]~~ **Insurance Actuarial Analyst I** in Nevada State service. (*See Informational Note*)

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

Working knowledge of: statutes and regulations as related to the insurance industry; higher mathematics and advanced statistical principles and techniques related to actuarial analysis; computer concepts, applications and capabilities of statistical software packages; economic, financial, and econometric modeling principles; corporate financial accounting systems; auditing principles and generally accepted accounting principles and practices. **Ability to:** interpret and apply legal decisions pertaining to insurance and business law. **Skill in:** performing advanced mathematical and statistical computations; *and all 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 ~~[Actuary]~~ Insurance Actuarial Analyst III).

~~[ASSOCIATE ACTUARY]~~ INSURANCE ACTUARIAL ANALYST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major work in actuarial science, mathematics, statistics, accounting, economics, or insurance and two years of experience which included the preparation, analysis, application and review of rates and rating plans in a regulatory agency, insurance company or other rate setting organization; **OR** an equivalent combination of experience and education above the bachelor's degree level. (*See Informational Note*)

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

Working knowledge of: higher-level mathematics to include calculus, analytical geometry and linear algebra; principles and practices of actuarial statistics, probability theory and accounting with emphasis on insurance company activities; financial structure of insurance companies; methods of establishing insurance rates, policies and procedures. **Ability to:** make actuarial and statistical computations and analyze financial structure of insurance companies from actuarial and statistical data; prepare actuarial and statistical reports; analyze rate plans.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for ~~[Actuary]~~ Insurance Actuarial Analyst II).

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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>7.706</u>	<u>7.710</u>	<u>7.712</u>
ESTABLISHED:	7/1/93P 9/24/92PC	2/10/88	12/3/93UC
REVISED:		7/1/93P 9/24/92PC	
REVISED:	7/15/05PC	7/15/05PC	7/15/05PC
REVISED:	9/24/07UC	9/24/07UC	9/24/07UC
REVISED:	10/24/12UC	10/24/12UC	10/24/12UC