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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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HUMAN RESOURCES COMMISSION

Meeting Notice

DATE: Friday, March 28, 2025

TIME: 9:00 a.m.

LOCATION: State Library and Archives Building
100 N. Stewart Street
Room 110
Carson City, Nevada 89701

Eureka Building
7251 Amigo Street
Room 120
Las Vegas, Nevada 89119

The sites will be connected by videoconference. The public is invited to attend at either location. As video conferencing gives the Commission, staff, and others flexibility to attend meetings in either Northern or Southern Nevada, handouts to the Commission on the day of the meeting may not be transmitted to distant locations.

Notice: The Human Resources Commission may address agenda items out of sequence to accommodate persons appearing before the Commission or to aid the efficiency or effectiveness of the meeting at the Chair's discretion. The Commission may combine two or more agenda items for consideration, and the Commission may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Comments will be limited to three minutes per person and persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Commission Chair may elect to allow additional public comment on a specific agenda item when the item is being considered.

Agenda

- I. Call To Order, Welcome, Roll Call, Announcements**
- II. Public Comment:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.
- FOR POSSIBLE ACTION III. Approval of Minutes of Previous Meetings:**
 - A. December 13, 2024
- FOR POSSIBLE ACTION IV. Discussion and Approval or Denial of Request to Approve Classes or Positions for Pre-employment Screening for Controlled Substances and Revisions to Class Specifications**

A. The Department of Public Safety requests the addition of the following positions to the list approved for pre-employment screening for controlled substances and requests approval of class specification amendments to include pre-employment screening for controlled substances:

1. Classes and positions requested for approval of pre-employment screening for controlled substances:

- a. 11.125 Senior Communications Call Taker; PCNs:
1111,1112
- b. 11.127 Communications Call Taker; PCNs: 1100-1109

2. Request for approval of class specification changes to include pre-employment screening for controlled substances for some positions in:

- a. 11.125 Senior Communications Call Taker
11.127 Communications Call Taker

FOR POSSIBLE ACTION

V. Discussion and Approval or Denial of Proposed Temporary Regulation Changes to Nevada Administrative Code, Chapter 284

A. LCB File No. T006-25

Sec. 1. NAC 284.126 Creation of new class, reclassification of position or reallocation of existing class.

FOR POSSIBLE ACTION

VI. Discussion and Approval or Denial of Contested Class Specification Reviews

A. Posting: #04-25

- 1. Accountant (ACFR) Series
 - a. 7.100 Accountant II (ACFR)
 - b. 7.101 Accountant I (ACFR)
- 2. Chief Accountant Series
 - a. 7.103 Chief Accountant
- 3. Accountant Series
 - a. 7.135 Accountant III
 - b. 7.136 Accountant II
 - c. 7.137 Accountant I
- 4. Accountant Technician Series
 - a. 7.140 Accountant Technician III
 - b. 7.141 Accountant Technician II
 - c. 7.143 Accountant Technician I
- 5. Auditor Series
 - a. 7.139 Audit Manager
 - b. 7.145 Audit Supervisor
 - c. 7.148 Auditor III
 - d. 7.154 Auditor II
 - e. 7.161 Auditor I

INFORMATIONAL ITEM

VII. Report of Uncontested Classification Changes Not Requiring Human Resources Commission Approval per NRS 284.160

The following items were posted for at least 20 working days. No written objections were received by the Administrator before the end of the posting period; therefore the changes automatically went into effect.

Posting: #42-24

NEW Senior Communications Call Taker

NEW Communications Call Taker

VIII. Discussion of Dates for Upcoming Meetings

IX. Commission Comments

X. Public Comment: No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

XI. Adjournment

Supporting material for this meeting is available at the Division of Human Resource Management at 515 E. Musser Street, Suite 101, Carson City, Nevada, 89701; 7251 Amigo Street, Suite 120, Las Vegas, NV, 89119; or on our website:

https://hr.nv.gov/Boards/PersonnelCommission/Human_Resources_Commission_-_Meetings/. To obtain a copy of the supporting material, you may contact Roxanne Hardy at (775) 684-0131 or roxannehardy@admin.nv.gov

Inquiries regarding the items scheduled for this Commission meeting may be made to Roxanne Hardy at (775) 684-0131 or roxannehardy@admin.nv.gov.

We are pleased to make reasonable accommodations for individuals who wish to attend this meeting. If special arrangements or audiovisual equipment are necessary, please notify the Division of Human Resource Management in writing at 515 E. Musser Street, Suite 101, Carson City, NV, 89701, no less than (5) working days before the meeting.

Persons who wish to receive notice of meetings must subscribe to the Division of Human resource Management LISTSERV HR Memorandums, which can be found on the following webpage:

http://hr.nv.gov/Services/HRM_Email_Subscription_Management/. If you do not wish to subscribe to LISTSERV and wish to receive notice of meetings, you must request to receive meeting notices and renew the request every 6 months thereafter per NRS 241.020(3)(c), which states in part, "A request for notice lapses 6 months after it is made." Please contact Roxanne Hardy at (775) 684-0131 or roxannehardy@admin.nv.gov to make such requests.

Notice of this meeting has been posted at the following locations:

Carson City

515 East Musser Street, Suite 101

Nevada State Library and Archives Building, 100 North Stewart Street

Nevada State Capitol Building, 101 North Carson Street

Nevada State Legislature Building, 401 South Carson Street

Las Vegas

Eureka Building, 7251 Amigo Street

Websites:

Nevada Public Notice website: <http://notice.nv.gov>

Division of Human Resource Management: www.hr.nv.gov

ITEM III

**STATE OF NEVADA
HUMAN RESOURCES
COMMISSION**

Held at the Nevada State Library and Archives Building, 100 N. Carson Street, Room 110, Carson City; and via video conference in Las Vegas at the Eureka Building, 7251 Amigo Street, Room 120, Las Vegas.

**MEETING MINUTES
December 13, 2024
(Subject to Commission Approval)**

COMMISSIONERS PRESENT:

Mr. Mark Olson, Chairperson
Ms. Angela Scurry, Commissioner
Mr. Andreas Spurlock, Commissioner
Mr. Rick McCann, Commissioner
Mr. Armen Asherian, Commissioner
Ms. Christine Santiago, Commissioner
Ms. Patricia Hurley, Commissioner

STAFF PRESENT:

Ms. Bachera Washington, Administrator, DHRM
Ms. Michelle Garton, Deputy Administrator, DHRM
Mr. Brian O'Callaghan, DHRM
Ms. Carrie Hughes, DHRM

I. CALL TO ORDER, WELCOME, ROLL CALL, ANNOUNCEMENTS

Chairperson Olson: Welcome to the meeting of the Nevada State Human Resources Commission, and let's see, we'll start with a call to order.

Michelle Garton: We are looking for applicants for several of our Boards and Commissions. We need members for the Employee-Management Committee. It's a committee made up of state of Nevada employees and State of Nevada Management employees. We have several vacancies on that one. We currently do not have a quorum for our Committee on Catastrophic Leave. Also made up of employees and management. And then finally, for this Commission, we have several alternate Commissioner positions available for those who are interested, and those are driven by statute. You can find that on the HR Commission page, on our website. And then if anybody's interested, the website to go to is gov.nv.gov and you can click on Boards and Commissions there, and it takes you through the application process.

II. PUBLIC COMMENT

Chairperson Olson: Is there any public comment down here, down south? Hearing none, public comment up north?

III. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

A. September 27, 2024

Chairperson Olson: Are there any questions, comments, changes, corrections on the minutes from our meeting of September 27th? Hearing none, may I have a motion?

The motion passes.

MOTION: Moved to approve the September 27, 2024 meeting minutes.
BY: Commissioner McCann
SECOND: Commissioner Spurlock
VOTE: The motion passed unanimously.

IV. DISCUSSION AND POSSIBLE DECISION REGARDING THE PREFERENCE OF THE COMMISSION FOR VIEWING UPDATED CLASS SPECIFICATIONS

Bachera Washington: We have completed the first part of the classification process, which is turning over and reviewing and compressing those 1,800 job titles and levels that the state currently has and compressing them, revising them to somewhere around 500 to 600 classifications. With that being said, I would like to get your thoughts, opinions, and preference on if you would like to see an overall sample of the structure of one or see each and every one of them.

Commissioner McCann: I don't know that I have the need to the condensation of 1,800 down to 500 or 600. I used to represent, I still do from the lobbying standpoint, law enforcement throughout the state. I know there has been an issue regarding a particular category of law enforcement, particularly gaming from state agents being classified. There are certain ones I might have an interest in seeing. Is there a summary of what has been done? Is there some way, in a very summary fashion, we might see that without putting you and your staff through any kind of heartache cause you've already done a yeoman's job.

Bachera Washington: If that is the preference of how we move forward, we can put something together to show the comparison.

Commissioner Scurry: I would like to also see something as you collapse the positions down to ensure that whatever the requirements within those positions are something that is not going to impact anyone's current state in the position that they're in and also moving forward, how does this impact levels of engagement when you present them to someone. I would like to see a sample, not all.

Commissioner McCann: Last time I was concerned that anybody who may have been reclassified might either have lost a job, lost money, and I was assured, and I'm sure that assurance is still there, that has not happened. Nobody's losing their job, nobody taking less money because of this reclassification study, I'm assuming.

Bachera Washington: At this point, nothing has happened. I just want to make sure that's on the record, but it's never the goal and no one will lose a job and it is the goal that no one would lose what they currently are making with this endeavor.

Commissioner Spurlock: But you are going to have some cases where individuals blend up in a salary range that has a lower maximum or top step than they had before. So there's going to be some effect on ranges.

Bachera Washington: I think that's with every class.

Commissioner Spurlock: I would fully trust summary statistics. I'd like to see how many employees have salary ranges that end up being lower than what they had. You weren't re-analyzing appropriate statuses of classifications, were you, as part of the study? I didn't think you were, but I wasn't sure.

Bachera Washington: Yes, we looked at everything when we did the class study. In determining based on the job duties, we also reviewed the FLSA to ensure that we are properly placing those folks amongst the federal guidelines.

Commissioner Spurlock: Out of personal curiosity, I would just like a summary of jobs converted from exempt to non-exempt, or non-exempt to exempt.

Bachera Washington: My team will probably be reaching out to all of you to figure out another Commission meeting for possible January, February so that we'll have that opportunity to do the summaries.

Commissioner Hurley: I feel like the state has done a really good job. I love the condensing of them. I really like the summary idea as well. When you guys go through this, when you guys are condensing these class specifications, you go through a process, right, that involves employees as well to appeal those or do those type of things? Is that going to happen with regard to what's happening now with your updated class specifications or did that already occur?

Bachera Washington: That has not occurred yet. Right now we are still in the very early phase of the classification process. Once we are able to get the approvals necessary to roll out the study, we'll move into the next phase where the employees will have an opportunity to review, ask questions, and deal with the appeal process.

Commissioner Hurley: I will follow Commissioner Spurlock who is the professional in this and the summary will work well.

Commissioner Olson: Thank you, Commissioners, for your comments. I don't have the inclination to go into that almost 2,000 at all but I look forward to reviewing and seeing the changes and perhaps the rationale for some of those.

Bachera Washington: Absolutely we have a game plan. Thank you.

V. DISCUSSION AND APPROVAL OR DENIAL OF PROPOSED PERMANENT REGULATION CHANGES TO NEVADA ADMINISTRATIVE CODE, CHAPTER 284

A. LCB File No. R172-24

Carrie Hughes: I am presenting the amendments to Nevada Administrative Code chapter 284, proposed for permanent adoption, and LCB File Number R172-24. The amendment to NAC 284.5775 clarifies that an employee is not entitled to paid family leave while receiving workers' compensation temporary total disability benefits. Paid family leave provides an employee with 50 percent of their wages, and temporary total disability benefits provides 66 and two-thirds percent of an employee's wages. So if an employee was allowed to utilize both benefits at the same time, they would then receive 116 and two-thirds percent of their normal wages.

The amendment to NAC 284.598 will prevent a seasonal employee from having a break in continuous service if they accept a permanent state position within one year after the end of their previous seasonal appointment. I thank you for your consideration of this proposed language.

Commissioner Spurlock: On the second part of this where we talked about the following or not for a single continuous service and then it talks about Number 3, a seasonal layoff, employees re-employed in a seasonal or permanent position within one year after the end of the previous seasonal appointment. What is the nature of not having the break in service in terms of how that affects their employment status? Are we just talking about the interpretation of this disability leave that was mentioned, or what does it mean there we're not giving 'em a year's worth of service? Are we from an employment standpoint?

Carrie Hughes: I want to step back and say that these regulations are not tied together. They're not intended to be read together. So 598, the current way that this is being interpreted is that they have no break in service if a seasonal employee comes back into a seasonal position within one year. That means that continuous service date doesn't change, their leave progression date doesn't change, their leave that they accrued is not either paid out or lost, and it can have other impacts. This was a request from the Department of Wildlife because they had employees who were looking to transition from seasonal to permanent and they had concerns about doing that because they knew there would be an impact to things such as their leave, their continuous service date.

Commissioner Spurlock: We're not giving them any credit where it costs the state actual money for time not worked, are we? It's just a theoretical bridge of service.

Carrie Hughes: It is a bridge of service. They are allowed to maintain their leave accruals crossing from seasonal period to seasonal period, but if you're asking about such as retirement benefits, whether they would get credit for that, I don't believe that they do get credit for the period where they are not actively employed.

Commissioner Spurlock: When it comes to accruals, you're basically adding up all of the seasons of service, but they're not getting any accrual credit for the time not working between seasons.

Carrie Hughes: Correct, their accruals are held and they can pick them up in the next seasonal period instead of their leave balances disappearing without the benefit.

The motion passes unanimously.

MOTION: Moved to approve Item 5.
BY: Commissioner Scurry
SECOND: Commissioner Hurley
VOTE: The motion passed unanimously.

VI. REPORT OF UNCONTESTED CLASSIFICATION CHANGES NOT REQUIRING HUMAN RESOURCES COMMISSION APPROVAL PER NRS 284.160

Commissioner Olson: Do we need a briefing or any information, any questions, anybody see anything that we wish to point out?

VII. DISCUSSION OF DATES FOR UPCOMING MEETINGS

Michele Garton: The Division would like to propose March 28 as the next regularly scheduled meeting, if that works. That gives the Legislative Council Bureau's legal division some time to review temporary regulations we anticipate submitting to them and gives us time to agendaize and post on all requirements. And then as Administrator Washington mentioned, you can expect to hear from us on a January or February additional meeting.

VIII. COMMISSION COMMENTS

Chairperson Olson: Any Commission Comments?

IX. PUBLIC COMMENT

Chairperson Olson: Is there any public comment here in the south? Seeing none, public comment up north, please?

X. ADJOURNMENT

Chairperson Olson: By the power vested in me, the Commission is adjourned. Thank you, everyone, as always.

ITEM IV

FOR DISCUSSION AND POSSIBLE ACTION

“Each appointing authority shall, subject to the approval of the Commission, determine whether each of its positions of employment affects the public safety. The appointing authority shall not hire an applicant for such a position unless the applicant submits to a screening test to detect the general presence of a controlled substance.” (NRS 284.4066(1))

The Department of Public Safety (DPS) has requested the following positions be added to the classes/positions approved for pre-employment screening for controlled substances for the provided reason(s):

CLASS/ TITLE CODE	TITLE	POSITION CONTROL NUMBER	AGENCY’S BASIS FOR REQUEST
11.125	Senior Communications Call Taker	1111, 1112	Receives, assesses, and disseminates reports of dangerous, violent and/or unlawful activity related to schools
11.127	Communications Call Taker	1100 - 1109	Receives, assesses, and disseminates reports of dangerous, violent and/or unlawful activity related to schools

The Commission has previously approved pre-employment screening for controlled substances of positions within the same program, SafeVoice, on the same basis as the above classes/positions (i.e., receiving, assessing, and disseminating reports of dangerous, violent and/or unlawful activity related to schools).

If the above classes are approved for pre-employment screening for controlled substances, the class specifications for the class series, Senior Communications Call Taker and Communications Call Taker, will need to be revised to reflect the requirement of pre-employment screening for controlled substances for positions in the classes.

A DPS representative has been requested to be available at the meeting to answer Commissioners’ questions.

Joe Lombardo
Governor



Nevada Department of
Public Safety
Dedication Pride Service

George Togliatti
Director

Sheri Brueggemann
Deputy Director

Investigation Division

555 Wright Way
Carson City, Nevada 89711
Telephone (775) 684-7412 - Fax (775) 684-7409

Mike Edgell
Chief

MEMORANDUM

DATE: December 16, 2024

TO: Carrie Hughes
Department of Administration, Division of Human Resource Management

FROM: Mike Edgell, Investigation Division, Chief 

SUBJECT: Pre-Employment Testing for Controlled Substances – Item for Personnel Commission Agenda

The Nevada State Police, Investigation Division, SafeVoice (Budget Account 3743) respectfully requests that the Positions/Classes approved for Pre-Employment Controlled Substance Testing be updated to include the following positions in the Communications Call Taker class series.

Class Code	Class Title	PCN
11.125	Senior Communications Call Taker	1111 and 1112
11.127	Communications Call Taker	1100 through 1109

These positions in the SafeVoice program, in the performance of their regular duties are responsible for receiving, assessing and disseminating reports of dangerous, violent and/or unlawful activity threatened, conducted at, or related to a school while maintaining the anonymity of those making those reports. SafeVoice operates 24 hours a day, 7 days a week, 365 days a year.

An agency representative will be present at the Personnel Commission meeting to answer any questions.



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>
SENIOR COMMUNICATIONS CALL TAKER	29	F	11.125
COMMUNICATIONS CALL TAKER	27	F	11.127

SERIES CONCEPT

Communications Call Takers process incoming emergency and non-emergency information received through telecommunication and online systems, supply and input information into appropriate systems, and communicate the information to the appropriate entities.

Provide emergency and/or non-emergency dispatch support to federal, State and other governmental agencies; respond to routine and life threatening telephone calls and extract pertinent information; coordinate communications with youth, K-12 students, members of the public, law enforcement, government and school officials, community groups and other authorized individuals, and the general public; relay specialized and sensitive information which impacts programs and activities; defuse irate callers; determine which information resource to access for expediency and situational relevance; interpret information received and transmit and route to authorized individuals; enter, retrieve, and edit data; ensure accurate storage of the system's activities.

Receive anonymous reports about dangerous, violent, or unlawful activities, or the threat of such activities, conducted on school property, at an activity sponsored by a public school, on a school bus of a public school or by a pupil enrolled at a public school; provide reports to appropriate State or local public safety agencies and to school administrators about dangerous, violent or unlawful activities, or the threat of such activities, conducted on school property, at an activity sponsored by a public school, on a school bus of a public school or by a pupil enrolled at a public school; ensure program activities conform to established goals and policies; ensure the confidentiality of any record or information associated with anonymous reports.

Gather information necessary to determine the validity of a report and the severity of any threat; generate and prepare accurate detailed narratives based on caller's report; monitor electronic messages and notifications from criminal justice agencies; determine the validity and eligibility of requests; forward information to appropriate authorities; provide rejection notices to the requesting agencies as required; assess appropriate information resources.

Determine which persons and organizations in the community, including, without limitation, a provider of mental health services which is operated by a state or local agency, that could be made available to assist pupils and staff in recovering from a crisis, emergency or suicide.

Review warrant documents to determine eligibility to be placed into federal and State systems; determine if cautions are valid and necessary by researching criminal history; validate warrants; research identified changes and make conforming changes to the warrant record as needed; investigate and resolve warrant related issues.

Respond to public records requests and subpoenas; determine if request meets federal and State laws, regulations and policy; disseminate information as required; provide courtroom testimony or deposition pursuant to information provided in a subpoena request.

Generate and prepare narrative and statistical reports related to activities and outcomes; identify anomalies and provide recommendations to resolve problems; communicate directly with partnering State agencies to ensure

SERIES CONCEPT (cont'd)

consensus of resolution approval; communicate with partnering personnel for efficient transition of communication with callers and/or resource entities; maintain confidentiality of conversations and communications.

Implement standardized procedures for emergency and non-emergency tracking and monitoring the outcome of reports received; interpret and explain program policies, regulations, and requirements.

Perform related duties as assigned.

CLASS CONCEPT

Senior Communications Call Taker: Under general supervision, incumbents perform the full range of the duties and responsibilities described in the series concept and may function as a lead worker over Communications Call Taker positions by assigning and reviewing work and providing training or may function as a supervisor to include performance evaluations, work performance standards, work assignment and review, scheduling, training, and discipline.

Incumbents research, develop and deliver analytical, narrative and statistical reports to management; develop and implement standardized procedures for tracking and monitoring the outcome of emergency and/or nonemergency reports received; oversee file maintenance, supply and inventory control; and may assist management in developing, reviewing, and implementing policies for the work unit.

Communications Call Taker: Under limited supervision, incumbents perform all or part of the duties and responsibilities described in the series concept.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * *Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.*
- * Some positions require a State of Nevada/FBI background check.
- * Some positions require a pre-employment criminal history check and fingerprinting.
- * Some applicants must meet the minimum typing speed established by the agency at the time of recruitment.

INFORMATIONAL NOTES:

- * Pursuant to NRS 432.100, some positions may require a State of Nevada, Division of Child & Family Services Child Abuse & Neglect Central Registry Check.
- * Some positions may require working a swing and/or graveyard shift, weekends, and/or holidays.

SENIOR COMMUNICATIONS CALL TAKER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience providing emergency and/or nonemergency dispatch support as described in the series concept; **OR** one year of experience as a Communications Call Taker in Nevada State service; **OR** an equivalent combination of education and experience as described above.

MINIMUM QUALIFICATIONS (cont'd)

SENIOR COMMUNICATIONS CALL TAKER (cont'd)

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

Working knowledge of: security, confidentiality, and privacy regulations; functions and communications procedures of other entities served by the communications center. **General knowledge of:** agency policies, procedures, and programs; common office procedures for reports and records; criminal justice information systems. **Skill in:** managing a high volume of telecommunication calls and online communications; responding appropriately to emergencies. **Ability to:** establish and maintain effective working relationships; handle a large volume of telephone and online communications; work independently and follow through on assignments with minimal direction; efficiently and accurately respond to telephone calls and online communications; recognize life safety situations and take appropriate action; and all knowledge, skills, and abilities required at the lower level.

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

General knowledge of: agency mission, functions, programs, activities, and operating policies; policy and procedure development. **Ability to:** assign and review work; provide training.

COMMUNICATIONS CALL TAKER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education.

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

General knowledge of: standard office practices and procedures; arithmetic to produce accurate information; telephone etiquette. **Skill in:** working with individuals with mental health and/or substance use disorders. **Ability to:** perform routine dispatch and communications activities; interact efficiently and tactfully with the public, school officials, and law enforcement; read and interpret maps; respond to a variety of information requests; understand and carry out verbal and written instructions; maintain files and records; receive and transmit information precisely and promptly; work as part of a team; establish and maintain effective working relationships with employees, other agencies, and the general public; speak clearly and distinctly using correct English, both verbal and written; communicate and engage effectively with individuals of varied backgrounds, trauma experiences, cultures, education level to include youth, and socio-economic status; work with frequent interruptions and distractions; remain calm, professional, and clear headed during escalated situations; make decisions, think critically, and problem solve; operate computers and related software.

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Senior Communications Call Taker.)

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.

11.125 11.127

ESTABLISHED: 11/26/24UC 11/26/24UC

Human Resources Commission Meeting
March 28, 2025

FOR INFORMATION ONLY

Attached is a list of classes and positions which have previously been approved for pre-employment testing. This list has been provided for you to use as a reference when determining which classes and/or positions the Commission may wish to approve at this meeting.

STATE OF NEVADA

POSITIONS/CLASSES APPROVED FOR PRE-EMPLOYMENT CONTROLLED SUBSTANCE TESTING CHANGES EFFECTIVE JUNE 9, 2023

All positions in each class have been approved for pre-employment controlled substance testing, unless otherwise noted (*) for a specific agency(s) and/or position(s).

Classes in *bold/italics* are new to the list.

If an approved (listed) class/position is being filled with an underfill class, pre-employment controlled substance testing is required for the underfill.

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
1.401	WEIGHTS AND MEASURES INSPECTOR IV	
1.404	WEIGHTS AND MEASURES INSPECTOR III	
1.407	WEIGHTS AND MEASURES INSPECTOR II	
1.410	WEIGHTS AND MEASURES INSPECTOR I	
1.413	WEIGHTS AND MEASURES ASSISTANT (SEASONAL)	
1.608	FIELD ASSISTANT II (PARC)	
1.737	BIOLOGIST I*	AGR - PCN 4600-0025
1.770	WILDLIFE AREA SUPERVISOR II	
1.771	WILDLIFE AREA SUPERVISOR I	
1.772	FISH HATCHERY SUPERVISOR II	
1.774	FISH HATCHERY SUPERVISOR I	
1.776	FISH HATCHERY TECHNICIAN III	
1.778	FISH HATCHERY TECHNICIAN II	
1.780	FISH HATCHERY TECHNICIAN I	
1.785	WILDLIFE AREA TECHNICIAN III	
1.786	WILDLIFE AREA TECHNICIAN II	
1.787	WILDLIFE AREA TECHNICIAN I	
1.811	FORESTER III	
1.812	FIRE MANAGEMENT OFFICER II	
1.813	FORESTER II	
1.814	FIRE MANAGEMENT OFFICER I	
1.816	BATTALION CHIEF	
1.817	CONSERVATION CREW SUPERVISOR III	
1.818	FORESTER I	
1.819	FIREFIGHTER II	
1.820	CONSERVATION CREW SUPERVISOR II	
1.822	FIRE CONTROL DISPATCHER III	
1.823	SEASONAL FIRE CONTROL DISPATCHER II*	DCNR-FORESTRY DIVISION - ALL PCNS
1.824	SEASONAL FIRE CONTROL DISPATCHER I*	DCNR-FORESTRY DIVISION - ALL PCNS
1.825	CONSERVATION CREW SUPERVISOR I	

1.826	FIRE CONTROL DISPATCHER II	
1.827	FIRE CONTROL DISPATCHER I	
1.828	SEASONAL FIREFIGHTER III*	DCNR-FORESTRY DIVISION - ALL PCNS
1.829	SEASONAL FIREFIGHTER II*	DCNR-FORESTRY DIVISION - ALL PCNS
1.831	SEASONAL FIREFIGHTER I*	DCNR-FORESTRY DIVISION - ALL PCNS
1.835	HELITACK SUPERVISOR	
1.850	FIRE CAPTAIN	
1.852	FIREFIGHTER I	
1.907	PARKS REGIONAL MANAGER (NON-COMMISSIONED)	
1.912	PARK INTERPRETER	
1.918	LIFEGUARD II	
1.919	LIFEGUARD I	
1.921	PARK RANGER III (NON-COMMISSIONED)	
1.922	PARK RANGER II (NON-COMMISSIONED)	
1.923	PARK RANGER I (NON-COMMISSIONED)	
1.967	PARK SUPERVISOR III (NON-COMMISSIONED)	
1.968	PARK SUPERVISOR II (NON-COMMISSIONED)	
1.969	PARK SUPERVISOR I (NON-COMMISSIONED)	
2.124	MAIL SERVICE SUPERVISOR*	BCN - ALL PCNS
2.126	MAIL SERVICE TECHNICIAN*	BCN - ALL PCNS
2.127	MAIL SERVICE CLERK I*	BCN - ALL PCNS
2.129	MAIL SERVICE CLERK II*	BCN - ALL PCNS
2.153	LEGAL SECRETARY II*	TAXI - PCN 0038
2.210	ADMINISTRATIVE ASSISTANT IV*	DPS - PCNS 3743-0106, 3743-33, 3743-1111, 3743-1112, 4701-0106, 4701-0155, 4701-0706, 4701-0805, 4701-0870, 4709-42, 4709-70, 4709-71, 4709-72, 4709-73, 4709-206, 4709-625, 4709-645, 4709-665, 4709-1004, 4709-1006, 4709-1007, 4709-1009, 4709-8004, 4709-8018, 4709-8031, 4709-8038, 4709-8039, 4709-8040, 4709-8041, 4709-8042, 4709-8043, 4709-8049, 4709-8050, 4709-9013, 4709-9018, 4709-9019, 4713-0706, 4713-155, 4713-805; MIL - PCN 4006; TAXI - PCN 0023
2.211	ADMINISTRATIVE ASSISTANT III*	DMV - PCNS RE7015, WF7047; DPS - PCNS 3740-1412, 3743-0028, 3743-5, 3743-15, 3743-17, 3743-32, 3743-34, 3743-60, 3743-61, 3743-62, 3743-64, 3743-65, 3743-1011, 3743-1014, 3743-1017, 3743-1020, 3743-1100, 3743-1101, 3743-1102, 3743-1103, 3743-1104, 3743-1105, 3743-1106, 3743-1107, 3743-1108, 3743-1109, 3744-10, 3744-13, 3744-16, 3744-19, 4702-51, 4702-147, 4702-315, 4702-328, 4702-648, 4702-705, 4702-871, 4702-11033, 4702-11034, 4709-36, 4709-37, 4709-58, 4709-620, 4709-630, 4709-8005, 4709-

		8007, 4709-8010, 4709-8011, 4709-8016, 4709-8017, 4709-8019, 4709-8020, 4709-8021, 4709-9001, 4709-9002, 4709-9011, 4709-9012, 4709-9016, 4709-9017; MIL – PCNS 4007, 4008, 4010, 4011, 4012, 4013, 4014, 4015, 4030; TAXI - PCNS 0011, 0061
2.212	ADMINISTRATIVE ASSISTANT II*	DPS - PCNS 3743-1021, 4702-32, 4709-09022, 4709-09023, 4709-2, 4709-16, 4709-17, 4709-18, 4709-25, 4709-26, 4709-34, 4709-57, 4709-62, 4709-204, 4709-205, 4709-605, 4709-660, 4709-8006, 4709-8008, 4709-8009, 4709-8044, 4709-8045, 4709-8046, 4709-8048, 4709-9003, 4709-9004, 4709-9005, 4709-9006, 4709-9007, 4709-9008, 4709-9009, 4709-9010, 4713-0870; MIL – PCN 4003; TAXI - PCNS 0003, 0013, 0020, 0043, 0046, 0066, 0074, 0075, 0092, 0095
2.301	ACCOUNTING ASSISTANT III*	DPS - PCNS 3743-16, 4709-38, 4709-8022
2.303	ACCOUNTING ASSISTANT II*	DPS - PCN 4709-15
2.819	SUPPLY TECHNICIAN III*	PURCHASING - PCN 0027
2.824	SUPPLY TECHNICIAN II*	PURCHASING - PCN 0029; BCN - ALL PCNS
2.827	SUPPLY ASSISTANT*	BCN - ALL PCNS
2.836	SUPPLY TECHNICIAN I*	BCN - ALL PCNS; MIL – PCN 4029
3.203	FOOD SERVICE COOK/SUPERVISOR II*	BCN - ALL PCNS
3.206	FOOD SERVICE COOK/SUPERVISOR I*	BCN - ALL PCNS; MIL – PCNS 4025, 4026, 4027, 4028
3.213	FOOD SERVICE WORKER II*	BCN - ALL PCNS
3.218	FOOD SERVICE WORKER I*	BCN - ALL PCNS
3.504	DRIVER – SHUTTLE BUS II*	BCN – ALL PCNS
3.505	DRIVER - SHUTTLE BUS I	
3.506	DRIVER - VAN/AUTOMOBILE	
3.520	FAMILY SUPPORT WORKER III*	BCN - ALL PCNS
3.521	FAMILY SUPPORT WORKER II*	BCN - ALL PCNS
3.524	FAMILY SUPPORT WORKER I*	BCN - ALL PCNS
3.530	TRANSPORTATION AND SAFETY ATTENDANT III*	NDVS – ALL PCNS
3.535	TRANSPORTATION AND SAFETY ATTENDANT II*	NDVS – ALL PCNS
3.540	TRANSPORTATION AND SAFETY ATTENDANT I*	NDVS – ALL PCNS
5.103	PRINCIPAL	
5.104	VICE PRINCIPAL	
5.106	ACADEMIC TEACHER	
5.112	VOCATIONAL EDUCATION INSTRUCTOR	
5.174	CHILD CARE WORKER II*	BCN - ALL PCNS
5.175	CHILD CARE WORKER I*	BCN - ALL PCNS
5.181	EARLY CHILDHOOD EDUCATOR IV*	BCN – ALL PCNS
5.182	EARLY CHILDHOOD EDUCATOR III*	BCN – ALL PCNS
5.183	EARLY CHILDHOOD EDUCATOR II*	BCN – ALL PCNS

5.184	<i>EARLY CHILDHOOD EDUCATOR I*</i>	<i>BCN – ALL PCNS</i>
6.209	SUPERVISOR III, ASSOCIATE ENGINEER*	NDOT - PCNS 017009, 017046, 018-037, ALL PCNS BEGINNING W/ 930
6.211	SUPERVISOR II, ASSOCIATE ENGINEER*	NDOT - PCNS 027006, 028006, 255001, ALL PCNS BEGINNING W/ 930
6.215	SUPERVISOR I, ASSOCIATE ENGINEER*	NDOT -PCNS 017021, 017034, 017048, 028008, ALL PCNS BEGINNING W/ 930
6.223	ADMINISTRATOR I, PROFESSIONAL ENGINEER*	NDOT - PCN 301012
6.224	MANAGER I, PROFESSIONAL ENGINEER*	NDOT - ALL PCNS BEGINNING W/ 930
6.228	STAFF II, ASSOCIATE ENGINEER*	NDOT - PCNS 018024, 018025, 018036, 018037, 018046, 018047
6.229	STAFF I, ASSOCIATE ENGINEER*	NDOT - PCNS 020014, 034001, 255002, 080001, 080002, 080005, 080006, 080007, 080010
6.305	ENGINEERING TECHNICIAN V*	NDOT - PCN 028015
6.308	ENGINEER TECHNICIAN IV*	NDOT - PCN 027023, ALL PCNS BEGINNING W/ 930
6.313	ENGINEERING TECHNICIAN III*	NDOT - PCNS 017037, 017038, 017039, 017040, 017041, 017042, 017050, 017051, 017052, 027019, 027022, 028010, 028011, 028013, 028016, 028021, 028022, 028030, 101342, 255003, ALL PCNS BEGINNING W/ 930
6.355	ARCHITECTURAL DRAFTER IV*	BCN - ALL PCNS
6.358	ARCHITECTURAL DRAFTER III*	BCN - ALL PCNS
6.750	CONSTRUCTION PROJECT COORDINATOR III*	BCN - ALL PCNS
6.751	PROJECT MANAGER III*	BCN - ALL PCNS
6.754	BUILDING CONSTRUCTION INSPECTOR III*	BCN - ALL PCNS; D of A - ALL PCNS
6.755	BUILDING CONSTRUCTION INSPECTOR IV - SUPERVISOR*	D of A - ALL PCNS
6.758	CONSTRUCTION PROJECT COORDINATOR II*	BCN - ALL PCNS
6.762	PROJECT MANAGER II*	BCN - ALL PCNS
6.763	PROJECT MANAGER I*	BCN - ALL PCNS
6.966	DEVELOPMENT TECHNICIAN IV*	BCN - ALL PCNS
6.978	DEVELOPMENT TECHNICIAN III*	BCN - ALL PCNS
6.979	DEVELOPMENT TECHNICIAN II*	BCN - ALL PCNS
6.980	DEVELOPMENT TECHNICIAN I*	BCN - ALL PCNS
6.981	ELECTRONICS TECHNICIAN II*	BCN, NDOC - ALL PCNS
6.987	ELECTRONICS TECHNICIAN III*	BCN, NDOC - ALL PCNS
6.988	ELECTRONICS TECHNICIAN I*	BCN, NDOC - ALL PCNS
7.141	ACCOUNTANT TECHNICIAN II*	DPS - PCNS 0030, 4709-1010
7.143	ACCOUNTANT TECHNICIAN I*	DPS - PCN 4702-30
7.154	AUDITOR II*	DHHS PBH - PCNS 0031, 0033, 0041
7.216	ADMINISTRATIVE SERVICES OFFICER III*	DPS – PCN 4709-0023
7.217	ADMINISTRATIVE SERVICES OFFICER II*	DPS - PCN 4709-23
7.218	ADMINISTRATIVE SERVICES OFFICER I*	DPS - PCN 3743-6
7.519	TRAINING OFFICER I*	NDOT - ALL PCNS
7.524	TRAINING OFFICER II*	DPS - NHP - HAZARDOUS MATERIALS - PCN 5

7.624	MANAGEMENT ANALYST III*	DPS - PCNS 4709-09025, 4709-3, 4709-200, 4709-9015
7.625	MANAGEMENT ANALYST II*	DPS - PCN 4709-39; TAXI - PCNS 0002, 0078
7.637	MANAGEMENT ANALYST I*	DPS - PCNS 3743-9, 3743-79, 4709-40
7.643	PROGRAM OFFICER III*	DHHS PBH - PCN 0038; DPS - PCN 4702-0086; MIL - PCN 4016
7.647	PROGRAM OFFICER II*	BCN - PCN P0000505; DPS- PCNS 3743-1022, 4701-0950, 4709-19, 4709-24, 4709-35, 4709-8003, 4709-8012; MIL - PCNS 4005, 4009, 4017
7.649	PROGRAM OFFICER I*	DPS - PCN 3744-82, 4702-322, 4702-11140, 4709-09026, 4709-8030, 4709-8036, 4709-8037, 4709-8052, 4709-9020, 4709-9021; FIRE MARSHAL - PCNS 4, 106; NDOC - PCNS 3710-0064, 3710-0202; BCN - PCNS P0002816, P0000588
7.653	PUBLIC SERVICE INTERN II*	NDOT - ALL PCNS BEGINNING W/ 940
7.655	BUSINESS PROCESS ANALYST III*	DPS - PCN 4709-7005, 4709-7014, 4709-8023
7.656	BUSINESS PROCESS ANALYST II*	DPS - PCNS 4702-0046, 4709-7013, 4709-8024, 4709-8025
7.657	BUSINESS PROCESS ANALYST I*	DPS - PCNS 4709-7010, 4709-7011, 4709-7012, 4709-7015
7.665	PUBLIC SERVICE INTERN I*	MIN - PCNS 09015, 09016, 09017, 09018, 09019, 09020, 09022, 09023
7.713	TRANSPORTATION TECHNICIAN III*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.714	TRANSPORTATION TECHNICIAN IV*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.715	TRANSPORTATION TECHNICIAN II*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.722	TRAFFIC CENTER TECHNICIAN SUPERVISOR	
7.724	TRAFFIC CENTER TECHNICIAN II	
7.725	TRAFFIC CENTER TECHNICIAN I	
7.726	TRAFFIC CENTER TECHNICIAN TRAINEE	
7.745	STATISTICIAN II*	DPS - PCN 4709-21
7.901	CHIEF IT MANAGER*	NDOT - PCN 016060
7.902	IT MANAGER III*	DPS - PCN 4709-0207
7.904	IT MANAGER I*	NDOT - PCN 016065; BCN UNR - PCN P0005682
7.921	IT PROFESSIONAL IV*	DPS - PCN 4709-8032; NDOT - PCNS 016061, 016063
7.925	IT PROFESSIONAL III*	DPS - PCNS 4709-0150, 4709-8033; NDOT - PCNS 016062, 016064, 91001, 92001, 93002; BCN UNR - ALL FACILITIES SERVICES PCNS
7.926	IT PROFESSIONAL II*	NDOT - PCNS 91005, 92002, 93001, 93003, 95001, 96001, 92003, 93005, 94003; BCN UNR - ALL FACILITIES SERVICES PCNS
7.929	IT PROFESSIONAL I*	BCN UNR - ALL FACILITIES SERVICES PCNS

7.951	IT PROFESSIONAL TRAINEE*	BCN UNR - ALL FACILITIES SERVICES PCNS
9.103	HIGHWAY MAINTENANCE MANAGER	
9.106	HIGHWAY MAINTENANCE SUPERVISOR II	
9.115	HIGHWAY MAINTENANCE SUPERVISOR I	
9.117	HIGHWAY MAINTENANCE WORKER IV	
9.120	HIGHWAY MAINTENANCE WORKER III	
9.127	HIGHWAY MAINTENANCE WORKER II	
9.130	HIGHWAY MAINTENANCE WORKER I	
9.137	HIGHWAY CONSTRUCTION AID	
9.200	SPECIAL EQUIPMENT OPERATOR III	
9.201	EQUIPMENT OPERATION INSTRUCTOR	
9.203	SPECIAL EQUIPMENT OPERATOR II	
9.204	GROUNDS EQUIPMENT OPERATOR I*	BCN - ALL PCNS
9.205	SEASONAL FORESTRY EQUIPMENT OPERATOR	
9.208	DRIVER WAREHOUSE WORKER TRAINEE*	NDOC - ALL PCNS
9.209	GROUNDS EQUIPMENT OPERATOR II*	BCN - ALL PCNS
9.210	DRIVER WAREHOUSE WORKER I	
9.211	DRIVER WAREHOUSE WORKER II	
9.212	DRIVER WAREHOUSE SUPERVISOR	
9.315	HIGHWAY EQUIPMENT MECHANIC SPVR I	
9.317	HIGHWAY EQUIPMENT MECHANIC III	
9.318	HIGHWAY EQUIPMENT MECHANIC II	
9.321	HIGHWAY EQUIPMENT MECHANIC I	
9.322	EQUIPMENT MECHANIC IV*	BCN, DCNR-FORESTRY DIVISION - ALL PCNS
9.323	EQUIPMENT MECHANIC III*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOW - ALL PCNS
9.326	EQUIPMENT MECHANIC-IN-TRAINING IV*	BCN, NDOT - ALL PCNS
9.327	AUTO BODY WORKER*	NDOT - ALL PCNS
9.328	EQUIPMENT MECHANIC-IN-TRAINING III*	BCN, NDOT - ALL PCNS
9.330	EQUIPMENT MECHANIC-IN-TRAINING II*	BCN, NDOT - ALL PCNS
9.331	EQUIPMENT MECHANIC II*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW - ALL PCNS
9.332	EQUIPMENT MECHANIC-IN-TRAINING I*	BCN, NDOT - ALL PCNS
9.333	EQUIPMENT MECHANIC I*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW - ALL PCNS
9.334	FLEET SERVICE WORKER IV*	BCN, NDOT - ALL PCNS
9.335	FLEET SERVICE WORKER III*	BCN, NDOT - ALL PCNS
9.336	FLEET SERVICE WORKER II*	BCN, NDOT - ALL PCNS
9.337	FLEET SERVICE WORKER I*	BCN, NDOT - ALL PCNS
9.353	AVIATION SERVICES OFFICER	
9.354	CHIEF PILOT	
9.355	PILOT II	
9.356	PILOT III	
9.357	AIRCRAFT MAINTENANCE SPECIALIST	
9.359	PILOT I	
9.404	HVACR SPECIALIST IV*	BCN - ALL PCNS
9.408	HVACR SPECIALIST II*	BCN, NDOC - ALL PCNS
9.413	HVACR SPECIALIST III*	BCN, NDOC - ALL PCNS
9.417	WELDER I*	BCN, NDOC, NDOT - ALL PCNS
9.418	LOCKSMITH I*	BCN, NDOC - ALL PCNS
9.420	HEAT PLANT SPECIALIST II*	BCN, NDOC - ALL PCNS
9.421	HVACR SPECIALIST I*	BCN, NDOC, NDOT - ALL PCNS

9.422	HEAT PLANT SPECIALIST IV*	BCN, NDOC - ALL PCNS
9.423	CARPENTER I*	BCN, NDOC, NDOT - ALL PCNS
9.424	CARPENTER II*	BCN, NDOC - ALL PCNS
9.425	HEAT PLANT SPECIALIST III*	BCN, NDOC - ALL PCNS
9.426	ELECTRICIAN I*	BCN, NDOC, NDOT - ALL PCNS
9.428	HEAT PLANT SPECIALIST I*	BCN, NDOC - ALL PCNS
9.429	PAINTER I*	BCN - ALL PCNS
9.430	WELDER II*	BCN, NDOC, NDOT - ALL PCNS
9.431	LOCKSMITH II*	BCN, NDOC - ALL PCNS
9.432	PLUMBER I*	BCN, NDOC - ALL PCNS
9.434	EVENTS CENTER TECHNICIAN II*	BCN - ALL LAWLOR EVENTS CENTER PCNS
9.437	EVENTS CENTER TECHNICIAN I*	BCN - ALL LAWLOR EVENTS CENTER PCNS
9.439	CARPENTER III*	BCN - ALL PCNS
9.441	MAINTENANCE REPAIR SPECIALIST I*	BCN, NDOC, NDOT, NDOW, NDVS - ALL PCNS
9.445	MAINTENANCE REPAIR SPECIALIST II*	BCN, NDOC, NDOW - ALL PCNS
9.447	ELECTRICIAN II*	BCN, NDOC, NDOT - ALL PCNS
9.448	ELECTRICIAN III*	BCN, NDOC, NDOT - ALL PCNS
9.459	PAINTER II*	BCN - ALL PCNS
9.460	PAINTER III*	BCN - ALL PCNS
9.462	PLUMBER II*	BCN, NDOC - ALL PCNS
9.463	PLUMBER III*	BCN - ALL PCNS
9.465	CRAFT WORKER-IN-TRAINING IV*	BCN - ALL PCNS
9.466	CRAFT WORKER-IN-TRAINING III*	BCN - ALL PCNS
9.467	CRAFT WORKER-IN-TRAINING II*	BCN - ALL PCNS
9.468	CRAFT WORKER-IN-TRAINING I*	BCN - ALL PCNS
9.470	THEATER TECHNICIAN I*	BCN - ALL PCNS
9.471	THEATER TECHNICIAN II*	BCN - ALL PCNS
9.481	MAINTENANCE REPAIR AID IV*	BCN - ALL PCNS
9.482	MAINTENANCE REPAIR AID III*	BCN - ALL PCNS
9.483	MAINTENANCE REPAIR AID II*	BCN - ALL PCNS
9.484	MAINTENANCE REPAIR AID I*	BCN - ALL PCNS
9.485	MAINTENANCE REPAIR WORKER IV*	BCN, NDOC - ALL PCNS
9.486	MAINTENANCE REPAIR WORKER III*	BCN, NDOC - ALL PCNS
9.487	MAINTENANCE REPAIR WORKER II*	BCN, NDOC, NDVS - ALL PCNS
9.488	MAINTENANCE REPAIR WORKER I*	BCN, NDOC, NDVS - ALL PCNS
9.496	WASTEWATER TREATMENT OPERATOR II*	NDOC - ALL PCNS
9.497	WASTEWATER TREATMENT OPERATOR I*	NDOC - ALL PCNS
9.501	NATIONAL GUARD RANGE SPECIALIST	MIL - PCN 103
9.514	RANCH MANAGER*	BCN UNR - PCN P0001268
9.545	MEAT PLANT TECHNICIAN TRAINEE	BCN - ALL PCNS
9.546	MEAT PLANT TECHNICIAN I	BCN - ALL PCNS
9.547	MEAT PLANT TECHNICIAN II	BCN - ALL PCNS
9.548	MEAT PLANT SUPERVISOR	BCN - ALL PCNS
9.549	MEAT PLANT MANAGER	BCN - ALL PCNS
9.603	FACILITY MANAGER*	BCN, NDOC - ALL PCNS
9.606	FACILITY SUPERVISOR III*	BCN, NDOC - ALL PCNS
9.609	FACILITY SUPERVISOR II*	BCN, D of A PW - 0202, NDOC - ALL PCNS, NDOT - PCN 302001
9.610	GROUND SUPERVISOR III*	BCN - ALL PCNS
9.612	FACILITY SUPERVISOR I*	BCN, D of A PW - 0119, NDOC - ALL PCNS

9.616	CUSTODIAL SUPERVISOR IV*	BCN - ALL PCNS
9.617	CUSTODIAL SUPERVISOR III*	BCN - ALL PCNS
9.620	GROUNDS SUPERVISOR II*	BCN - ALL PCNS
9.623	CUSTODIAL SUPERVISOR II*	BCN - ALL PCNS
9.625	CUSTODIAL SUPERVISOR I*	BCN - ALL PCNS
9.627	GROUNDS SUPERVISOR I*	BCN - ALL PCNS
9.630	GROUNDS MAINTENANCE WORKER V - IRRIGATION*	BCN - ALL PCNS
9.631	CUSTODIAL WORKER II*	BCN - ALL PCNS
9.632	GROUNDS MAINTENANCE WORKER V – GROUND SERVICES*	BCN – ALL PCNS
9.633	GROUNDS MAINTENANCE WORKER IV*	BCN - ALL PCNS
9.634	CUSTODIAL WORKER I*	BCN - ALL PCNS
9.635	GROUNDS MAINTENANCE WORKER III*	BCN - ALL PCNS
9.637	FACILITY ATTENDANT*	BCN - ALL PCNS
9.639	GROUNDS MAINTENANCE WORKER II*	BCN - ALL PCNS
9.641	GROUNDS MAINTENANCE WORKER I*	BCN - ALL PCNS
10.124	PSYCHOLOGIST IV*	NDOC - ALL PCNS
10.126	PSYCHOLOGIST III*	NDOC - ALL PCNS
10.132	PSYCHOLOGIST II*	NDOC - ALL PCNS
10.139	MENTAL HEALTH COUNSELOR II*	NDOC - ALL PCNS
10.141	MENTAL HEALTH COUNSELOR I*	NDOC - ALL PCNS
10.143	PSYCHOLOGIST I*	NDOC - ALL PCNS
10.144	CLINICAL SOCIAL WORKER II*	NDOC - ALL PCNS
10.146	TREATMENT HOME SUPERVISOR	
10.148	TREATMENT HOME PROVIDER	
10.150	CLINICAL SOCIAL WORKER I*	NDOC - ALL PCNS
10.151	CLINICAL SOCIAL WORKER III*	NDOC - ALL PCNS
10.179	PSYCHOMETRIST *	NDOC - ALL PCNS
10.217	HEALTH PROGRAM MANAGER II*	DHHS PBH - PCN 0037
10.229	MID-LEVEL MEDICAL PRACTITIONER*	DHHS, NDOC - ALL PCNS
10.244	QUALITY ASSURANCE SPECIALIST I*	NDVS - ALL PCNS
10.260	DENTAL CLINIC SUPERVISOR*	UNLV - ALL PCNS
10.262	DENTAL ASSISTANT III*	NDOC, UNLV - ALL PCNS
10.263	DENTAL ASSISTANT II*	NDOC, UNLV - ALL PCNS
10.264	DENTAL ASSISTANT I*	NDOC, UNLV - ALL PCNS
10.300	DIRECTOR, NURSING SERVICES II*	DHHS, NDOC - ALL PCNS, NDVS - ALL PCNS
10.301	DIRECTOR, NURSING SERVICES I*	DHHS, NDOC - ALL PCNS
10.305	PSYCHIATRIC NURSE III*	DHHS, NDOC - ALL PCNS
10.306	PSYCHIATRIC NURSE IV*	DHHS, NDOC - ALL PCNS
10.307	PSYCHIATRIC NURSE II*	DHHS, NDOC - ALL PCNS
10.309	PSYCHIATRIC NURSE I*	DHHS, NDOC - ALL PCNS
10.310	CHIEF OF NURSING SERVICES*	NDOC - ALL PCNS
10.316	CORRECTIONAL NURSE III*	NDOC - ALL PCNS
10.318	CORRECTIONAL NURSE II*	DHHS, NDOC - ALL PCNS
10.319	CORRECTIONAL NURSE I*	DHHS, NDOC - ALL PCNS
10.338	MENTAL HEALTH TECHNICIAN IV*	DHHS - ALL PCNS
10.339	DEVELOPMENTAL SUPPORT TECH IV*	DHHS - ALL PCNS
10.346	MENTAL HEALTH TECHNICIAN III*	DHHS - ALL PCNS
10.347	DEVELOPMENTAL SUPPORT TECH III*	DHHS - ALL PCNS
10.352	REGISTERED NURSE V*	NDVS - ALL PCNS
10.354	REGISTERED NURSE IV*	NDVS - ALL PCNS
10.356	MENTAL HEALTH TECHNICIAN II*	DHHS - ALL PCNS

10.357	DEVELOPMENTAL SUPPORT TECH II*	DHHS - ALL PCNS
10.358	NURSE I*	DHHS, NDOC, NDVS - ALL PCNS
10.359	REGISTERED NURSE II*	NDVS - ALL PCNS
10.360	LICENSED PRACTICAL NURSE II*	DHHS, NDOC, NDVS - ALL PCNS
10.364	LICENSED PRACTICAL NURSE III*	DHHS, NDOC - ALL PCNS, NDVS – ALL PCNS
10.365	LICENSED PRACTICAL NURSE I*	DHHS, MIL – PCN 4023, NDOC - ALL PCNS, NDVS – ALL PCNS
10.366	MENTAL HEALTH TECHNICIAN I*	DHHS - ALL PCNS
10.367	DEVELOPMENTAL SUPPORT TECH I*	DHHS - ALL PCNS
10.368	CERTIFIED NURSING ASSISTANT III*	NDVS – ALL PCNS
10.369	CERTIFIED NURSING ASSISTANT II*	NDOC, NDVS - ALL PCNS
10.370	NURSING ASSISTANT TRAINEE*	NDVS – ALL PCNS
10.371	CERTIFIED NURSING ASSISTANT I*	NDVS – ALL PCNS
10.375	COMMUNITY HEALTH NURSE IV*	DHHS - ALL PCNS
10.376	COMMUNITY HEALTH NURSE III*	DHHS - ALL PCNS
10.377	COMMUNITY HEALTH NURSE II*	DHHS - ALL PCNS
10.378	COMMUNITY HEALTH NURSE I*	DHHS - ALL PCNS
10.379	REGISTERED NURSE, BBYCA *	MIL – PCN 4022
10.536	ENVIRONMENTAL SCIENTIST II*	NDOT - PCNS 018012, 018013
10.540	CANNABIS PROGRAM SUPERVISOR	
10.541	CANNABIS PROGRAM INSPECTOR II	
10.542	CANNABIS PROGRAM INSPECTOR I	
10.543	CANNABIS PROGRAM INSPECTOR TRAINEE	
10.544	CANNABIS PROGRAM INSPECTOR III	
10.545	ENVIRONMENTAL SCIENTIST IV*	NDOT - PCN 018011
10.707	CHEMIST V*	BCN - ALL PCNS
10.708	CHEMIST IV*	BCN - ALL PCNS
10.710	MICROBIOLOGIST V*	BCN - ALL PCNS
10.711	MICROBIOLOGIST IV*	BCN - ALL PCNS
10.712	CHEMIST III*	BCN - ALL PCNS
10.713	CHEMIST II*	BCN - ALL PCNS
10.715	MICROBIOLOGIST III*	BCN - ALL PCNS
10.717	MICROBIOLOGIST II*	BCN - ALL PCNS
10.721	MICROBIOLOGIST I*	BCN - ALL PCNS
10.724	CHEMIST I*	BCN - ALL PCNS
10.723	PHARMACY TECHNICIAN II*	DHHS, NDOC - ALL PCNS
10.726	LABORATORY TECHNICIAN II*	BCN - ALL PCNS
10.728	PHARMACY TECHNICIAN I*	DHHS, NDOC- ALL PCNS
10.729	LABORATORY ASSISTANT II*	BCN - ALL PCNS
10.733	LABORATORY TECHNICIAN I*	BCN - ALL PCNS
10.736	LABORATORY ASSISTANT I*	BCN - ALL PCNS
10.769	STAFF RESEARCH ASSOCIATE IV*	BCN - ALL PCNS
10.770	STAFF RESEARCH ASSOCIATE III*	BCN - ALL PCNS
10.771	STAFF RESEARCH ASSOCIATE II*	BCN - ALL PCNS
10.772	STAFF RESEARCH ASSOCIATE I*	BCN - ALL PCNS
11.117	PUBLIC SAFETY DISPATCHER VI	
11.118	PUBLIC SAFETY DISPATCHER V	
11.120	PUBLIC SAFETY DISPATCHER IV	
11.122	PUBLIC SAFETY DISPATCHER III	
11.124	PUBLIC SAFETY DISPATCHER II	
11.126	PUBLIC SAFETY DISPATCHER I	
11.128	N.C.J.I.S. PROGRAM SPECIALIST SUPERVISOR*	DPS - PCNS 4709-13, 4709-14

11.129	N.C.J.I.S. PROGRAM SPECIALIST*	DPS - PCNS 4709-41, 4709-63, 4709-74, 4709-600, 4709-615, 4709-650, 4709-680, 4709-1005
11.130	N.C.J.I.S. PROGRAM SPECIALIST TRAINEE	
11.132	MANAGER, CRIMINAL JUSTICE RECORDS*	DPS - ALL PCNS
11.133	FINGERPRINT/RECORDS EXAMINER III*	DPS - PCNS 4709-201, 4709-8015
11.134	FINGERPRINT/RECORDS EXAMINER II*	DPS - PCNS 4709-6, 4709-7, 4709-33, 4709-59, 4709-61, 4709-202, 4709-590, 4709-8014, 4709-8051
11.135	FINGERPRINT/RECORDS EXAMINER I	
11.144	FINGERPRINT/RECORDS SUPERVISOR*	DPS - PCNS 4709-4, 4709-5
11.239	MILITARY SECURITY OFFICER V	
11.240	MILITARY SECURITY OFFICER IV	
11.241	MILITARY SECURITY OFFICER III	
11.242	MILITARY SECURITY OFFICER II	
11.243	MILITARY SECURITY OFFICER I	
11.260	SECURITY OFFICER SUPERVISOR*	BCN
11.263	SECURITY OFFICER*	BCN, MILITARY
11.363	COMPLIANCE/AUDIT INVESTIGATOR III*	B&I-INSURANCE DIV - PCN 0072; SOS - PCNS 0030, 0031, 0035, 0062, 0063, 0066
11.365	COMPLIANCE/AUDIT INVESTIGATOR II*	B&I-INSURANCE DIV - ALL PCNS; SOS - PCNS 0022, 0028, 0068
11.424	DMV SERVICES TECHNICIAN III*	DMV - PCNS RE5324, RE5328
11.506	FIRE & LIFE SAFETY INSPECTOR I	
11.510	FIRE & LIFE SAFETY INSPECTOR II	
11.513	SAFETY REPRESENTATIVE, RAILWAY	
11.515	SAFETY SPECIALIST, RAILWAY	
11.550	TAXICAB VEHICLE INSPECTOR I	
11.552	TAXICAB VEHICLE INSPECTOR II	
11.560	MANUFACTURED HOUSING INSPECTOR II	
11.561	MANUFACTURED HOUSING INSPECTOR I	
11.565	AGENCY LOSS CONTROL COORDINATOR*	NDOT - PCN 078002
12.380	CADRE TEAM LEADER*	MIL - PCNS 4031, 4032, 4033, 4034, 4035, 4036, 4037, 4038, 4039, 4040, 4041, 4042, 4043, 4044, 4045, 4046, 4047, 4048, 4049, 4050, 4051, 4052
12.382	CADRE TEAM SUPERVISOR*	MIL - PCNS 4018, 4019, 4020, 4021
12.466	SUBSTANCE ABUSE COUNSELOR III	
12.469	SUBSTANCE ABUSE COUNSELOR II	
12.470	SUBSTANCE ABUSE COUNSELOR I	
12.501	WARDEN	
12.510	CORRECTIONAL MANAGER	
12.517	CORRECTIONAL ASSISTANT*	NDOC - ALL PCNS
12.523	ASSISTANT SUPERINTENDENT, YOUTH FACILITY	
12.532	HEAD GROUP SUPERVISOR	
12.534	ASSISTANT HEAD GROUP SUPERVISOR	
12.535	GROUP SUPERVISOR IV	
12.537	GROUP SUPERVISOR III	
12.538	GROUP SUPERVISOR II	
12.541	GROUP SUPERVISOR I	
12.553	ASSOCIATE WARDEN	
12.556	CORRECTIONAL CASEWORK SPECIALIST III	

12.559	CORRECTIONAL CASEWORK SPECIALIST II	
12.565	CORRECTIONAL CASEWORK SPECIALIST I	
12.571	CORRECTIONAL CASEWORK SPECIALIST TR	
12.616	PAROLE & PROBATION SPECIALIST III*	DPS - PCNS 3740-0564, 3740-1251, 3740-1439, 3740-1440, 3740-1441, 3740-1442
13.101	AGRICULTURE ENFORCEMENT OFFICER III	
13.102	AGRICULTURE ENFORCEMENT OFFICER II	
13.103	AGRICULTURE ENFORCEMENT OFFICER I	
13.111	DEPUTY BRAND INSPECTOR (COMMISSIONED)	
13.115	STAFF GAME WARDEN	
13.121	GAME WARDEN IV	
13.122	GAME WARDEN III	
13.123	GAME WARDEN II	
13.124	GAME WARDEN I	
13.131	PARKS REGIONAL MANAGER (COMMISSIONED)	
13.135	PARK SUPERVISOR III (COMMISSIONED)	
13.136	PARK SUPERVISOR II (COMMISSIONED)	
13.137	PARK SUPERVISOR I (COMMISSIONED)	
13.141	PARK RANGER III (COMMISSIONED)	
13.142	PARK RANGER II (COMMISSIONED)	
13.143	PARK RANGER I (COMMISSIONED)	
13.202	DPS MAJOR	
13.203	DPS CAPTAIN	
13.204	DPS LIEUTENANT	
13.205	DPS SERGEANT	
13.206	DPS OFFICER II	
13.207	DPS OFFICER I	
13.215	UNIVERSITY POLICE LIEUTENANT	
13.217	UNIVERSITY POLICE DETECTIVE	
13.221	UNIVERSITY POLICE SERGEANT	
13.222	UNIVERSITY POLICE OFFICER II	
13.223	UNIVERSITY POLICE OFFICER I	
13.234	SENIOR LAW ENFORCEMENT SPECIALIST	
13.237	AG CYBERCRIME INVESTIGATOR II	
13.238	AG CYBERCRIME INVESTIGATOR I	
13.241	SUPERVISORY CRIMINAL INVESTIGATOR II	
13.242	SUPERVISORY CRIMINAL INVESTIGATOR I	
13.243	CRIMINAL INVESTIGATOR III	
13.244	CRIMINAL INVESTIGATOR II	
13.245	CRIMINAL INVESTIGATOR I	
13.246	AG DEPUTY CHIEF INVESTIGATOR*	AG - ALL PCNS
13.247	AG CRIMINAL INVESTIGATOR, SUPERVISOR*	AG - ALL PCNS
13.248	AG CRIMINAL INVESTIGATOR II*	AG - ALL PCNS
13.249	AG CRIMINAL INVESTIGATOR I*	AG - ALL PCNS
13.251	CHIEF INVESTIGATOR, COMPLIANCE/ ENFORCEMENT	
13.255	SUPERVISORY COMPLIANCE/ENFORCEMENT INVESTIGATOR	
13.256	COMPLIANCE/ENFORCEMENT INVESTIGATOR III	
13.257	COMPLIANCE/ENFORCEMENT INVESTIGATOR II	

13.258	COMPLIANCE/ENFORCEMENT INVESTIGATOR I	
13.263	UNIT MANAGER, YOUTH PAROLE BUREAU	
13.265	YOUTH PAROLE COUNSELOR III	
13.266	YOUTH PAROLE COUNSELOR II	
13.267	YOUTH PAROLE COUNSELOR I	
13.301	INSPECTOR GENERAL	
13.309	CORRECTIONAL CAPTAIN	
13.310	CORRECTIONAL LIEUTENANT	
13.311	CORRECTIONAL SERGEANT	
13.312	SENIOR CORRECTIONAL OFFICER	
13.313	CORRECTIONAL OFFICER	
13.314	CORRECTIONAL OFFICER TRAINEE	
13.321	FORENSIC SPECIALIST IV	
13.322	FORENSIC SPECIALIST III	
13.323	FORENSIC SPECIALIST II	
13.324	FORENSIC SPECIALIST I	
U3720	DIVISION ADMINISTRATOR, RECORDS & TECHNOLOGY*	DPS - PCN 4709-1
U3916	PROGRAM MANAGER, OIL/GAS/GEOTHERMAL	MIN - PCN 0002
U3918	DEPUTY ADMINISTRATOR, MINERALS	MIN - PCN 0006
U3919	CHIEF FOR DANGEROUS MINES	MIN - PCN 0007
U3930	CHIEF FOR MINE REGULATION	MIN - PCN 0009
U3932	FIELD SPECIALIST, MINERALS	MIN - PCNS 0011, 0021, 0031
U4102	BUREAU CHIEF, YOUTH PAROLE	
U4103	DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	
U4141	DEPUTY DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	
U4706	ADMINISTRATOR, MINERALS	MIN - PCN 0001
U9005	DEPUTY ADMINISTRATOR, COMPLIANCE ENFORCEMENT DIVISION*	DMV – PCNS RE2013, WF2014
U9010	CHIEF, NEVADA HIGHWAY PATROL	
U9021	DIVISION ADMINISTRATOR, COMPLIANCE ENFORCEMENT DIVISION	
U9033	DEPUTY DIRECTOR, INDUSTRIAL PROGRAMS	
U9034	DEPUTY DIRECTOR, OPERATIONS SOUTH	
U9041	CHIEF GAME WARDEN	
U9068	DEPUTY ADMINISTRATOR, NV YOUTH CHALLENGE PROGRAM	MIL – PCN 4002
U9074	PHARMACIST 1*	DHHS, NDOC - ALL PCNS
U9075	PHARMACIST 2*	DHHS - ALL EXCEPT PCN 3243-0014; NDOC - ALL PCNS
U9076	PHARMACIST 3*	DHHS, NDOC - ALL PCNS
U9085	SENIOR INSTITUTIONAL DENTIST (RANGE A)*	NDOC - ALL PCNS
U9086	SENIOR INSTITUTIONAL DENTIST (RANGE B)*	NDOC - ALL PCNS
U9087	SENIOR PHYSICIAN (RANGE C)*	DHHS, NDOC - ALL PCNS
U9088	SENIOR PSYCHIATRIST (RANGE C)*	DHHS, NDOC - ALL PCNS

ACRONYMS

Acronym	Agency
AG	Office of the Attorney General
AGR	Department of Agriculture

BCN	(Nevada System of Higher Education) Business Center North
BCN UNR	(Nevada System of Higher Education) Business Center North, University of Nevada Reno
B&I	Department of Business & Industry
DCNR	Department of Conservation & Natural Resources
DHHS	Department of Health & Human Services
DHHS PBH	Department of Health & Human Services, Division of Public & Behavioral Health
DMV	Department of Motor Vehicles
D of A	Department of Administration
D of A PW	Department of Administration, State Public Works Division
DPS	Department of Public Safety
ESD	Department of Employment, Training & Rehabilitation, Employment Security Division
MIL	Office of the Military
MIN	Commission on Mineral Resources, Division of Minerals
NHP	Department of Public Safety, Nevada Highway Patrol
NDOC	Department of Corrections
NDOT	Department of Transportation
NDOW	Department of Wildlife
NDVS	Nevada Department of Veterans Services
SOS	Secretary of State
TAXI	Department of Business & Industry, Nevada Taxicab Authority
UNLV	(Nevada System of Higher Education) University of Nevada Las Vegas

ITEM V

**PROPOSED TEMPORARY REGULATION OF THE
HUMAN RESOURCES COMMISSION**

LCB FILE NO. T006-25P

**The following document is a proposed temporary regulation submitted
by the agency on 02/19/2025**

Explanation of Proposed Change: This amendment, proposed by the Division of Human Resource Management for temporary adoption, adds clarifying language to the specific position and duties as well as removes an outdated form name from the regulation and includes language that is flexible for any changes in the future.

NAC 284.126 Creation of new class, reclassification of position or reallocation of existing class. (NRS 284.065, 284.155)

1. For the purposes of this section:

(a) “Agency personnel officer” means the Director of Personnel within the Nevada System of Higher Education or any person holding a position in the classified service with the title of Personnel Officer.

(b) “Significant change” means a change in the duties and responsibilities assigned to a position in a class that:

(1) Is outside of the scope of the class as described by the class specification;

(2) Is not part of the scope of responsibility of the position; and

(3) Results in the ~~preponderance~~ *majority* of duties and responsibilities being allocated to a different class.

2. If an appointing authority or an employee proposes the creation of a new class, a reclassification of a position to a different class or the reallocation of an existing class based upon a gradual accumulation of duties and responsibilities which results in a significant change and is intended to be permanent, the Division of Human Resource Management or agency personnel officer must be notified on the appropriate form. If the creation, reclassification or reallocation is approved, the Division of Human Resource Management will allocate the position to one of the existing classes in the classification plan or to a new, revised or reallocated class as appropriate.

3. The effective date of the classification decision will be the date on which ~~form NPD-19~~ *the prescribed classification form* is received by the Division of Human Resource Management or agency personnel officer unless information that substantially affects the decision concerning the creation, reclassification or reallocation is received after this date. In that case, the effective date will be the date on which the appropriate information necessary to make the decision is received. However, the subsequent receipt of an application or examination score that confirms the qualifications of an incumbent will not have a bearing on the effective date. If the form was prepared but delayed due to an administrative or clerical error, the effective date must be determined by the appointing authority and must be based upon the date on which the form should reasonably have been submitted to the Division of Human Resource Management or agency personnel officer. In no case, however, may a retroactive adjustment because of an administrative or clerical error exceed 6 months after the date of receipt.

4. If an agency makes or anticipates making a significant change in the duties for a position or the agency anticipates a reorganization which will require the reclassification of an existing position, the reallocation of an existing class or the creation of a new class, it shall advise the Budget Division of the Department of Administration or, in the case of the Nevada System of Higher Education, the budget division of the applicable institution. The proposed change may not be required of an employee nor be submitted to the Division of Human Resource Management until funding for it is approved. If the change is approved by the Division of Human Resource Management, the effective date will be determined by the Budget Division.

5. In effecting a reclassification pursuant to subsection 2 or 4, the appointing authority must review and take into consideration the organizational structure and the qualifications of the incumbent before assigning new duties to a position which are intended to be permanent. No position will be reclassified to a higher grade through the individual classification process if the incumbent does not meet the minimum qualifications for the higher level position. If an employee does not meet the minimum qualifications to reclassify his or her position, the employee is not eligible for promotion, but may be eligible for a special adjustment to his or her pay pursuant to NAC 284.206.

6. The establishment of a new class or reallocation of a class in an occupational study which results in a fiscal cost becomes effective when the funding is provided by the Legislature in the biennial operating budget for this State.

7. From the date on which the Division of Human Resource Management formally announces the beginning of an occupational study until the date on which the occupational study becomes effective:

(a) An existing position in the occupational study that has a significant change may only be reclassified to an existing class.

(b) An existing class in the occupational study must not be reallocated to a different grade.

(c) A new position may be allocated to an existing class or a new class as determined by the Division of Human Resource Management.

[Personnel Div., Rule II § D subsec. 1, eff. 8-11-73]—(NAC A by Dep't of Personnel, 10-26-84; 7-21-89; 8-14-90; 12-26-91; 11-16-95; 10-27-97; R098-99, 9-27-99; R147-01, 1-22-2002; A by Personnel Comm'n by R069-02, 8-14-2002; R038-03, 10-30-2003)

ITEM VI

Human Resources Commission Meeting
March 28, 2025

FOR DISCUSSION AND POSSIBLE ACTION

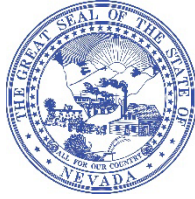
NRS 284.160 creates a procedure for the Administrator of the Division of Human Resource Management to make certain changes to the classification plan without approval of the Commission. In the instance of an objection to a recommended change to the classification plan, NRS 284.160(7) states that if a written objection is received before the date the proposed change is scheduled to be acted upon, the Administrator shall place the matter on the agenda of the Commission for consideration at its next succeeding regular meeting.

Attached are objections that were received regarding the recommended changes to posting #04-25.

ANDY MATTHEWS
Controller

STATE OF NEVADA

JAMES SMACK
Chief Deputy Controller



**OFFICE OF THE
STATE CONTROLLER**

March 13, 2025

Deputy Harris,

We are writing to formally object to the proposed removal of the requirement for specific accounting credits from the classifications listed in HR #02-25. This objection is based on the critical need for foundational accounting education in ensuring effective financial management, mitigating risks, and maintaining public trust.

Our auditors, along with our accounting leadership, demand proficiency in Generally Accepted Accounting Principles (GAAP), financial statement preparation, and internal controls. Without the requisite accounting education, the risk exponentially increases for errors, non-compliance with GASB (Government Accounting Standards Board) and GAAP standards, and overall risk of reputational damage to the State Controller's Office (SCO) and the state. This reporting inadequacy can lead to additional audit findings or even the chance of an adverse audit opinion, which would damage our state bond ratings significantly and either lead to losing access to or not being able to obtain additional federal funding due to reporting deficiencies. It is a matter of maintaining the public trust and confidence in financial reporting, and as the SCO, we can speak to the deficiencies in reporting we receive from positions now in other classifications because agencies chose to reclassify accountants and auditors to other classifications to eliminate the educational requirement, and the work suffers for this lack of knowledge.

A foundational knowledge of accounting is essential for these positions, and formalized credits help satisfy these needs. Accounting credits provide a structured education in key areas such as financial accounting, auditing, tax, and cost accounting, ensuring that professionals are equipped to handle the technical demands of their roles. Accountants are frequently required to navigate complex regulatory environments, and formal education ensures they have the foundational knowledge to interpret and apply relevant laws and regulations accurately. Removing accounting credit requirements is especially disturbing when it comes to leadership roles such as Chief Accountant or Accountant 2 (ACFR) positions.

Retaining the accounting credit requirements for accountant job classifications ensures that individuals in these critical roles possess the technical expertise necessary to safeguard the state's financial integrity, comply with regulatory requirements, and uphold public trust. We have seen at SCO the issues caused by fewer accountants in state service already, with lags in reporting due in no small part to the lack of experience in the agencies providing our team accurate and timely reporting.

Please do not remove the class requirements from these position specifications. Thank you for your consideration.

Respectfully Submitted,
James Smack, Chief Deputy Controller



Outlook

FW: OBJECTION TO HR#02-25 & POSTING #04-25

From Keisha I. Harris <kiHarris@admin.nv.gov>
Date Fri 1/17/2025 3:12 PM
To Heather Dapice <hdapice@admin.nv.gov>

FYI

Respectfully,

Keisha I. Harris, Deputy Administrator
State of Nevada
Department of Administration
Division of Human Resource Management
Classification and Compensation Section
515 Musser St., Suite 101, Carson City, NV 89701
Telephone: 775.684.0139
E-mail: kiHarris@admin.nv.gov



Department of Administration
Division of Human Resource
Management



From: Bridget Smith <cbsmith@housing.nv.gov>
Sent: Friday, January 17, 2025 2:31 PM
To: Keisha I. Harris <kiHarris@admin.nv.gov>
Subject: OBJECTION TO HR#02-25 & POSTING #04-25

Good afternoon Keisha,

Regarding Posting #04-25, I strongly object to the recommendation that there be no requirement for college credits or degrees for all accounting and auditing positions. It is clear that the Subject Matter Experts do not even know the definition of accountant versus bookkeeper. I have more than 40 years of experience in the accounting field, more than half of which has been with the State of Nevada, so I think I am qualified to give you a fairly accurate description of that difference. A bookkeeper is someone who can input data and create reports as requested. An accountant can do that too as well as interpret and analyze them and know why the data is organized the way it was requested. The why is the most important part as that does not come from experience, but schooling. Accounting theory is not something that can be attained by lots of years inputting data and following set procedures. It is what an accountant uses to establish those procedures that are needed and to know why, and to exclude other procedures and again to know why. To assume that an accountant/auditor does not need to know the why things are done is ignorant and reckless. In the business world an accountant or an auditor is considered a professional on a similar level to a doctor or lawyer. Do you think it would be wise to go to a doctor who had not taken a single class, and all his knowledge had been gained from trial-and-error experience? What about tradesman like a plumber or electrician? They are required to go to a trade school, then apprentice, then journeyman, then license before they can even work on your toilet or electric outlets. Does that sound right that they would have more education than the people who are in charge of the state money? What you are proposing by eliminating all education means that we will have people labeled as accountants who don't even know what debits and credits are let alone how to create and more importantly read financial statements. How could someone without education even hope to audit

financial statements without a clue what those statements are saying. The auditors that come in to audit us will have all those credentials, will be professionals, and when a GASB has changed how something is presented on the Balance Sheet and they let us know it must be implemented by a certain date, how do you propose that uneducated person do that? It is not our paid outside auditors' job to do that as it compromises their independence of us. Would an uneducated person have any concept of that? On top of that, not all auditors we deal with are our paid auditors, most come from the federal government as grant auditors or in our case the IRS since we issue non-taxable bonds. Do you think without any college a person can understand what a premium or discount means accounting-wise for an issued bond? Can an uneducated person answer auditor questions intelligently or implement changes to a system as a result of a finding? Do they know what a finding actually is and what that means? The title of accountant and auditor makes certain implications as to level of knowledge, professionalism, and yes education. By eliminating the education requirement, those titles would not have the same meaning that is generally accepted not only nationwide, but worldwide.

I strongly urge you and your department to reconsider to leave the education requirements for all those positions you have listed alone. In the United States, Nevada is ranked 49th in education. Is it the goal to be at the bottom for the entire state system as well?

Sincerely,

C. Bridget Smith, CPA

Accountant III

Nevada Housing Division
Department of Business & Industry?
1830 E. College Parkway, Suite 200
Carson City, NV 89706
(775)687-2237 (direct)
(775)687-4040 (fax)
TTY Number (800)326-6868
<http://www.housing.nv.gov>



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 Outlook

From: Daniel Marlow <dmarlow@admin.nv.gov>
Sent: Thursday, January 16, 2025 9:43 AM
To: Keisha I. Harris <kiHarris@admin.nv.gov>
Subject: Objections to Proposed Classification Change 2-25

I am writing to formally object to the proposed removal of the requirement for specific accounting credits for accountant job classifications, including Chief Accountant, Accountant, and ACFR (Annual Comprehensive Financial Report) Accountants. This objection is based on the critical need for foundational accounting education in ensuring effective financial management, mitigating risks, and maintaining public trust.

Accountants demand proficiency in Generally Accepted Accounting Principles (GAAP), financial statement preparation, and internal controls. Without the requisite accounting education, there is a increased risk of errors in financial reporting, misstatements, or noncompliance with standards. Inaccurate financial reporting and operation can lead to budgetary overruns, undetected fraud, and reputational damage for the organization. Additionally, accounting professionals must meet high standards of expertise and ethical conduct to maintain public trust. Removing specific accounting education requirements could diminish the perception of professionalism and competence associated with these roles.

A foundational knowledge of accounting is essential for these positions, and formalised credits fulfil this need. Accounting credits provide a structured education in key areas such as financial accounting, auditing, tax, and cost accounting, ensuring that professionals are equipped to handle the technical demands of their roles. Maintaining accounting education requirements aligns with standards upheld by professional organizations such as the American Institute of Certified Public Accountants (AICPA) and the Government Finance Officers Association (GFOA). Accountants are frequently required to navigate complex regulatory environments. Formal education ensures they have the foundational knowledge to interpret and apply relevant laws and regulations accurately. Removing accounting credit requirements may lead to knowledge gaps that hinder effective decision-making and financial oversight, particularly in leadership roles such as Chief Accountant.

Retaining the accounting credit requirements for accountant job classifications ensures that individuals in these critical roles possess the technical expertise necessary to safeguard the state's financial integrity, comply with regulatory requirements, and uphold public trust.

Daniel Marlow | Administrator

(775) 531-3150 |  [Chat or Call me in Teams](#)

 [View my calendar](#)

Joe Lombardo
Governor



Joy Grimmer
Director

Bob Ragar
Deputy Director

Bachera Washington
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

515 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 687-9085

MEMORANDUM
HR#02-25

January 2, 2025

TO: DHRM Listserv Recipients

FROM: Bachera Washington, Administrator
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – ACCOUNTANT(ACFR), CHIEF ACCOUNTANT, ACCOUNTANT, ACCOUNTANT TECHNICIAN AND AUDITOR SERIES'

Attached are revised 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 Deputy Administrator Keisha I. Harris at kiharris@admin.nv.gov no later than January 31, 2025.

If no written objections are received in this office by January 31, 2025, action will be taken to effect the changes and a report will be made to the Human Resources Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #04-25
Posting Expires: February 4, 2025

Per NRS 284.160, the Administrator 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
7.100	Accountant II (ACFR)	43	B	<i>7.100</i>	<i>Accountant II (ACFR)</i>	<i>43</i>	<i>B</i>
7.101	Accountant I (ACFR)	40	B	<i>7.101</i>	<i>Accountant I (ACFR)</i>	<i>40</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.103	Chief Accountant	41	A	<i>7.103</i>	<i>Chief Accountant</i>	<i>41</i>	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.135	Accountant III	38	B	<i>7.135</i>	<i>Accountant III</i>	<i>38</i>	<i>B</i>
7.136	Accountant II	36	B	<i>7.136</i>	<i>Accountant II</i>	<i>36</i>	<i>B</i>
7.137	Accountant I	34	B	<i>7.137</i>	<i>Accountant I</i>	<i>34</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.140	Accountant Technician III	34	C	<i>7.140</i>	<i>Accountant Technician III</i>	<i>34</i>	<i>C</i>
7.141	Accountant Technician II	32	C	<i>7.141</i>	<i>Accountant Technician II</i>	<i>32</i>	<i>C</i>
7.143	Accountant Technician I	30	C	<i>7.143</i>	<i>Accountant Technician I</i>	<i>30</i>	<i>C</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.139	Audit Manager	38	B	<i>7.139</i>	<i>Audit Manager</i>	<i>38</i>	<i>B</i>
7.145	Audit Supervisor	37	B	<i>7.145</i>	<i>Audit Supervisor</i>	<i>37</i>	<i>B</i>
7.148	Auditor III	36	B	<i>7.148</i>	<i>Auditor III</i>	<i>36</i>	<i>B</i>
7.154	Auditor II	34	B	<i>7.154</i>	<i>Auditor II</i>	<i>34</i>	<i>B</i>
7.161	Auditor I	32	B	<i>7.161</i>	<i>Auditor I</i>	<i>32</i>	<i>B</i>

Basis for Recommendation

At the request of the Division of Human Resource Management (DHRM) a review was conducted on the Minimum Qualifications, Education & Experience sections for all levels of the Accountant (ACFR), Chief Accountant, Accountant, Accountant Technician and Auditor series. Accountants (ACFR) perform the highest

level of financial reporting. The Chief Accountants plan, organize, direct and control all accounting and fiscal management activities of departments with large funds, complex and diverse multi-funding requirements, and specialized tracking and reporting methodologies. Accountants are responsible for preparing financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and the standards of the Governmental Accounting Standards Board (GASB). Accountant Technicians perform technical accounts maintenance work for agencies with complex accounting functions or systems. Auditors conduct audits on financial and/or tax accounts, records, activities, operations and/or internal controls of individuals, business organizations, state agencies or other government jurisdictions subject to State taxation or regulation to ensure compliance with State and Federal rules and regulations and legal requirements and/or proper safeguarding of agency funds.

In coordination with Subject Matter Experts within DHRM it is recommended that the requirement for college credits in accounting and/or auditing be removed from every class within the above detailed series.

This recommended change will allow agencies more flexibility in the hiring process by broadening the applicant pool which will then increase the number of total applicants that would be eligible for employment.

Throughout the review management and staff within DOC and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes to the class specifications.

Changes to the class specification are noted as follows: additions in blue and deletions in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 515 East Musser Street, Suite 101; in Las Vegas, go to 7251 Amigo Street, Suite 120. You may also view the recommendations and specifications online at https://hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/ . For additional information call (775) 684-0137.

Objections to the proposed new classification must be received in writing by February 4, 2025. Objections should be addressed to Keisha I Harris, Deputy Administrator, Compensation and Classification Section of the Division of Human Resource Management, 515 East Musser Street, Suite 101 in Carson City, Nevada 89701-4298.

POSTING DATE: January 6, 2025



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>
ACCOUNTANT II - (ACFR)	43	B	7.100
ACCOUNTANT I - (ACFR)	40	B	7.101

SERIES CONCEPT

Accountants in this series perform the highest level of financial reporting. Incumbents work in the State Controller's Office and produce the State's Annual Comprehensive Financial Report (ACFR), which is audited by an independent public accounting firm and submitted to the Government Finance Officers Association (GFOA) and is essential for obtaining bond ratings and required for the Single Audit Report; implement Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements; assist agencies with accounting issues and document processing; approve agency documents and work programs; provide training to agencies on automated financial system; and calculate arbitrage and prepare arbitrage tax returns.

Prepare the State's ACFR comprising government-wide financial statements and individual financial statements for approximately 100 funds, budgetary statements, introductory section, management's discussion and analysis, notes to the financial statements, required supplementary information, and the statistical section; analyze and report calculation and allocation of pooled cash and investments, unrealized gains/losses, securities lending, accrued interest, and compensated absences for Generally Accepted Accounting Principles (GAAP) and GASB reporting requirements.

Provide guidance and expertise on GAAP and GASB reporting requirements, use of the State's automated financial system, use of the chart of accounts, application of accounting policies and procedures, set-up and maintenance of budget accounts and general ledgers.

Provide final approval of journal vouchers and work programs generated by agencies and provide formal accounting training classes; interpret and enforce the State's Accounting Policies and Procedures.

Determine compliance with GAAP and GASB reporting requirements and with NRS establishment of funds and budgets; ensure proper recording of fixed assets and depreciation, interagency transfers, federal grants, capital and operating leases, pass through receipts and disbursements; determine and verify integrity of the financial system to the data warehouse.

Plan, organize and conduct reviews of programs and activities of assigned agencies; evaluate the agency's mission, goals and objectives and the efficiency and effectiveness of agency operations; assist agencies in developing meaningful, relevant and objective performance measures for use in performance management; analyze the results and make recommendations to improve efficiency; document recommendations for improvement.

Consult with agencies regarding ways to utilize the financial system to minimize or eliminate the need for external reporting systems and software; customize solutions to the agency's specific needs and develop ways to expand reporting capacity and capability, develop new output, and interface with other programs.

Perform special projects such as performing arbitrage calculations; aiding the State Treasurer's Office with bond closings; conducting internal post-audit reviews; reviewing census bureau reports; implementing automated financial system modules and new GASB pronouncements; and participating in the selection and set-up of software for financial reporting.

ACCOUNTANT II - (ACFR)

43

B

7.100

ACCOUNTANT I - (ACFR)

40

B

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SERIES CONCEPT (cont'd)

Perform related duties as assigned.

CLASS CONCEPTS

Accountant II - (ACFR): Under administrative direction of the State Controller, the Accountant II - (ACFR) oversees and participates in performing the duties described in the series concept in a supervisory capacity. Incumbents supervise lower-level Accountant I - (ACFR) positions and may supervise professional, technical and/or administrative staff as assigned to include performance evaluations, work performance standards, scheduling, assigning and reviewing work, training, and discipline. The incumbent is held accountable for the timely preparation and dissemination of the State's ACFR as required by statute and regulation. Problem-solving and decision-making at this level requires extensive knowledge of the executive branch of State government, legislative processes, and fiscal and organizational management principles and practices. This is the supervisory level in the series.

Accountant I - (ACFR): Under general direction, the Accountant I - (ACFR) performs the duties described in the series concept. This is the journey level in the series.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTES:

- ~~* Applicants must attach a copy of their college or university transcripts indicating successful completion of required credits in accounting at the time of application.~~
- ~~* The required 18 college credits in accounting must include 6 credits of beginning accounting, 6 credits of intermediate accounting, and 6 credits of upper division accounting courses.]~~

ACCOUNTANT II - (ACFR)

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting, business administration, finance or related field [~~which included 18 credits in accounting~~] and five years of professional accounting experience, four years of which were in governmental or fund accounting and included the preparation of annual comprehensive financial reports; **OR** certification as a Certified Public Accountant and three years of experience in governmental or fund accounting which included the preparation of annual comprehensive financial reports; **OR** two years of experience as an Accountant I (ACFR) in Nevada State service. [~~See Informational Notes~~]

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

Detailed knowledge of: governmental financial reporting standards acquired through formal education, study of authoritative literature and professional experience; preparation of Annual Comprehensive Financial Reports including footnotes; governmental accounting principles (GASB) which include accounting for general, special revenue, debt service, capital projects, permanent, enterprise, internal service, pension and other employee benefit trust, investment trust, private-purpose trust and agency funds; basis of accounting and measurement focus for all fund types; Generally Accepted Accounting Principles. **Working knowledge of:** principles and practices of performance management; GAAS, FASB, GASB and other related publications; principles, concepts, practices, methods and techniques of government accounting, audit methodologies, internal control structures, accountability, and fiscal management; federal regulations pertaining to grants; fiscal accountability in the public sector; automated and manual management reporting systems to create output formats and obtain accurate and complete financial information. **Ability to:** interpret and apply GASB pronouncements; maintain current knowledge of accounting theory, practices, and law by attending classes, seminars, or other educational courses and/or related publications; use logic and reason to solve difficult problems; communicate orally and in writing with outside auditors and agency administrators;

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ACCOUNTANT I - (ACFR)

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MINIMUM QUALIFICATIONS (cont'd)

ACCOUNTANT II - (ACFR) (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
read, understand, and interpret manuals, policies, procedures, statutes, and administrative codes and regulations; establish and maintain sound internal controls; perform complex reconciliations to determine accuracy of account balances; analyze and interpret financial reports and complex technical fiscal data. **Skill in:** analysis and interpretation of financial data; documenting recommendations for modifications, improvements or enhancements to the automated financial system; techniques required to maintain accounting records through automated accounting systems; written communications; communicating orally with agency representatives to convey complex fiscal issues in a clear manner, and to negotiate sensitive issues such as budgeting and contracts; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: supervisory techniques and practices; principles of training and supervision. **Ability to:** assign and review the work of subordinate Accountant I - ACFR's and other professional staff as assigned; coordinate various accounting projects.

ACCOUNTANT I - (ACFR)

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting, business administration, finance or related field [~~which included 18 credits in accounting and~~] four years of professional accounting experience, three years of which were in governmental or fund accounting and included the preparation of annual comprehensive financial reports; **OR** certification as a Certified Public Accountant and two years of experience in governmental or fund accounting which included the preparation of annual comprehensive financial reports. [~~See Informational Notes~~]

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Working knowledge of: governmental financial reporting standards acquired through formal education, study of authoritative literature and professional experience; preparation including financial statements, introduction, budgetary statements, management's discussion and analysis, notes to the financial statements, required supplementary information and the statistical section; governmental accounting principles (GASB) which include accounting for general, special revenue, debt service, capital projects, permanent, enterprise, internal service, pension and other employee benefit trust, investment trust, private-purpose trust and custodial funds; techniques required to maintain accounting records through automated accounting systems; basis of accounting and measurement focus for all fund types; Generally Accepted Accounting Principles; spreadsheet development and statistical sampling techniques. **Ability to:** analyze and interpret financial data; communicate orally with agency representatives to convey complex fiscal issues in a clear manner, and to negotiate sensitive issues such as budgeting and contracts; write clear and concise technical materials in English; use spreadsheet and word processing software.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Working knowledge of: relevant Nevada Revised Statutes; agency policies and procedures related to financial accounting; agency revenue sources, assets and liabilities, and typical expenditures; State governmental legislative processes and the State accounting system, policies, and procedures. **Ability to:** prepare and analyze complex financial statements that include all fund types and account groups and notes to the financial statements; interpret and apply GASB pronouncements.

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.

7.100

7.101

ESTABLISHED: 7/1/07R

7/1/07R

ACCOUNTANT II - (ACFR)

ACCOUNTANT I - (ACFR)

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REVISÉD: 12/15/08UC

12/15/08UC

REVISÉD: 2/12/09UC

2/12/09UC

REVISÉD: 7/1/17LG

7/1/17LG

REVISÉD: 8/25/21UC

8/25/21UC

REVISÉD: 2/4/25UC

2/4/25UC



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>
CHIEF ACCOUNTANT	41	A	7.103

Under general direction, Chief Accountants plan, organize, direct and control all accounting and fiscal management activities of departments with large funds, complex and diverse multi-funding requirements, and specialized tracking and reporting methodologies. Positions allocated to this class are distinguished from positions in the Accountant series by the managerial responsibilities for an accounting division within an agency and by the greater degree of diversity and complexity in the nature of work performed.

Manage the agency's accounting function and provide leadership to accounting staff; train, supervise and evaluate the performance of professional, technical and clerical personnel as assigned.

Prepare financial statements based on Generally Accepted Accounting Principles (GAAP) requiring audit which may include Comprehensive Annual Financial Reports, and statutory financial statements; prepare notes to financial statements with supporting workpapers, using internally generated and external sources, and tying in all amounts to the audited financial statements.

Prepare periodic fiscal reports which may include State, federal, internal, private grants, and National Repository reports; prepare ad hoc reports for use by other entities such as internal/external auditors, legislative or other governing bodies, and the public.

Establish and maintain accounting systems, and internal reporting, controls, and records systems to provide the necessary documentation for all fiscal transaction, classification of expenditures, current fund balances, and audit trails.

Prepare balance sheets, income statements, changes in fund balance statements, and/or statements of cash flow from working trial balances to perform reliable and accurate financial accounting activities.

Reconcile or supervise the reconciliation of accounts which may include trust accounts, general ledger accounts, bank statements, sub-ledger accounts, and controller's reports; and analyze fiscal/financial data/reports to identify and correct errors.

Perform or supervise the installation, revision, and maintenance of complex accounting and financial reporting systems; implement new accounting systems by reviewing reports, testing output, writing user procedures and providing user training.

Develop and enforce accounting policies and procedures in accordance with GAAP; establish internal accounting procedures, including document screening procedures to ensure compliance with governmental accounting statutes, regulations and policies.

Analyze past expenditures and projected operating expenses to develop the biennial budget; and prepare annual budgets by writing justifications to include fiscal and narrative data.

Prepare supporting workpapers and assist outside auditors in annual or other periodic audits; provide information to bond counsel, rating agencies or others inquiring regarding the State's or department's financial position.

Advise upper management in areas of fiscal/financial management and financial reporting; provide advice, consultation, direction, training, and support to agency staff, service providers or other external organizations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

~~INFORMATIONAL NOTE:~~

- * ~~Applicants must attach a copy of their college or university transcripts indicating successful completion of required credits in accounting at the time of application.]~~

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in accounting and four years of professional accounting experience, two of which were equivalent to an Accountant III in Nevada State service which included responsibilities for compiling and reporting financial data for several funds of different types, developing financial statements and reviewing more complex funds and account groups as defined by size, reporting requirements, source of revenue and expenditure limitation, and developing combined financial statements and statements of changes in financial positions; **OR** graduation from an accredited college or university with a degree in business administration, finance, economics, or a related field [~~which included 18 credits in accounting~~] and five years of experience as described above. [~~See Informational Notes~~]

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

Detailed knowledge of: governmental financial reporting standards acquired through formal education, study of authoritative literature and professional experience; governmental accounting principles (GASB) which may include fund accounting, proprietary accounting, trust accounting, special revenues, capital projects, and internal service funds; and Generally Accepted Accounting Principles. **Working knowledge of:** federal regulations pertaining to grants; principles of training and supervision; managerial accounting principles and practice; budgeting which may include preparation, justification, maintenance, analysis, and status reporting; fiscal accountability in the public sector; automated and manual management reporting systems to create output formats and obtain accurate and complete financial information; and proprietary fund accounting. **Ability to:** use logic and reason to solve difficult problems; communicate orally and in writing with outside auditors, agencies, and Legislative staff; read, understand, apply and interpret manuals, policies, procedures, statutes, and administrative codes and regulations; establish, administer and maintain sound internal controls; perform complex reconciliations to determine accuracy of account balances; analyze and interpret financial reports and complex technical fiscal data. **Skill in:** using complex accounting and financial reporting systems, spreadsheet and word processing software; communicating in writing or orally to negotiate sensitive issues such as fiscal matters, budgeting and contracts, and with agency representatives to convey complex fiscal issues in a clear manner.

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

Working knowledge of: relevant Nevada Revised Statutes (NRS), the State Administrative Manual (SAM), the State Administrative Code (NAC), the Code of Federal Regulations (CFR), agency policies and procedures related to financial accounting; agency revenue sources, assets and liabilities, and typical expenditures. **Ability to:** effectively manage the agency’s accounting activities and personnel.

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.

7.103

- ESTABLISHED: 9/60
- REVISED: 7/01/93P
- 9/24/92PC
- REVISED: 6/11/98UC
- REVISED: 9/25/15PC
- REVISED: 7/1/17LG

7.103

REVISED:

2/4/25UC



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>
ACCOUNTANT III	38	B	7.135
ACCOUNTANT II	36	B	7.136
ACCOUNTANT I	34	B	7.137

SERIES CONCEPT

Accountants are responsible for preparing financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and the standards of the Governmental Accounting Standards Board (GASB). General purpose financial statements may be audited and include balance sheets; statements of revenue, expenditures/expenses, and changes in fund equity/balances; and statements of cash flow. Financial statements are typically combined statements which present information by fund type, account group, and discretely presented component units. Fund types include general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, and trust and agency funds. Accountants are also responsible for preparing various other financial reports which include reports for federal, private grant, or national repository purposes, and ad hoc reports for use by outside entities such as internal/external auditors, legislative bodies, and the public.

The Accountant series is distinguished from the Accountant Technician series in that Accountants are called upon to make decisions based upon a formal body of knowledge obtained through extensive post-secondary accounting education. Accountants must understand and regularly use Generally Accepted Accounting Principles and must have knowledge of governmental financial reporting standards. They must be able to compile and analyze information needed to develop complex and specialized financial statements normally found in year-end audit statements of financial position which are distributed to the public.

Establish and maintain accounting systems and procedures which provide necessary documentation and audit trails for fiscal transactions, classification of expenditures, current fund balances.

Prepare and analyze working trial balances, identify, and correct errors, and prepare journal entries in order to prepare reliable and accurate balance sheets and statements of revenues, expenditures/expenses, and changes in fund equity/balances.

Prepare balance sheets, income statements, and changes in fund balance statements from working trial balances to provide reliable and accurate financial information.

Use internally generated data and external source material to prepare notes to financial statements with supporting workpapers, tying in all amounts to the basic financial statements.

Establish internal accounting procedures for preparing financial statements and managing workflow to ensure compliance with governmental accounting statutes, regulations, policies, and principles.

Provide overall support to agencies and divisions regarding accounting problems and management information systems; provide advice, consultation, direction, and training to agency staff; manage agency accounting functions by developing work plans, assigning work, establishing work performance standards and evaluating work performance.

Analyze fiscal data to identify and correct errors; reconcile or supervise the reconciliation of trust accounts, general ledger accounts, bank statements, sub-ledger accounts and controller's reports.

ACCOUNTANT III
ACCOUNTANT II
ACCOUNTANT I
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34 B 7.137

SERIES CONCEPT (cont'd)

Schedule and coordinate audits with independent auditors; prepare supporting work papers and provide other assistance to auditors in periodic audits; review audit reports and write summaries of findings and recommendations; discuss audit findings with agency management and implement audit recommendations.

Determine if leases are capital or operating and prepare amortization schedules.

Review agency fixed asset listings and ensure that current year additions and disposals have been properly reported; reconcile fixed asset purchases to the accounting system and run depreciation schedules.

May provide full supervision or work direction for professional, technical, or clerical staff.

Perform related duties as assigned.

CLASS CONCEPTS

Accountant III: Under general direction, Accountant III's perform the full range of duties described in the series concept at the advanced journey level. Incumbents are responsible for the compilation and accurate reporting of several funds of different types such as in the Controller's Office or for a single large fund as in the Department of Transportation or the Public Employees Retirement System. Assignments include the development of financial statements and review of more complex funds and account groups as defined by size, reporting requirements, source of revenue and expenditure limitations. Work is assigned through goals and objectives developed by incumbent's supervisor, or incumbent is reviewed as goals and objectives are achieved and as unusual circumstances occur. Accountant III's are expected to supervise Accountant II, Accountant I, and Accountant Technician positions and may be the supervising accountant for all accounting activities in a department or division.

Accountant II: Under direction, Accountant II's perform the full range of duties described in the series concept and normally supervise Accountant I or Accountant Technician positions. The class is distinguished from the Accountant I and III levels by the size and complexity of the funds and budgets for which the position is responsible and the consequence of an error in the work performed. This is the journey level class in the Accountant series.

Accountant I: Under general supervision, Accountant I's perform some or all of the professional level accounting duties described in the series concept. This is the entry level in the series and progression to the next higher level is not automatic.

MINIMUM QUALIFICATIONS

~~INFORMATIONAL NOTE:~~

- ~~* The required 18 college credits in accounting must include 6 credits of beginning accounting, 6 credits of intermediate accounting, and 6 credits of upper division accounting courses.~~
- ~~* Applicants must attach a copy of their college or university transcripts indicating successful completion of required credits in accounting at the time of application.~~

ACCOUNTANT III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in finance, **accounting**, or closely related field [~~which included 18 credits in accounting; and accounting~~] and two years

ACCOUNTANT III	38	B	7.135
ACCOUNTANT II	36	B	7.136
ACCOUNTANT I	34	B	7.137

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MINIMUM QUALIFICATIONS (cont'd)

ACCOUNTANT III (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

of experience performing professional accounting work; **OR** Bachelor's degree in business administration and three years of experience performing professional accounting work; **OR** one year of experience as an Accountant II in Nevada State service. [~~and 18 college credits in accounting. (See Informational Note)~~]

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

Working knowledge of: governmental accepted accounting principles; basis of accounting and measurement focus for all fund types and account groups, including governmental fund types, proprietary fund types, general long-term debt account group, and general fixed assets account group. **Ability to:** interpret and apply GASB pronouncements; *and all knowledge, skills, and abilities required at the lower levels.*

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

General knowledge of: State governmental legislative processes and the State accounting system, policies, and procedures. **Ability to:** prepare and analyze complex financial statements that include all fund types and account groups, and notes to the financial statements.

ACCOUNTANT II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting and one year of experience performing professional accounting work; **OR** Bachelor's degree in business administration, finance or related field [~~which included 18 credits in accounting~~] and two years of experience performing professional accounting work; **OR** one year of experience as an Accountant I in Nevada State service. [~~and 18 college credits in accounting. (See Informational Note)~~]

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

Working knowledge of: generally accepted accounting principles (GAAP) including cost, managerial and fund accounting principles and practices; automated and manual management reporting systems to create output formats and obtain accurate and complete financial information. **Ability to:** analyze and interpret financial reports and complex technical fiscal data; develop procedures and practices to increase work effectiveness. **Skill in:** communicating orally to negotiate sensitive issues such as budgeting, contracts, and other fiscal transactions; *and all knowledge, skills, and abilities required at the lower level.*

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

Working knowledge of: supervisory techniques including organizing workflow, assigning and reviewing work, training, evaluating performance, and disciplinary procedures; governmental financial reporting standards; governmental accounting policies and procedures; federal regulations pertaining to grants; relevant NRS; budgeting activities including preparation, justification, maintenance, analysis, and status reporting.

ACCOUNTANT I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting; **OR** Bachelor's degree in business administration, finance or a related field [~~which included 18 units in accounting.~~] and one year of experience preparing GAAP-based financial statements; periodic federal, State, or private grant fiscal reports and/or fiscal ad hoc reports used by internal and external entities; **OR** four years of experience in the accounting field, two years of which were at the Accountant Technician II level in Nevada State service performing the duties described above. [~~and 18 college credits in accounting. (See Informational Note)~~]

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

General knowledge of: Generally Accepted Accounting Principles including cost, managerial and fund accounting principles and practices; spreadsheet and word processing software; principles and practices of

MINIMUM QUALIFICATIONS (cont'd)

ACCOUNTANT I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
 bookkeeping. **Ability to:** perform complex reconciliations to determine accuracy of account balances; read, understand, and interpret manuals, policies, procedures, statutes, and administrative codes and regulations; write/draft bill draft requests, contracts, policies, and procedures for complex financial processes.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
General knowledge of: Governmental Accounting Policies and Procedures; federal regulations pertaining to grants; relevant NRS; supervisory techniques including organizing workflow, assigning, and reviewing work, training, evaluating performance and disciplinary procedures. **Ability to:** develop procedures and practices to increase work effectiveness. **Skill in:** communicating orally with agency representatives to convey complex fiscal issues clearly; and communicating orally with outside auditors and others regarding agency accounts.

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.

	<u>7.135</u>	<u>7.136</u>	<u>7.137</u>
ESTABLISHED:	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC
REVISED:		12/4/95UC	
REVISED:	6/5/98UC	6/5/98UC	6/5/98UC
REVISED:	3/29/01UC	3/29/01UC	3/29/01UC
REVISED:	7/1/17LG	7/1/17LG	7/1/17LG
REVISED:	2/4/25UC	2/4/25UC	2/4/25UC



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>
AUDIT MANAGER	38	B	7.139
AUDIT SUPERVISOR	37	B	7.145
AUDITOR III	36	B	7.148
AUDITOR II	34	B	7.154
AUDITOR I	32	B	7.161

SERIES CONCEPT

Auditors conduct audits on financial and/or tax accounts, records, activities, operations and/or internal controls of individuals, business organizations, state agencies or other government jurisdictions subject to State taxation or regulation to ensure compliance with State and Federal rules and regulations and legal requirements and/or proper safeguarding of agency funds.

Research the past audit history of individuals, organizations or agencies and develop and/or perform audit steps as defined in an approved audit program.

Review financial and/or tax accounts and records, examine narrative and flowchart documentation and interview personnel involved to determine compliance with a specific set of governing laws, rules, regulations, policies, procedures, agreements and contracts; investigate past activities and practices of the individual or organization by examining business records which may have to be obtained from a variety of sources.

Conduct audits in accordance with generally accepted government auditing standards, generally accepted auditing standard, and/or standards for the professional practice of internal auditing as adopted by the work unit.

Document all findings and prepare work papers and reports that summarize audit findings and recommendations regarding adequacy of controls, operational procedures and/or determination of financial adjustments/deficiencies; improve and modify controls and procedures in order to standardize systems and/or practices, to strengthen the integrity of the system and to ensure compliance with applicable regulations and policies.

Conduct entrance and exit interviews with individuals, organization representatives or agency division heads to explain the purpose and scope of the audit, to discuss findings, verify facts and answer questions regarding the audit.

Monitor the progress of implementation and the ongoing adherence to procedures and policies established as a result of audit findings.

Conduct special investigations and specific audits in areas determined to be "at risk" by the supervisor; investigate suspected instances of fraudulent activity conducted by either employees, contractors and/or vendors as necessary.

Prepare reports, conduct research, and develop case files for maintaining evidence in each case; develop final departmental administrative determinations; preserve evidence for future litigation.

May represent evidence before state governing bodies and/or provide testimony in a court of law in defense of the departmental administrative determinations.

Effect the collection of delinquent contributions including recommending possible legal action against delinquent entities; prepare and serve legal documents on tax assessments to organizations and individuals; may serve legal

AUDIT MANAGER	38	B	7.139
AUDIT SUPERVISOR	37	B	7.145
AUDITOR III	36	B	7.148
AUDITOR II	34	B	7.154
AUDITOR I	32	B	7.161

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SERIES CONCEPT (cont'd)

documents to execute on judgment liens and may instruct law enforcement to seize assets.

Perform related duties as assigned.

CLASS CONCEPTS

AUDIT MANAGER: Under general direction, incumbents must have in-depth knowledge of the full range of duties described in the series concept and are responsible for the development, implementation and review of audit plans, programs, work papers, and reports; assist management in the development of rules, regulations, policies and procedures for the work unit; and may assist management in the development of the work unit's budget. Incumbents must supervise a staff consisting of one or more Audit Supervisors or have responsibility for managing an audit unit of lower level Auditor III and/or Auditor II positions. Supervision includes performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline. Work is assigned through adherence to an approved annual audit plan coordinated with agency goals and objectives and is reviewed through goal attainment and as unusual circumstances occur.

AUDIT SUPERVISOR: Under general direction, incumbents either:

- 1) Act as a Regional Audit Manager in the Employment Security Division of the Department of Employment, Training and Rehabilitation; or
- 2) Within the Department of Taxation, act as a supervisor over at least four lower level Auditors to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline. In addition to being knowledgeable of and able to perform the full range of duties described in the series concept, incumbents are responsible for the review of all completed audits in their unit; serve as the first level of review in resolving appealed determinations and represent cases before the hearing officer as required; determine audit inventory and select accounts to be audited; and develop and deliver public training workshops. Positions assigned to this level in the series are distinguished from the Auditor III based upon the technical complexity involved in work assignments, broader and more varied audit types, a more in-depth and specialized knowledge required to perform these duties and the number of positions supervised.

AUDITOR III: Under limited supervision, incumbents are expected to perform the full range of duties described in the series concept and either:

- 1) Supervise a staff of lower level auditors to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline; and conduct the most difficult audits which are sensitive or highly complex in nature as defined by each agency. Incumbents assign and review work for technical accuracy and provide guidance and assistance as needed; or
- 2) Perform internal audits the preponderance of the time as a permanent assignment. Internal auditing is defined as an independent, objective assurance and consulting activity designed to add value and improve an organization's operations through evaluation of systems and processes. Auditing activities go beyond document review and are aimed at mitigating risks; ensuring effective and efficient operations; ensuring reliability and integrity of financial and operational information; safeguarding of assets; and compliance, by the employing agency, with laws, rules, regulations and established policies and procedures.

AUDITOR II: Under general supervision, incumbents perform the full range of duties described in the series concept and perform audits of both a routine and complex nature. Work is assigned through adherence to an approved annual audit plan coordinated with agency goals and objectives and is reviewed and evaluated for technical accuracy to existing audit standards. Incumbents assist in training less experienced or lower level auditors. This is the journey level in the series.

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CLASS CONCEPTS (cont'd)

AUDITOR I: Under general supervision, incumbents learn to perform the duties described in the series concept in a training capacity or may be permanently allocated at the sub-journey level performing the most basic auditing assignments as determined by the agency. Work is assigned through specific instructions and is reviewed for technical accuracy to existing audit standards. Incumbents assist higher level auditors in conducting audits of a routine nature. This class represents the trainee level and may provide for progression to the next level in the series upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.
- * A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * ~~Applicants must attach a copy of their college or university transcripts indicating successful completion of required credits in accounting and/or auditing.~~

AUDIT MANAGER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university [~~which included 6 college credits in beginning accounting and/or auditing and 6 college credits in intermediate accounting and/or auditing,~~] and four years of professional level auditing or accounting experience involving analyzing financial information and making recommendations based upon that analysis; **OR** graduation from high school or an equivalent education [~~supplemented by 6 college credits in beginning accounting and/or auditing and 6 college credits in intermediate accounting and/or auditing,~~] and six years of professional experience as described above; **OR** one year of experience as an Audit Supervisor in Nevada State service; **OR** two years of experience as an Auditor III in Nevada State service; [~~which includes an additional 3 college credits in intermediate accounting and/or auditing;~~] **OR** an equivalent combination of education and experience as described above. [~~which must have included 6 college credits in beginning accounting and/or auditing and 6 college credits in intermediate accounting and/or auditing.~~] (See Special Requirements [*and Informational Note*])

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: audit procedures to sufficiently review complex audits. **Working knowledge of:** supervisory techniques including selection, modification, training, work assignment and review, employee evaluation, setting work performance standards and discipline. **Ability to:** evaluate audit reports against a set of established standards to arrive at a final determination; control and direct multiple audit operations of an assigned unit; develop and implement policies, procedures, standards, rules and regulations; assess the operational impact of legislation or audit recommendations; make independent decisions regarding audit findings and corrective recommendations; provide technical advisement to management, lower level staff and the general public; develop appropriate methodologies to meet objectives; comply with professional standards of conduct. **Skill in:** written English sufficient to review, edit, and enhance formal determination letters regarding non-compliance with applicable regulations and laws; motivating others to effective action; collection and presentation of evidence in audit findings to present at hearings; delegating work to others to effectively accomplish goals and objectives within prescribed time frames; and all knowledge, skills and abilities at the lower levels.

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MINIMUM QUALIFICATIONS (cont'd)

AUDIT MANAGER (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: goals and objectives of the Department and work unit.

AUDIT SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university [~~which included 6 college credits in beginning accounting and/or auditing and 6 college credits in intermediate accounting and/or auditing,~~] and three years of professional level auditing or accounting experience involving analyzing financial information and making recommendations based upon that analysis; **OR** graduation from high school or equivalent education [~~supplemented by 6 college credits in beginning accounting and/or auditing and 6 college credits in intermediate accounting and/or auditing,~~] and five years of professional experience as described above; **OR** one year of experience as an Auditor III in Nevada State; [~~service which includes an additional 3 college credits in intermediate accounting and/or auditing;~~] **OR** an equivalent combination of education and experience as described above. [~~which must have included 6 college credits in beginning accounting and/or auditing and 6 college credits in intermediate accounting and/or auditing.~~] (See *Special Requirements [and Informational Note]*)

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

Detailed knowledge of: Federal and State rules, regulations, guidelines and statutes governing a particular tax or program of responsibility to effectively determine organizations' compliance. **Working knowledge of:** administrative law procedures for an administrative hearing, as well as the collection and presentation of evidence at administrative hearings; audit methodology to review and approve audit reports of others. **General knowledge of:** supervisory principles and practices to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline. **Ability to:** evaluate complex information against a set of standards; identify professional development needs of others and coach and mentor subordinate staff; use logic to analyze or identify underlying principles, relationships, or facts associated with information to draw logical conclusions; review and/or edit documents for accuracy, completeness and compliance with established laws, regulations and policies; organize audits by type and size to maintain a high level of productivity; apply accounting principles and concepts to audit problems. **Skill in:** written English sufficient to review, edit, and enhance formal determination letters regarding non-compliance with applicable regulations and laws; motivating others to effective action; organizing the activities of others and delegating work to effectively accomplish goals and objectives; determining correct mathematical methods or formulas to solve problems; providing consultation and/or expert advice or testimony; 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 Audit Manager.)

AUDITOR III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university [~~which included 6 college credits in beginning accounting and/or auditing and 3 college credits in intermediate accounting and/or auditing,~~] and two years of professional level auditing or accounting experience involving analyzing financial information and making recommendations based upon that analysis; **OR** graduation from high school or equivalent education [~~supplemented by 6 college credits in beginning accounting and/or auditing and 3 college credits in intermediate accounting and/or auditing,~~] and four years of professional experience as described above; **OR** one year of experience as an Auditor II in Nevada State service; [~~which includes an additional 3 college credits in intermediate accounting and/or auditing;~~] **OR** an equivalent combination of education and experience as described above. [~~which included 6 college credits in beginning accounting and/or~~

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MINIMUM QUALIFICATIONS (cont'd)

AUDITOR III (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

~~auditing and 3 college credits in intermediate accounting and/or auditing.~~ (See Special Requirements [*and Informational Note*])

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

Detailed Knowledge of: generally accepted accounting principles to sufficiently evaluate financial information provided by both private and government entities; audit techniques and procedures to effectively conduct audits of both private and government entities; accounting and financial record keeping principles and practices to sufficiently examine and analyze a variety of business records and develop meaningful conclusions based upon that analysis in situations involving a high degree of sensitivity and complexity. **Working knowledge of:** Federal and State rules, regulations, guidelines and statutes governing a particular tax or program of responsibility to effectively determine organizations' compliance; data processing principles and methods of auditing computerized accounting systems; laws, rules, regulations, court decisions and precedents relevant to the area of assignment. **General knowledge of:** administrative law procedures for an administrative hearing; the collection and presentation of evidence at administrative hearings; audit procedures sufficient to complete complex audits with minimal supervision. **Skill in:** organizing and presenting evidence and documentation; written English sufficient to review, edit and enhance formal determination letters regarding non-compliance with applicable regulations and laws; investigating laws, court cases, hearing officer decisions and/or other relevant research materials; 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 Audit Supervisor.)

AUDITOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university [~~which included 6 college credits in beginning accounting and/or auditing,~~] and one year of professional level auditing or accounting experience involving analyzing financial information and making recommendations based upon that analysis; **OR** graduation from high school or equivalent education [~~supplemented by 6 college credits in beginning accounting and/or auditing~~] and three years of professional experience as described above; **OR** one year of experience as an Auditor I in Nevada State service; **OR** an equivalent combination of education and experience as described above. [~~which must have included 6 college credits in beginning accounting and/or auditing.~~] (See Special Requirements [*and Informational Note*])

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

Working knowledge of: generally accepted accounting principles and audit techniques and procedures; investigative procedures used to establish facts; report writing to delineate audit techniques utilized, facts discovered, and conclusions reached. **General knowledge of:** federal and State rules, regulations, guidelines and statutes governing particular tax or program of responsibility in order to effectively determine an organization's compliance. **Skill in:** reading technical documents such as leases, rental agreements, purchase agreements, bids and financial statements; analyzing financial systems and making corrective recommendations; *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 Auditor III.)

AUDITOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university [~~which~~

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MINIMUM QUALIFICATIONS (cont'd)

AUDITOR I (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

~~included 6 college credits in beginning accounting and/or auditing;~~ **OR** graduation from high school or equivalent education~~[-supplemented by 6 college credits in beginning accounting and/or auditing,]~~ and two years of professional or technical level auditing or accounting experience involving analyzing financial information and making recommendations based upon that analysis; **OR** two years of experience as an Accountant Technician I in Nevada State service; **OR** an equivalent combination of education and experience as described above. ~~[-which must have included 6 college credits in beginning accounting and/or auditing.]~~ (See *Special Requirements [and Informational Note]*)

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

General knowledge of: accounting and financial record keeping principles and practices to sufficiently examine and analyze a variety of business records and develop meaningful conclusions based upon that analysis; generally accepted accounting principles to sufficiently evaluate financial information provided by both private and government entities; audit techniques and procedures to effectively conduct audits of both private and government entities. **Ability to:** use word processing, database, spreadsheet and other computer software programs. **Skill in:** basic mathematical computation; written English sufficient to compose reports and business correspondence and to communicate with a variety of people to effectively gather and transmit necessary information.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Auditor II.*)

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.

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ESTABLISHED:	9/60	7/1/93P 3/9/93PC	1/1/61	1/1/62	5/18/78
REVISED:				9/1/64	
REVISED:			9/1/65		
REVISED:	4/1/66				
REVISED:			5/18/78	5/18/78	10/25/85
REVISED:				2/9/79-3	2/9/79-3
REVISED:	5/18/79-3				
REVISED:	1/24/84				
REVISED:			10/25/85	10/25/85	
REVISED:					
REVISED:			6/9/89-3	6/9/89-3	6/9/89-3
REVISED:	7/1/93P		7/1/93P	7/1/93P	7/1/93P
REVISED:	3/9/93PC		3/9/93PC	3/9/93PC	3/9/93PC
REVISED:	8/11/95UC	8/11/95UC	8/11/95UC	8/11/95UC	8/11/95UC
REVISED:	04/11/14PC	04/11/14PC	04/11/14PC	04/11/14PC	04/11/14PC
REVISED:		7/1/15R			
REVISED:		11/5/15UC			
REVISED:	9/30/16PC	9/30/16PC	9/30/16PC	9/30/16PC	9/30/16PC
REVISED:					11/17/16UC

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REVISED:					11/17/16UC
<i>REVISED:</i>	<i>2/4/25UC</i>	<i>2/4/25UC</i>	<i>2/4/25UC</i>	<i>2/4/25UC</i>	<i>2/4/25UC</i>



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>
ACCOUNTANT TECHNICIAN III	34	C	7.140
ACCOUNTANT TECHNICIAN II	32	C	7.141
ACCOUNTANT TECHNICIAN I	30	C	7.143

SERIES DISCUSSION

Positions allocated to this series must, as the majority of their duties, perform technical accounts maintenance work for agencies with complex accounting functions or systems. Factors that contribute to complexity include, but are not limited to, federal grant reporting, external bank accounts, cost allocation plans, budget accounts, bank guidelines other than those contained in the State Administrative Manual, enterprise accounting, complex fund accounting, and external reporting requirements. Positions in this series typically supervise lower level accounting or other clerical positions.

Accountant Technicians are distinguished from Accounting Assistants by the level of responsibility and span of control within a complex accounting system. Technicians monitor and maintain accounting and related records requiring specialized calculations and extensive knowledge of spreadsheets and other accounting software and correcting and adjusting entries. Incumbents function with considerable independence. Steps to be taken in completing specialized transactions, resolving processing problems, researching and correcting errors, and reconciling accounts often are not clearly dictated by regulations and require a series of actions which may vary with specific circumstances.

Positions allocated to the Accounting Assistant series must, as the majority of their duties, perform or supervise the performance of accounting clerical work in the maintenance of accounts and accounting records for State agencies including reviewing and verifying accounting documents, payroll, pre-audit, accounts payable, accounts receivable, bank deposits, cash disbursements, and receipts. Accounting Technicians, in contrast, make determinations as to the validity of expenditures, review complex contracts, and complete complex reconciliations.

In the area of report preparation, Accountant Technicians design and implement report formats and data collection systems; prepare reports with both data and narrative reporting and interpreting; and consolidate reports generated by various accounting functions or levels, making conclusions and/or recommendations. Accounting Assistants may prepare internal reports that combine historical data with controller's reports or may prepare standard recurring reports that involve data collection.

Professional accountants independently design and implement the accounts maintenance system in an agency and examine, analyze and interpret accounting records for the purpose of giving advice or preparing financial statements. Accounting Technicians in the higher classes in this series may also perform these functions under immediate supervision.

SERIES CONCEPT

Accountant Technicians reconcile and monitor specific accounting and fiscal functions or activities within a department establishing or using established procedures and guidelines that are not limited to the State Administrative Manual. Reconciliation includes balancing departmental records with reports generated by the State's central accounting system as well as federal and other accounting systems. Monitoring includes ensuring accounting functions and activities are in compliance with reporting requirements and grant specifications.

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SERIES CONCEPT (cont'd)

Control complex accounts payable functions for agencies with multiple cost/project centers, by establishing guidelines for allocating general costs to the appropriate cost centers, and ensuring procedures are followed prior to submitting documents for payment or grant draws.

Control complex accounts receivable functions to include determining the billing amount using cost accounting procedures; make determinations regarding referral of delinquent accounts.

Assist management in preparation of complex budgets by coordinating with various sections to ensure budget requests are received and reviewed in a timely manner; developing narratives for each category and general ledger account to provide justification for proposed budget request; analyzing information on past expenditures and projecting trends; making recommendations for budget adjustments as needed; and preparing special budget analysis reports to highlight problems on own initiative or as requested.

Provide fiscal management and auditing of federal or other grant monies by monitoring expenditures to ensure compliance with multiple grant specifications and complex reporting requirements; auditing records and reports of sub-grantees for compliance with grant requirements; and preparing complex financial reports in compliance with federal, grant, contractual, or other external requirements.

Manage federal draw downs in conformity with the Cash Management Improvement Act of 1990 and grant requirements; provide fiscal management and auditing of federal grant monies; track costs billable to the federal government; prepare vouchers and monitor and report status of federal funds.

Prepare monthly and quarterly financial reports including trial balances, adjustments and balance sheets; establish and maintain automated billing systems including account analysis, reconciliations and processing adjustments.

Complete fiscal year openings and closings for assigned accounts; develop internal controls on revenues and expenses; reconcile federal to State fiscal year closings; prepare annual Single Audit Reporting Form (SARF) reporting requirements for submission.

May train, supervise and evaluate the performance of assigned clerical and technical support staff; develop work performance standards and accounting policies and procedures.

Perform related duties as assigned.

CLASS CONCEPTS

Accountant Technician III: Under general supervision, Accountant Technician III's perform the full range of duties described in the series concept at the advanced journey level. Incumbents supervise Accountant Technician I's and II's and Accounting Assistant positions performing revenue and expenditure processing activities in a large division or department or a complex functional area in a large department. Incumbents establish administrative procedures and write/update procedure manuals for those functions. Accountant Technician III's control and monitor expenditures and cash flow by interpreting State, federal and department regulations and procedures; determine the timing, amount and funding source for budget revisions and augmentations; design and implement report formats and data collection systems; and prepare reports with both data and narrative reporting and interpretation. Accountant Technician III is distinguished from the Accountant Technician II level by the complexity and/or number of accounting funds or functions for which responsible. Accountant Technician III's are assigned to agencies with the most complex accounting requirements such as Department of Transportation, Department of Education, Public Works Board, and the Public Employees Retirement System.

Accountant Technician II: Under general supervision, Accountant Technician II's perform the full range of duties described in the series concept. Incumbents will typically supervise lower level accounting positions. The

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CLASS CONCEPTS (cont'd)

Accountant Technician II: (cont'd)

class is distinguished from Accountant Technician I's and III's by the size of the department or division and complexity of accounting requirements of the agency for which responsible. Incumbents are typically responsible for two or more fiscal areas in a medium or large agency or for one very complex accounting function in a large department. This is the journey level in the series.

Representative duties at a college or university may also include:

Increased complexity of technical accounting work is found through management of an accounting function(s) that spans the entire college or university, such as reconciliation of the single bank account for the university through which all monies flow or calculation, collection, distribution and reporting of facilities and administrative costs collected from grant funds.

Accountant Technician I: Under general supervision, Accountant Technician I's perform technical accounting duties as described in the series concept. Incumbents may supervise lower level accounting positions, or function as the highest-level accounting position in a small agency with complex accounting requirements. The Accountant Technician I is distinguished from the Accounting Assistant IV in the accounting clerical series by complexity of the accounting environment, guidelines, and reporting requirements. This is the entry level in the series and progression to the next level is not automatic.

Representative duties at a college or university may also include:

In a centralized accounting/controller's office, Accountant Technician I's provide the final review of fiscal transactions prior to posting the entry in the general ledger. Positions review transactions for compliance with state, university, grant, other regulations and post to the general ledger. Positions enforce fiscal compliance by researching discrepancies or questionable transactions; rejecting and returning transactions to the college or department; may require payback of monies from departments or individuals; disable purchasing card or refer problem to higher authority.

In other units (academic, student, administrative), work typically centers on a business enterprise where significant income is generated. Positions perform technical accounts maintenance for a business enterprise related to academic endeavors such as accounting for income and expenses for resident physician services performed at hospitals and clinics. Other examples of specialized income generation include parking, continuing education, commercial leasing of building space. In addition to technical accounts maintenance, positions may also perform budget preparation, financial reporting, pre- and/or post-grant award accounts maintenance, budgeting and reporting (e.g. effort reporting or expense reporting to sponsor).

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Per NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.

INFORMATIONAL NOTE:

- * ~~Applicants must attach a copy of their college or university transcripts indicating successful completion of required credits in accounting at the time of application.~~

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MINIMUM QUALIFICATIONS (cont'd)

ACCOUNTANT TECHNICIAN III

EDUCATION AND EXPERIENCE: Graduation from high school [~~supplemented by 6 college credits in beginning accounting and 3 college credits in intermediate accounting. Additionally required is~~] *and* four years of [~~progressively responsible~~] financial records maintenance experience which included duties such as designing, implementing and interpreting narrative and data reports; applying principles of accounting to analyze financial information; preparing entries to accounts; analyzing assets and liabilities and preparing balance sheets; auditing contracts, vouchers and other documents and preparing summary transaction reports; implementing accounting control procedures; and overseeing the work of other accounting staff; **OR** one year of experience as an Accountant Technician II in Nevada State service; [~~which includes 3 college credits in intermediate accounting;~~] **OR** an equivalent combination of education and experience as described above. [~~which must have included 6 college credits in beginning accounting and 3 college credits in intermediate accounting.~~] (*See Special Requirement*)

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

Working knowledge of: advanced spreadsheet and word processing software applicable to developing financial reporting and data collection systems; fund, managerial, governmental, and cost accounting principles and practice. **General knowledge of:** federal requirements for fund disbursement, record retention and audit purposes as applied to maintaining sufficient departmental operating funds, proper documentation and accountability. **Ability to:** perform complex reconciliations to determine accuracy of account balances; write/update procedure manuals for multiple and complex financial processes; perform revenue and expenditure processing activities in multiple, complex financial areas; instruct system users in understanding reports generated by the accounting system; prepare clear and understandable reports substantiated by necessary references or other documentation applied to financial statements, special reports, federal reports and balance sheets; *and all knowledge, skills and abilities required at the lower levels.*

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

Working knowledge of: governmental accounting and cash flow policies and procedures; relevant federal and State statutes and regulations as well as agency policies and procedures; supervisory techniques including organizing work flow, assigning and reviewing work, training, and evaluating performance, and disciplinary processes. **Ability to:** determine the timing, amount and funding sources for budget revisions and augmentations.

ACCOUNTANT TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school [~~supplemented by 6 college credits in beginning accounting. Additionally required is~~] *and* three years of [~~progressively responsible~~] financial records maintenance experience which included duties such as designing, implementing and interpreting narrative and data reports; applying principles of accounting to analyze financial information; preparing entries to accounts; analyzing assets and liabilities and preparing balance sheets; auditing contracts, vouchers and other documents and preparing summary transaction reports; implementing accounting control procedures; and overseeing the work of accounting clerical staff; **OR** one year of experience as an Accountant Technician I in Nevada State service; **OR** an equivalent combination of education and experience as described above. [~~which must have included 6 college credits in beginning accounting.~~] (*See Special Requirement*)

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

General knowledge of: bookkeeping practice and theory; fund, managerial, governmental, and cost accounting principles; supervisory principles and practice; federal regulations and practices related to cash flow management. **Working knowledge of:** intermediate spreadsheet and word processing software applicable to developing financial reporting and data collection systems. **Ability to:** identify problems from an accounting worksheet or financial report and solve or recommend solutions; apply State and federal statutes and regulations and department procedures to financial transactions; interpret and apply State and federal statutes and regulations, and departmental rules and regulations including legal interpretations as applied to

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MINIMUM QUALIFICATIONS (cont'd)

ACCOUNTANT TECHNICIAN II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
 approving, monitoring and processing financial transactions; and identify and solve problems from an accounting work sheet or financial report. **Skill in:** developing accounting record systems, worksheets, and reports; interpreting financial reports and accounting reports, and presenting information to others; *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 Accountant Technician III.)

ACCOUNTANT TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school [~~supplemented by 6 college credits in beginning accounting~~] and two years of financial records maintenance experience which included such duties as controlling accounts payable/receivable; preparing financial reports for internal management use; and reconciling complex accounts; **OR** two years of experience as an Accounting Assistant III in Nevada State service; [~~which includes 6 college credits in beginning accounting;~~] **OR** one year as an Accounting Assistant IV in Nevada State service; [~~which includes 6 college credits in beginning accounting;~~] **OR** an equivalent combination of education and experience as described above. [~~which must have included 6 college credits in beginning accounting.~~] *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: accounting theory and principles; bookkeeping practices; automated accounting systems, including spreadsheet software for personal computers to allow design of or revision of financial reports. **Ability to:** read, understand, and apply complex regulations and accounting guidelines and procedures; meet deadlines, prioritize and organize work and handle frequent interruptions; and effectively compose business correspondence and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Accountant Technician II.)

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.

	<u>7.140</u>	<u>7.141</u>	<u>7.143</u>
ESTABLISHED:	7/1/93P	7/1/93P	7/1/93P
	9/24/92PC	9/24/92PC	9/24/92PC
REVISED:	8/23/94UC	8/23/94UC	8/23/94UC
REVISED:	10/13/95UC		
REVISED:	6/5/98UC	6/5/98UC	6/5/98UC
REVISED:	3/29/01UC	3/29/01UC	3/29/01UC
REVISED:	3/4/16PC	3/4/16PC	3/4/16PC
REVISED:	07/1/17LG	07/1/17LG	07/1/17LG
REVISED:	2/4/25UC	2/4/25UC	2/4/25UC

Human Resources Commission Meeting
March 28, 2025

FOR INFORMATION ONLY

In addition, please find attached an example of comparisons utilized by local jurisdictions within the State of Nevada, as well as other state jurisdictions.

Comparison Project

Agency	Accountant 2 (ACFR)	Accountant 1 (ACFR)	Chief Accountant
State of Nevada	Bachelor's Degree from an accredited college or university, in accounting, business administration, finance, or related field (18 credits accounting and 5 years professional accounting experience, 4 years in governmental or fund accounting and preparing annual comprehensive financial reports) OR Certification as a Certified Public Accountant and 3 years of experience in governmental or fund accounting, including preparing annual comprehensive financial reports OR 2 years of experience as an Accountant 1 (ACFR) in Nevada State service	Bachelor's Degree from an accredited college or university, in accounting, business administration, finance, or related field (18 credits accounting and 4 years professional accounting experience, 3 years in governmental or fund accounting and preparing annual comprehensive financial reports) OR Certification as a Certified Public Accountant and 2 years of experience in governmental or fund accounting, including preparing annual comprehensive financial reports	Bachelor's Degree from an accredited college or university, in accounting and 4 years of professional accounting experience (2 of which were equivalent to an Accountant 3 in Nevada State service that included responsibilities for compiling and reporting financial data for several funds of different types, developing financial data for several funds of different types, developing financial statements and reviewing more complex funds and account groups as defined by size, reporting requirements, source of revenue and expenditure limitation, and developing combined financial statements of changes in financial positions) OR Graduate from an accredited college or university with a degree in business administration, finance, economics, or a related field (including 18 credits in accounting & 5 years of experience as described above)
State of Arizona	(Accounting Administrator) Bachelor's Degree in Accounting or a closely related field required; Experience managing an accounting office CPA license preferred Master's Degree in Business Administration or Accounting preferred	(Accounting Manager) Bachelor's Degree in Accounting or a closely related field required; 1 Year of Accounting supervisory experience CPA license preferred Master's Degree in Business Administration or Accounting preferred	(Accounting Supervisor 2) Bachelor's Degree in Accounting or a closely related field required; 1 year of Accounting Supervisor 1 level or equivalent CPA license preferred Master's Degree in Business Administration or Accounting preferred
State of Wyoming			(Principal Accountant) Bachelor's Degree (typically in Finance); 1-3 years of progressive work experience (typically in Finance) with acquired knowledge at the level of a Senior Accounting Analyst OR 4-7 years of progressive work experience (typically in Finance) with acquired knowledge at the level of a Senior Accounting Analyst

<p>State of New Mexico</p>			<p>(Accountant and Auditor Supervisor) Bachelor's Degree in Accounting, Finance, Auditing, or Business Administration and 2 years directly related work experience in accounting, auditing, finance, and/or budgeting; Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling 6 years may substitute for the required education and experience;</p> <p>Preferred: Bachelor's Degree in Accounting, Finance, Auditing, or Business Administration and 4 years directly related experience in accounting, auditing, finance, and/or budgeting, 1 year of which must be supervisory</p>
<p>Washoe County, NV</p>			<p>(Accounting Manager) Bachelor's Degree from an accredited college or university in Accounting, Auditing, Finance, or closely related field AND 5 years of full-time experience performing account maintenance and payroll work, and staff supervision; OR Equivalent combination of education and experience;</p> <p>Valid Driver's License is required at the time of appointment</p>
<p>Clark County, NV</p>	<p>(Manager of Accounting Services) Bachelor's Degree in Accounting, Finance, Economics, or Business Administration or a related field to the work AND 5 years of full-time professional level experience in financial planning, accounting, payroll or related field, 2 years of which were in a supervisory or lead role</p> <p>Equivalent combination of formal education and appropriate related experience may be considered.</p> <p>Employment is contingent upon successful completion of background investigation and pre-employment drug examination.</p>	<p>(Accounting Manager) Bachelor's Degree in Accounting, Finance, Business Administration, Economics, or related field AND 4 years of full-time professional level accounting experience, 1 year of which includes supervisory or lead experience.</p> <p>Public agency experience, an advanced degree and/or a CPA is desirable.</p> <p>Employment is contingent upon successful completion of background investigation and pre-employment drug examination.</p>	<p>(Principal Accountant) Bachelor's Degree in Accounting, Finance, Business Administration, Economics, or a related field AND 4 years of full-time professional level accounting experience.</p> <p>Public agency experience, an advanced degree, and/or CPA desirable.</p> <p>Employment is contingent upon successful completion of background investigation and pre-employment drug examination.</p>

Agency	Accountant 3	Accountant 2	Accountant 1
State of Nevada	<p>Bachelor's degree from an accredited college or university, in finance or closely related field (18 credits in accounting) and 2 years of experience performing professional accounting work OR Bachelor's degree in business administration and 3 years of experience performing professional accounting work OR 1 year of experience as an Accountant 2 in Nevada State service and 18 college credits in accounting</p>	<p>Bachelor's degree from an accredited college or university, in accounting and 1 year of experience performing professional accounting work OR Bachelor's degree in business administration, finance, or related field (18 credits in accounting) and 2 years of experience performing professional accounting work OR 1 year of experience as an Accountant 1 in Nevada State service and 18 college credits in accounting</p>	<p>Bachelor's degree from an accredited college or university in accounting OR Bachelor's degree in business administration, finance, or related field (18 credits in accounting) and 1 year of experience preparing GAAP-based financial statements; periodic federal, State, or private grant fiscal reports and/or fiscal ad hoc reports used by internal and external entities OR 4 years of experience in the accounting field, 2 years of which were at the Accountant Technician 2 level in Nevada State service performing the duties described and 18 college credits in accounting</p>
State of Arizona	<p>Bachelor's Degree in Accounting or a closely related field required; 2 years experience as an Account 1, 2, or equivalent</p>	<p>Bachelor's Degree in Accounting or a closely related field required; 1 year experience as an Accountant 1 or equivalent</p>	<p>Bachelor's Degree in Accounting or a closely related field required</p>
State of Wyoming	<p>(Senior Accountant) Bachelor's Degree (typically in Finance); 0-2 years of progressive work experience (typically in Finance) with acquired knowledge at the level of an Accountant OR 3-5 years of progressive work experience (typically in Finance) with acquired knowledge at the level of an Accountant</p>		<p>(Accountant) Bachelor's Degree (typically in Finance); 0-1 year of progressive work experience (typically in Finance) with acquired knowledge at the level of an Accounting Technician OR 3-4 years of progressive work experience (typically in Finance) with acquired knowledge at the level of an Accounting Technician</p>

<p>State of New Mexico</p>	<p>(Accountant and Auditor 3) Bachelor's Degree in Accounting, Finance, Auditing, or Business Administration and 2 years directly related work experience in accounting, auditing, finance, and/or budgeting; Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling 6 years may substitute for the required education and experience;</p> <p>Preferred: Bachelor's Degree in Accounting, Finance, Auditing, or Business Administration and 4 years directly related experience in accounting, auditing, finance, and/or budgeting</p>	<p>(Accountant and Auditor 2) Associate Degree in Accounting, Finance, Auditing, or Business Administration and 2 years directly related work experience in account, auditing, finance, and/or budgeting; Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling 4 years may substitute for the required education and experience</p> <p>Preferred: Bachelor's Degree in Accounting, Finance, Auditing, or Business Administration and 2 years directly related work experience in accounting, auditing, finance, and/or budgeting</p>	<p>(Accountant and Auditor 1) High School or equivalency and 2 years directly related work experience in accounting, auditing, finance, and/or budgeting; Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling 2 years may substitute for the required experience</p>
<p>Washoe County, NV</p>		<p>Bachelor's Degree from an accredited college or university in Accounting, Auditing, Finance, or closely related field AND 2 years of full-time accounting experience OR Equivalent combination of education and experience Valid Driver's License may be required at the time of appointment</p>	<p>Bachelor's degree in Accounting, Finance, or a closely related field; OR Equivalent combination of education and experience</p>

<p>Clark County, NV</p>	<p>(Senior Accountant) Bachelor's Degree in Accounting, Finance, or related field AND 2 years of full-time experience in a professional accounting role that has provided the necessary skills and knowledge to perform all necessary job functions at this level.</p> <p>Experience that has provided the skills and knowledge necessary to perform all job functions, may be substituted for the education on a year-for-year basis to a maximum of 2 years.</p> <p>Possession of an appropriate advanced degree and/or CPA is desirable.</p> <p>May require a valid Nevada Class C Driver's License at time of appointment.</p> <p>Employment is contingent upon successful completion of background investigation and pre-employment drug examination.</p>	<p>Bachelor's Degree in Accounting, Finance, or related field (Experience in a full-time professional accounting role, which has provided the skills and knowledge to perform all job functions at this level may be substituted for the education on a year-for-year basis to a maximum of 2 years) AND 1 year of full-time professional accounting experience</p> <p>May require a valid Nevada Class C Driver's License at time of appointment.</p> <p>Employment is contingent upon successful completion of background investigation and pre-employment drug examination.</p>	<p>Bachelor's Degree in Accounting, Finance, or related field (Experience in a full-time professional accounting role, which has provided the skills and knowledge to perform all job functions at this level may be substituted for the education on a year-for-year basis to a maximum of 2 years)</p> <p>May require a valid Nevada Class C Driver's License at time of appointment.</p> <p>Employment is contingent upon successful completion of background investigation and pre-employment drug examination.</p>
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Agency	Accountant Technician 3	Accountant Technician 2	Accountant Technician 1
State of Nevada	<p>Graduation from high school supplemented by 6 college credits in beginning accounting and 3 college credits in intermediate accounting; 4 years of progressively responsible financial records maintenance experience which includes duties such as designing, implementing, and interpreting narrative and data reports; applying principles of accounting to analyze financial information; preparing entries to accounts; analyzing assets and liabilities and preparing balance sheets; auditing contracts, vouchers, and other documents, and preparing summary transaction reports; implementing accounting control procedures; and overseeing the work of other accounting staff</p> <p>OR</p> <p>1 year of experience as an Accountant Technician 2 in Nevada State service which includes 3 college credits in intermediate accounting</p> <p>OR</p> <p>Equivalent combination of education and experience as described above which must have included 6 college credits in beginning accounting and 3 college credits in intermediate accounting</p>	<p>Graduation from high school supplemented by 6 college credits in beginning accounting and 3 college credits in intermediate accounting; 3 years of progressively responsible financial records maintenance experience which includes duties such as designing, implementing, and interpreting narrative and data reports; applying principles of accounting to analyze financial information; preparing entries to accounts; analyzing assets and liabilities and preparing balance sheets; auditing contracts, vouchers, and other documents, and preparing summary transaction reports; implementing accounting control procedures; and overseeing the work of other accounting staff</p> <p>OR</p> <p>1 year of experience as an Accountant Technician 1 in Nevada State service</p> <p>OR</p> <p>Equivalent combination of education and experience as described above which must have included 6 college credits in beginning accounting</p>	<p>Graduation from high school supplemented by 6 college credits in beginning accounting; 2 years of financial records maintenance experience which includes duties such as controlling accounts payable/receivable; preparing financial reports for internal management use; and reconciling complex accounts</p> <p>OR</p> <p>2 years of experience as an Accounting Assistant 3 in Nevada State service which includes 6 college credits in beginning accounting</p> <p>OR</p> <p>1 year as an Accounting Assistant 4 in Nevada State service which includes 6 college credits in beginning accounting</p> <p>OR</p> <p>Equivalent combination of education and experience as described above which must have included 6 college credits in beginning accounting</p>
State of Arizona			None; Experience in an office environment
State of Wyoming			<p>(Accounting Technician)</p> <p>Associate's Degree (typically in Finance); 0-2 years of progressive work experience (typically in Finance) with acquired knowledge at the level of an Accounting Clerk</p> <p>OR</p> <p>2-4 years of progressive work experience (typically in Finance) with acquired knowledge at the level of an Accounting Clerk</p>

State of New Mexico			
Washoe County, NV			<p>(Account Clerk 2) 2 years of full-time experience maintaining financial records and accounts OR Equivalent combination of related training and experience</p>
Clark County, NV	<p>(Accounts Payable Technician Supervisor) Equivalent to completion of 2 years of college course work in business, finance, or a field related to the work AND 3 years of full-time clerical or secretarial experience, 1 year of which was in a high administrative or supervisory capacity</p> <p>Professional level experience and/or education that has provided the skills and knowledge necessary to perform all job functions at this level may be substituted on a year-for-year basis</p> <p>May require Nevada Class C Driver's License at time of appointment</p> <p>Employment is contingent upon successful completion of background investigation and pre-employment drug examination.</p>	<p>(Senior Accounts Payable Technician) Equivalent to graduation from high school AND 4 years of full-time accounting or financial office clerical experience</p> <p>Professional level experience and/or education that has provided the skills and knowledge necessary to perform all job functions at this level may be substituted on a year-for-year basis</p> <p>May require Nevada Class C Driver's License at time of appointment</p> <p>Employment is contingent upon successful completion of background investigation and pre-employment drug examination.</p>	<p>(Accounts Payable Technician) Equivalent to graduation from high school AND 3 years of full-time general clerical experience, 2 years of which include accounting or financial experience</p> <p>Professional level experience and/or education that has provided the skills and knowledge necessary to perform all job functions at this level may be substituted on a year-for-year basis</p> <p>May require Nevada Class C Driver's License at time of appointment</p> <p>Specified positions may require evening, night, weekend, and holiday shifts</p> <p>Employment is contingent upon successful completion of background investigation and pre-employment drug examination</p>

Agency	Audit Manager	Audit Supervisor	Auditor 3
State of Nevada	<p>Bachelor's degree from an accredited college or university, which included 6 college credits in beginning accounting and/or auditing and 6 college credits in intermediate accounting and/or auditing, and 4 years of professional level auditing or accounting experience involving analyzing financial information and making recommendations based upon analysis</p> <p>OR</p> <p>Graduation from high school or an equivalent education, supplemented by 6 college credits in beginning accounting and/or auditing and 6 college credits in intermediate accounting and/or auditing, and six years of professional experience as described above</p> <p>OR</p> <p>1 year of experience as an Audit Supervisor in Nevada State service</p> <p>OR</p> <p>2 years of experience as an Auditor 3 in Nevada State service which includes an additional 3 college credits in intermediate accounting and/or auditing</p> <p>OR</p> <p>Equivalent combination of education and experience as described above, which must have included 6 college credits in beginning accounting and/or auditing and 6 college credits in intermediate accounting and/or auditing</p>	<p>Bachelor's degree from an accredited college or university, which included 6 college credits in beginning accounting and/or auditing and 6 college credits in intermediate accounting and/or auditing, and 3 years of professional level auditing or accounting experience involving analyzing financial information and making recommendations based upon that analysis</p> <p>OR</p> <p>Graduation from high school or equivalent education, supplemented by 6 college credits in beginning accounting and/or auditing and 6 college credits in intermediate accounting and/or auditing, and five years of professional experience as described above</p> <p>OR</p> <p>1 year of experience as an Auditor 3 in Nevada State service which includes an additional 3 college credits in intermediate accounting and/or auditing</p> <p>OR</p> <p>An equivalent combination of education and experience as described above, which must have included 6 college credits in beginning accounting and/or auditing and 6 college credits in intermediate accounting and/or auditing</p>	<p>Bachelor's degree from an accredited college or university, which included 6 college credits in beginning accounting and/or auditing and 3 college credits in intermediate accounting and/or auditing, and 2 years of professional level auditing or accounting experience involving analyzing financial information and making recommendations based upon that analysis</p> <p>OR</p> <p>Graduation from high school or equivalent education, supplemented by 6 college credits in beginning accounting and/or auditing and 3 college credits in intermediate accounting and/or auditing, and 4 years of professional experience as described above</p> <p>OR</p> <p>1 year of experience as an Auditor 2 in Nevada State service, which includes an additional 3 college credits in intermediate accounting and/or auditing</p> <p>OR</p> <p>Equivalent combination of education and experience as described above which included 6 college credits in beginning accounting and/or auditing and 3 college credits in intermediate accounting and/or auditing</p>
State of Arizona	2 years experience as a supervisor of Auditors or closely related field	2 years experience as an Auditor or closely related field	At least 2 years experience as an Auditor or equivalent; Bachelor's Degree in Accounting or closely related field preferred
State of Wyoming			

<p>State of New Mexico</p>			<p>(Bookkeeping, Accounting, & Auditing Clerk 3) High School Diploma or equivalent and 6 months of work experience in office administration, bookkeeping, accounting, and/or auditing; Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling 6 months may substitute for the required experience;</p> <p>Preferred: High School Diploma or equivalent and 2 years of related work experience in office administration, bookkeeping, accounting, and/or auditing</p>
<p>Washoe County, NV</p>			
<p>Clark County, NV</p>	<p>Bachelor's Degree in Accounting, Finance, Economics, Business, or Public Administration or a field related to the work AND 5 years of full-time experience in auditing, accounting, and/or management review and assessment, preferably in a public agency setting, including 2 years of supervisory/management experience</p> <p>Equivalent combination of formal education and appropriate related experience may be considered</p> <p>Possession of an advanced Degree is desirable</p> <p>MUST possess valid registration as a Certified Public Accountant or as a Certified Internal Auditor Employment is contingent upon successful completion of background investigation and pre-employment drug examination.</p>	<p>Bachelor's Degree in Accounting, Finance, Economics, Business, or Public Administration or a field related to the work AND 4 years of full-time experience in auditing, accounting, and/or management review and assessment, preferably in a public agency setting, including 1 year of lead or supervisory experience</p> <p>Possession of an advanced Degree is desirable</p> <p>Valid Nevada Class C Driver's license at time of appointment</p> <p>Must possess a certification as a Certified Public Accountant, Certified Internal Auditor, or other related professional certification Employment is contingent upon successful completion of background investigation and pre-employment drug examination.</p>	

Agency	Auditor 2	Auditor 1
State of Nevada	<p>Bachelor's degree from an accredited college or university, which included 6 college credits in beginning accounting and/or auditing, and 1 year of professional level auditing or accounting experience involving analyzing financial information and making recommendations based upon that analysis OR Graduation from high school or equivalent education, supplemented by 6 college credits in beginning accounting and/or auditing and three years of professional experience as described above OR 1 year of experience as an Auditor 1 in Nevada State service OR Equivalent combination of education and experience as described above, which must include 6 college credits in beginning accounting and/or auditing</p>	<p>Bachelor's degree from an accredited college or university, which included 6 college credits in beginning accounting and/or auditing OR Graduation from high school or equivalent education, supplemented by 6 college credits in beginning accounting and/or auditing, and 2 years of professional or technical level auditing or accounting experience involving analyzing financial information and making recommendations based upon that analysis OR 2 years of experience as an Accountant Technician 1 in Nevada State service OR Equivalent combination of education and experience as described above, which must have included 6 college credits in beginning accounting and/or auditing</p>
State of Arizona	<p>Experience in Auditing work, principles, standards, and technique: Bachelor's Degree in Accounting or closely related field preferred</p>	<p>General business experience in the subject area of the audit function</p>
State of Wyoming		<p>Bachelor's Degree (typically in Finance); 0-1 year of progressive work experience (typically in Finance) OR 3-4 years of progressive work experience (typically in Auditing)</p>
State of New Mexico	<p>(Bookkeeping, Accounting, & Auditing Clerk 2) High School Diploma or equivalent and 3 months of work experience in office administration, bookkeeping, accounting, and/or auditing; Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling 3 months may substitute for the required experience; Preferred: High School Diploma or equivalent and 1.5 years of related work experience in office administration, bookkeeping, accounting, and/or auditing</p>	<p>(Bookkeeping, Accounting, & Auditing Clerk 2) High School Diploma or equivalent; Preferred: High School Diploma or equivalent and 1 year of work experience in office administration, bookkeeping, accounting, and/or auditing</p>

<p>Washoe County, NV</p>	<p>(Personal Property Auditor-Appraiser)</p> <p>Graduation from an accredited college or university with a Bachelor's degree in Accounting, Finance, or a closely related field</p> <p>OR</p> <p>4 years of full-time experience in an accounting, finance, auditing, or property assessment environment demonstrating and applying general knowledge of accounting and auditing or property assessment environment demonstrating and applying general knowledge of accounting and auditing principles and the use of standard Microsoft Office Suite applications</p> <p>OR</p> <p>Equivalent combination of education and experience (Associate's degree in one of the related fields may substitute for 2 years of required experience)</p> <p>Certification as a Personal Property Tax Appraiser for the State of Nevada as required by NRS 361.221 must be obtained within 1 year of appointment to this class.</p> <p>Valid Driver's license is required at the time of appointment</p>	<p>(Internal Auditor)</p> <p>Bachelor's degree from an accredited college or university in Accounting, Finance, or a closely related field</p> <p>AND</p> <p>3 years of full-time auditing experience</p> <p>OR</p> <p>Equivalent combination of training and experience</p> <p>Valid Driver's license is required at the time of appointment</p>
<p>Clark County, NV</p>	<p>Bachelor's Degree in Accounting, Finance, Economics, Business or Public Administration or a field related to the work</p> <p>AND</p> <p>Minimum of 1 year of full-time professional level experience in auditing, accounting, and/or management review and assessment, preferably in a public agency setting</p> <p>Possession of an appropriate advanced degree and some professional accounting, auditing, or management analysis experience is desirable</p> <p>Certification as a Certified Internal Auditor, Certified Public Accountant, Certified Management Accountant, or other related professional certification is desirable</p> <p>Possess a valid Nevada Class C Driver's License at time of appointment.</p> <p>Employment is contingent upon successful completion of background investigation and pre-employment drug examination.</p>	<p>Bachelor's Degree in Accounting, Finance, Economics, Business or Public Administration or a field related to the work</p> <p>Possession of an appropriate advanced degree and some professional accounting, auditing, or management analysis experience is desirable</p> <p>Certification as a Certified Internal Auditor, Certified Public Accountant, Certified Management Accountant, or other related professional certification is desirable</p> <p>Possess a valid Nevada Class C Driver's License at time of appointment.</p> <p>Employment is contingent upon successful completion of background investigation and pre-employment drug examination.</p>

ITEM VII

Human Resources Commission Meeting
March 28, 2025

REPORT OF CLASSIFICATION CHANGES NOT REQUIRING HUMAN RESOURCES COMMISSION APPROVAL

Attached is a report of changes made to the classification plan pursuant to NRS 284.160, sections 5 through 7 which reads as follows:

“5. The classification plan and changes therein are subject to approval by the Commission, except that the Administrator, at the request of an appointing authority, may make a change in the classification plan without the prior approval of the Commission if:

- (a) The Administrator deems it necessary for the efficiency of the public service;
- (b) The change is not proposed in conjunction with an occupational study; and
- (c) The Administrator, at least 20 working days before acting upon the proposed change:

(1) Provides written notice of the proposal to each member of the Commission, to all departments and to any head of an employees' organization who requests notice of such proposals; and

(2) Posts a written notice of the proposal in each of the principal offices of the Division.

↪ Any occupational study conducted by the Division in connection with the preparation, maintenance or revision of the classification plan must be approved by the Commission.

6. If no written objection to the proposed change to the classification plan is received by the Administrator before the date it is scheduled to be acted upon, the Administrator may effect the change. The Administrator shall report to the Commission any change in the classification plan made without its approval at the Commission's next succeeding regular meeting.

7. If a written objection is received before the date the proposed change is scheduled to be acted upon, the Administrator shall place the matter on the agenda of the Commission for consideration at its next succeeding regular meeting.”

The conditions set forth in these statutes have been met. A copy of the justifications and revised class specifications are on file in the office of the Administrator of the Division of Human Resource Management.

The following changes have been effected:

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #01-25
Posting Expires: December 17, 2024

Per NRS 284.160, the Administrator 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			11.125	<i>Senior Communications Call Taker</i>	29	F
	New			11.127	<i>Communications Call Taker</i>	27	F

Basis for Recommendation

At the request of the Department of Public Safety, Investigations Division and in coordination with Subject Matter Experts from the Division of Human Resource Management, it is recommended that a new series be created titled Senior/Communications Call Taker to reflect the duties and responsibilities of individuals that receive, analyze, disseminate, and follow-up on information from individuals who wish to report any dangerous, violent, or unlawful activity and/or who provide direct support to their assigned agencies.

Positions in this series will provide emergency and non-emergency dispatch support to federal, State and other governmental agencies; respond to routine telephone calls and extract pertinent information; communicate with youth, K-12 students, members of the public, law enforcement, government officials and other authorized individuals; determine which information resource to access for expediency and situational relevance; interpret information received and transmitted and route to authorized individuals; enter, retrieve, and edit data; ensure accurate storage of the system's activities. Generate and prepare accurate detailed narratives based on caller's report; monitor electronic messages and notifications from criminal justice agencies; determine the validity and eligibility of requests; forward information to appropriate authorities; provide rejection notices to the requesting agencies as required; assess appropriate information resources. Review warrant documents to determine eligibility to be placed into federal and State systems; determine if cautions are valid and necessary by researching criminal history; validate warrants; research identified changes and make conforming changes to the warrant record as needed; investigate and resolve warrant related issues. Respond to public records requests and subpoenas; determine if request meets federal and State laws, regulations and policy; disseminate information as required; provide courtroom testimony or deposition pursuant to information provided in a subpoena request. Generate and prepare narrative and statistical reports related to activities; identify anomalies and provide recommendations to resolve problems; communicate directly with partnering State agencies to ensure consensus of resolution approval; communicate with partnering personnel for efficient transition of communication with caller's and/or resource entities; maintain confidentiality of conversations and communications.

- 1) *Senior Communications Call Takers, 11.127, grade 29*: Under limited supervision, incumbents, in addition to performing duties described in the series concept, function as a lead worker over Communications Call Taker I positions by assigning and reviewing work and providing training and may function as a supervisor as needed to include performance evaluations, work performance standards, work assignment and review, scheduling, training, and discipline as needed. Incumbents research, develop and deliver analytical, narrative and statistical reports to management; develop and implement standardized procedures for tracking and monitoring the outcome of emergency and/or nonemergency reports received; oversee file maintenance, supply and inventory control; and may assist management in developing, reviewing, and implementing policies for the work unit. This is the advanced journey level in the series.
- 2) *Communications Call Takers, 11.127, grade 27*: Under general supervision, incumbents perform duties described in the series concept. This is the journey level in the series.

In reviewing the job duties, it was determined the class aligns with the Occupational Group 11, Regulatory & Public Safety, Subgroup A, Law Enforcement Support Services. The EEO Administrator assigned an EEO-4 code of "F" Administrative Support which are occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork in an office and includes dispatchers, telephone operators, and kindred workers. The grade comparison determination utilized the existing class specifications, as well as positions that currently perform the duties detailed in the new class specification as the duties are closely related or adjacent to the Administrative Assistant IV, 2.210, grade 29 and Administrative Assistant III, 2.211, grade 27 classes.

Throughout the development of the new class specification, management, and staff within DPS and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the new class specification.

Note: This is a new class specification.

Changes to the class specification are noted as follows: additions in blue and deletions in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 515 East Musser Street; in Las Vegas, go to 7251 Amigo Street, Suite 120. You may also view the recommendations and specifications online at https://hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/ . For additional information call (775) 684-0137.

Objections to the proposed new classification must be received in writing by December 17, 2024.

Objections should be addressed to Keisha I Harris, Deputy Administrator, Compensation and Classification Section of the Division of Human Resource Management, 515 East Musser Street, Carson City, Nevada 89701-4298.

POSTING DATE: October 31, 2024



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>
SENIOR COMMUNICATIONS CALL TAKER	29	F	11.125
COMMUNICATIONS CALL TAKER	27	F	11.127

SERIES CONCEPT

Communications Call Takers process incoming emergency and non-emergency information received through telecommunication and online systems, supply and input information into appropriate systems, and communicate the information to the appropriate entities.

Provide emergency and/or non-emergency dispatch support to federal, State and other governmental agencies; respond to routine and life threatening telephone calls and extract pertinent information; coordinate communications with youth, K-12 students, members of the public, law enforcement, government and school officials, community groups and other authorized individuals, and the general public; relay specialized and sensitive information which impacts programs and activities; defuse irate callers; determine which information resource to access for expediency and situational relevance; interpret information received and transmit and route to authorized individuals; enter, retrieve, and edit data; ensure accurate storage of the system's activities.

Receive anonymous reports about dangerous, violent, or unlawful activities, or the threat of such activities, conducted on school property, at an activity sponsored by a public school, on a school bus of a public school or by a pupil enrolled at a public school; provide reports to appropriate State or local public safety agencies and to school administrators about dangerous, violent or unlawful activities, or the threat of such activities, conducted on school property, at an activity sponsored by a public school, on a school bus of a public school or by a pupil enrolled at a public school; ensure program activities conform to established goals and policies; ensure the confidentiality of any record or information associated with anonymous reports.

Gather information necessary to determine the validity of a report and the severity of any threat; generate and prepare accurate detailed narratives based on caller's report; monitor electronic messages and notifications from criminal justice agencies; determine the validity and eligibility of requests; forward information to appropriate authorities; provide rejection notices to the requesting agencies as required; assess appropriate information resources.

Determine which persons and organizations in the community, including, without limitation, a provider of mental health services which is operated by a state or local agency, that could be made available to assist pupils and staff in recovering from a crisis, emergency or suicide.

Review warrant documents to determine eligibility to be placed into federal and State systems; determine if cautions are valid and necessary by researching criminal history; validate warrants; research identified changes and make conforming changes to the warrant record as needed; investigate and resolve warrant related issues.

Respond to public records requests and subpoenas; determine if request meets federal and State laws, regulations and policy; disseminate information as required; provide courtroom testimony or deposition pursuant to information provided in a subpoena request.

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SERIES CONCEPT (cont'd)

Generate and prepare narrative and statistical reports related to activities and outcomes; identify anomalies and provide recommendations to resolve problems; communicate directly with partnering State agencies to ensure consensus of resolution approval; communicate with partnering personnel for efficient transition of communication with callers and/or resource entities; maintain confidentiality of conversations and communications.

Implement standardized procedures for emergency and non-emergency tracking and monitoring the outcome of reports received; interpret and explain program policies, regulations, and requirements.

Perform related duties as assigned.

CLASS CONCEPT

Senior Communications Call Taker: *Under general supervision, incumbents perform the full range of the duties and responsibilities described in the series concept and may function as a lead worker over Communications Call Taker positions by assigning and reviewing work and providing training or may function as a supervisor to include performance evaluations, work performance standards, work assignment and review, scheduling, training, and discipline.*

Incumbents research, develop and deliver analytical, narrative and statistical reports to management; develop and implement standardized procedures for tracking and monitoring the outcome of emergency and/or nonemergency reports received; oversee file maintenance, supply and inventory control; and may assist management in developing, reviewing, and implementing policies for the work unit.

Communications Call Taker: *Under limited supervision, incumbents perform all or part of the duties and responsibilities described in the series concept.*

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a State of Nevada/FBI background check.*
- * Some positions require a pre-employment criminal history check and fingerprinting.*
- * Some applicants must meet the minimum typing speed established by the agency at the time of recruitment.*

INFORMATIONAL NOTES:

- * Pursuant to NRS 432.100, some positions may require a State of Nevada, Division of Child & Family Services Child Abuse & Neglect Central Registry Check.*
- * Some positions may require working a swing and/or graveyard shift, weekends, and/or holidays.*

SENIOR COMMUNICATIONS CALL TAKER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience providing emergency and/or nonemergency dispatch support as described in the series concept; OR one year of experience as a Communications Call Taker in Nevada State service; OR an equivalent combination of education and experience as described above.

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MINIMUM QUALIFICATIONS (cont'd)

SENIOR COMMUNICATIONS CALL TAKER (cont'd)

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

Working knowledge of: security, confidentiality, and privacy regulations; functions and communications procedures of other entities served by the communications center. General knowledge of: agency policies, procedures, and programs; common office procedures for reports and records; criminal justice information systems. Skill in: managing a high volume of telecommunication calls and online communications; responding appropriately to emergencies. Ability to: establish and maintain effective working relationships; handle a large volume of telephone and online communications; work independently and follow through on assignments with minimal direction; efficiently and accurately respond to telephone calls and online communications; recognize life safety situations and take appropriate action; and all knowledge, skills, and abilities required at the lower level.

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

General knowledge of: agency mission, functions, programs, activities, and operating policies; policy and procedure development. Ability to: assign and review work; provide training.

COMMUNICATIONS CALL TAKER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education.

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

General knowledge of: standard office practices and procedures; arithmetic to produce accurate information; telephone etiquette. Skill in: working with individuals with mental health and/or substance use disorders. Ability to: perform routine dispatch and communications activities; interact efficiently and tactfully with the public, school officials, and law enforcement; read and interpret maps; respond to a variety of information requests; understand and carry out verbal and written instructions; maintain files and records; receive and transmit information precisely and promptly; work as part of a team; establish and maintain effective working relationships with employees, other agencies, and the general public; speak clearly and distinctly using correct English, both verbal and written; communicate and engage effectively with individuals of varied backgrounds, trauma experiences, cultures, education level to include youth, and socio-economic status; work with frequent interruptions and distractions; remain calm, professional, and clear headed during escalated situations; make decisions, think critically, and problem solve; operate computers and related software.

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Senior Communications Call Taker.)

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.

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