



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
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PERSONNEL COMMISSION

Meeting Notice

DATE: Friday, March 15, 2019

TIME: 9:00 a.m.

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

Grant Sawyer Building
555 E. Washington Ave.
Room 1400
Las Vegas, NV 89101

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 might not be transmitted to the distant locations.

Notice: The Personnel 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 public comment on a specific agenda item when the item is being considered.

Agenda

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|----------------------------|---|
| | 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. (NRS 241.020) |
| FOR POSSIBLE ACTION | III. Approval of Minutes of Previous Meeting Dated December 7, 2018. 5-13 |

FOR POSSIBLE ACTION

IV. Discussion and Approval of Proposed Regulations Changes to Nevada Administrative Code, Chapter 284..... 14-37

A. LCB File No. R057-18

- Section 1. NAC 284.470 Preparation, filing, contents, discussion and distribution of reports; powers and duties of employees; review; adjustment of grievances.
- Sec. 2. NAC 284.678 Submission, form and contents of grievance; informal discussions.
- Sec. 3. NAC 284.690 Filing of grievance with highest administrator of department; action by highest administrator.
- Sec. 4. NAC 284.693 Removal of ineligible request for adjustment of grievance or complaint from procedure; notice; appeal.
- Sec. 5. NAC 284.097, 284.474 and 284.478 are hereby repealed.

FOR POSSIBLE ACTION

V. Discussion and Approval of Addition or Removal of Classes or Positions Approved for Pre-employment Screening for Controlled Substances and Revisions to Class Specifications 38-64

- A. The Nevada System of Higher Education requests the addition of the following positions to the list approved for pre-employment screening for controlled substances:

3.504 Driver, Shuttle Bus II, PCN: All

- B. The Department of Public Safety requests the addition of the following positions to the list approved for pre-employment screening for controlled substances:

2.210 Administrative Assistant IV, PCN: 4709-9018, 4709-9019

2.211 Administrative Assistant III, PCN: 4709-9016, 4709-9017

7.624 Management Analyst III, PCN: 4709-9015

- C. The Department of Transportation requests the removal of the following positions from the list approved for pre-employment screening for controlled substances:

6.209 Supervisor III, Associate Engineer, PCN: 017009, 017046

- D. The Division of Human Resource Management requests approval of a class specification change to include the requirement of pre-employment screening for controlled substances for some positions in the following class codes:

3.530 Transportation and Safety Attendant III; PCN: All

3.535 Transportation and Safety Attendant II, PCN: All

3.540 Transportation and Safety Attendant I, PCN: All

FOR POSSIBLE ACTION	VI. Discussion and Approval or Denial of Agency Classification Appeal 65-68 Management Analyst II – PCN: 4103 Department of Motor Vehicles
FOR POSSIBLE ACTION	VII. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions or Abolishment..... 69-103 A. Fiscal Management & Staff Services <ol style="list-style-type: none"> 1. Subgroup: Prop Appraisal, Val & Acquisition <ol style="list-style-type: none"> a. 7.418 Chief, Division of Assessment Standards 2. Subgroup: Public Information <ol style="list-style-type: none"> a. 7.800 Executive Secretary, Nevada Commission on Off-Highway Vehicles (OHV) b. 7.805 Marketing Coordinator c. 7.850 Sales & Promotion Representative Series B. Mechanical & Construction Trades <ol style="list-style-type: none"> 1. Subgroup: Skilled Trades and Allied <ol style="list-style-type: none"> a. 9.402 Piano Technician b. 9.455 Railroad Restoration Specialist Series c. 9.471 Theater Technician Series 2. Subgroup: Graphics, Printing & Reproduction <ol style="list-style-type: none"> a. 9.718 Microfilm/Imaging Laboratory Technician b. 9.729 Microfilm/Scanner Operator Series
INFORMATIONAL ITEM	VIII. Report of Uncontested Classification Plan Changes Not Requiring Personnel Commission Approval per NRS 284.160..... 104-112 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 #11-19 12.324 Food Distribution Specialist Series Posting #12-19 12.435 Veterans Services Representative Series Posting #13-19 10.229 Mid-Level Medical Practitioner Posting #14-19 6.806 Administrator, Division of Planning Posting #15-19 9.631 Custodial Worker Series Posting #16-19 9.751 License Plate Production Technician Series
INFORMATIONAL ITEM	IX. Update Regarding the Pre-disciplinary Review Process..... 113-114 X. Discussion and Announcement of Dates for Upcoming Meetings. Next Meeting Scheduled for June 21, 2019. XI. Commission Comments

XII. 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. (NRS 241.020)

XIII. Adjournment

Supporting material for this meeting is available at the Division of Human Resource Management at 209 E. Musser Street, Suite 101, Carson City, Nevada, 89701; 555 E. Washington Avenue, Suite 1400, Las Vegas, Nevada, 89101, or on our website http://hr.nv.gov/Boards/PersonnelCommission/Personnel_Commission_-_Meetings/. To obtain a copy of the supporting material, you may contact Carrie Lee at (775) 684-0131 or carrie.lee@admin.nv.gov.

Inquiries regarding the items scheduled for this Commission meeting may be made to Frank Richardson at (775) 684-0105 or frichardson@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 209 E. Musser Street, Suite 101, Carson City, Nevada, 89701, no less than (5) five working days prior to 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 Carrie Lee at (775) 684-0131 or carrie.lee@admin.nv.gov to make such requests.

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

Carson City

Blasdel Building, 209 East Musser Street
Nevada State Library & Archives Building, 100 North Stewart Street
Nevada State Capitol Building, 101 North Carson Street
Nevada Public Notice website: <http://notice.nv.gov>
Division of Human Resource Management website: www.hr.nv.gov

Las Vegas

Grant Sawyer Building, 555 East Washington Avenue

**STATE OF NEVADA
PERSONNEL COMMISSION**

Held at the Nevada State Library and Archives, 100 N. Stewart Street, Room 110, Carson City; and via video conference in Las Vegas at the Grant Sawyer Building, Room 1400, 555 East Washington Avenue.

**MEETING MINUTES
December 7, 2018
Subject to Commission Approval**

**COMMISSIONERS PRESENT
IN CARSON CITY:**

Ms. Katherine Fox, Chairperson
Ms. Patricia Hurley, Commissioner
Ms. Priscilla Maloney, Commissioner

**COMMISSIONERS PRESENT
IN LAS VEGAS:**

Mr. Andreas Spurlock, Commissioner
Mr. David Sanchez, Commissioner

STAFF PRESENT IN CARSON CITY:

Mr. Peter Long, Administrator, Division of Human Resource Management
(DHRM)
Ms. Beverly Ghan, Deputy Administrator, DHRM
Mr. Frank Richardson, Deputy Administrator, DHRM
Ms. Carrie Hughes, Personnel Analyst, DHRM
Ms. Kara Sullivan, Supervisory Personnel Analyst, DHRM
Ms. Rachel Baker, Personnel Analyst, DHRM
Ms. Michelle Garton, Supervisory Personnel Analyst, DHRM

STAFF PRESENT IN LAS VEGAS:

Ms. Heather Dapice, Supervisory Personnel Analyst, DHRM

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

Chairperson Fox: Opened the meeting at approximately 9:00 AM. She welcomed everyone, took roll and noted that Alternative Commissioner Priscilla Maloney would be sitting in for Commissioner Mauger who could not attend today.

II. PUBLIC COMMENT

Chairperson Fox: Advised that 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 under NRS 241.020. She asked if there were any public comments; there were none.

III. APPROVAL OF MINUTES OF PREVIOUS MEETING DATED SEPTEMBER 7, 2018 – Action Item

MOTION: Moved to approve minutes of the September 7, 2018, meeting.

BY: Chairperson Fox

SECOND: Commissioner Hurley

VOTE: The vote was in favor of the motion with Commissioner Maloney abstaining.

IV. DISCUSSION AND APPROVAL OF ADDITION OR REMOVAL OF CLASSES APPROVED FOR PRE-EMPLOYMENT SCREENING FOR CONTROLLED SUBSTANCES – Action Item

- A. The Nevada Department of Veterans Services requests the addition of classes/positions to the list approved for pre-employment screening for controlled substances:

3.530 Transportation and Safety Attendant III; PCN: All
3.535 Transportation and Safety Attendant II, PCN: All
3.540 Transportation and Safety Attendant I, PCN: All

Carrie Hughes: Introduced herself as a Personnel Analyst with the Division of Human Resource Management. She stated the Nevada Department of Veterans Services is requesting the addition of the requirement of pre-employment screening for controlled substances to the positions listed in Agenda Item IV-A. Veterans Services is requesting these positions be added due to their transporting of Veterans Home residents, inspections of life support and safety systems, and conducting patrols around the State Veterans Home.

Commissioner Sanchez: Asked how far are these veterans transported and what is the average mileage?

Wendy Simons: Introduced herself as the Deputy Director of Health and Wellness for the Nevada Department of Veterans Services. She answered they do multiple transports on a daily basis; the veterans are going out and about or have medical appointments at the VA Hospital in North Las Vegas. Sometimes the drivers and transport attendants must secure the veterans in wheelchair access lifts.

Chairperson Fox: Asked if there were any questions or comments; there were none.

MOTION: Moved to approve Item IV-A, Nevada Department of Veterans Services' list of classes approved for pre-employment screening of controlled substances to include Transportation and Safety Attendant III, II and I.
BY: Commissioner Sanchez
SECOND: Commissioner Spurlock
VOTE: The vote was unanimous in favor of the motion.

- B. The Nevada Department of Veterans Services requests the addition of classes/positions to the list approved for pre-employment screening for controlled substances:

10.364 Licensed Practical Nurse III, PCN: All
10.365 Licensed Practical Nurse I, PCN: All
10.368 Certified Nursing Assistant III, PCN: All
10.370 Nursing Assistant Trainee, PCN: All
10.371 Certified Nursing Assistant I, PCN: All

Carrie Hughes: Stated the Nevada Department of Veterans Services is requesting the addition of the requirement of pre-employment screening of controlled substances to positions listed in Agenda Item IV-B. Veterans Services is requesting these positions be added due to their being responsible for the safety, health and well-being of the residents of the Veterans Home.

Chairperson Fox: Asked if there were any questions or comments; there were none.

MOTION: Moved to approve Item IV-B, Nevada Department of Veterans Services' request for addition of classes/positions to the list approved for pre-employment screening for controlled substances for: Licensed Practical Nurse III and I; Certified Nursing Assistant III; Nursing Assistant Trainee; and Certified Nursing Assistant I.
BY: Commissioner Hurley
SECOND: Commissioner Maloney
VOTE: The vote was unanimous in favor of the motion.

- IV-C.** The Nevada Department of Veterans Services requests the removal of classes/positions from the list approved for pre-employment screening for controlled substances:

10.355 Registered Nurse III, PCN: All
11.260 Security Officer Supervisor, PCN: All
11.263 Security Officer, PCN: All

Carrie Hughes: Stated the Nevada Department of Veterans Services is requesting the removal of the requirement of pre-employment screening for controlled substances to positions listed in Agenda Item IV-C; Veterans Services no longer has positions in these classes. In particular, the Security Officer positions have been reclassified and placed within the Transportation and Safety Attendant Class Series.

Chairperson Fox: Asked if there were any questions or comments; there were none.

MOTION: Moved to approve Item IV-C, Nevada Department of Veterans Services' request for the removal of classes/positions from the list approved for pre-employment screening for controlled substances to include: Registered Nurse III; Security Officer Supervisor; and Security Officer.

BY: Commissioner Hurley

SECOND: Commissioner Sanchez

VOTE: The vote was unanimous in favor of the motion.

Wendy Simons: Thanked the Chair and the Commission for allowing them to continue to serve Nevada's veterans in a safe, great manner with the wonderful staff they have.

Chairperson Fox: Thanked Ms. Simons for acknowledging that. She said Veterans Services has a special place in her heart and she admires the level of commitment of those employees serving veterans.

V. DISCUSSION AND APPROVAL OF PROPOSED REGULATIONS CHANGES TO NEVADA ADMINISTRATIVE CODE, CHAPTER 284 – Action Item

A. LCB File No. R163-18

- Sec. 1. NEW Restoration of permanent employee who voluntarily transfers and either fails to complete trial period in the new position or voluntarily chooses to revert to his or her prior position.
- Sec. 2. NAC 284.058 "Eligible person" defined.
- Sec. 3. NAC 284.108 "Trial period" defined.
- Sec. 4. NAC 284.444 Application of probationary period.
- Sec. 5. NAC 284.448 Time not counted toward completion of probationary period.

Kara Sullivan: Introduced herself as a Supervisory Personnel Analyst with the Division of Human Resource Management Compensation, Classification and Recruitment Unit. Section 1 of LCB File No. R163-18 is a new regulation proposed by DHRM that will require a permanent employee who voluntarily transfers to a same grade position to serve a trial period. The regulation describes the process to be followed if such employee fails to complete the trial period, or if the employee chooses to return to the position formerly held. The regulation does not allow a reverted transfer employee to displace another employee if the prior position has been filled. The process also includes the agency receiving the reverted employee, given the 30-day notice. Current regulations do not require a trial period be served by a transfer employee and there is often hesitation to consider these employees when filling positions. This newly proposed regulation will allow for more consideration from agencies to hire transfer employees and allow employees to revert if the new position is not what they want to pursue. The Division sees this regulation as a benefit to both the employees and hiring authorities.

Section 2 is a proposed amendment to NAC 284.058 from the Legislative Counsel Bureau. The amendment broadens and clarifies the definition of the word "eligible" to include those persons who apply, meet minimum qualifications and pass examinations, when applicable. The amendment also includes that an eligible person are those persons who

become eligible by non-competitive means, not just those on the reemployment, reassignment, persons with a disability and transfer lists. Section 3 is an amendment to NAC 284.108 that requires the trial period be served also by employees who voluntarily transfer based on the new regulation proposed in Section 1 of this LCB file. Section 4 amends NAC 284.444 to add that permanent employees who voluntarily transfer to the same or comparable class to serve a trial period, based on the newly proposed regulations. Section 5 makes conforming changes based on proposed amendments made in other sections.

If the Commission votes to adopt this LCB file, the Division asks that a space be added between the words “probationary” and “period” in Section 4, subsection 11, on page 61 of this file.

Chairperson Fox: Asked if the trial period mirrored the probationary period of six months or one year?

Kara Sullivan: Confirmed that was correct.

Commissioner Sanchez: Asked if the trial period was actually a probationary period; why use the term “trial” instead of “probation?”

Kara Sullivan: Replied “trial” would refer to permanent state employees who have already passed their initial probationary period.

Chairperson Fox: Stated for the record that the Division of Human Resource Management held a workshop on June 15, 2018, regarding these changes in both Carson City and via video conference in Las Vegas.

Commissioner Sanchez: Asked if there were any representatives from AFSCME present at today’s meeting since they were at the workshop?

Chairperson Fox: Determined there were no representatives from AFSCME in Las Vegas or Carson City. She asked if there were any questions or comments; there were none.

MOTION: Moved to approve Item V-A, LCB File No. R163-18, Sections 1-5, specifically dealing with the restoration of permanent employee who voluntarily transfers and either fails to complete trial period in the new position or voluntarily chooses to revert to his or her prior position. It defines eligible person, trial period, application of probationary period, and time not counted toward completion of probationary period. Additionally, the motion includes adding a space between the words “probationary” and “period” on page 61 of the LCB file.

BY: Chairperson Fox

SECOND: Commissioner Sanchez

VOTE: The vote was unanimous in favor of the motion.

V-B. LCB File No. R164-18

Sec. 1. NAC 284.172 Rate of pay: Effect of promotion.

Sec. 2. NAC 284.204 Adjustment of steps within same grade: Conditions for approval; request; effective date; revocation.

Sec. 3. NAC 284.206 Special adjustments to pay.

Sec. 4. NAC 284.360 Certification and provision of certain lists by Division of Human Resource Management; certification of eligible persons on ranked or unranked lists or waiver of lists.

Sec. 5. NAC 284.374 Active lists: Removal and reactivation of names; no requirement or refusal to consider certain persons.

Sec. 6. NAC 284.437 Underfilling of positions.

Rachel Baker: Introduced herself as a Personnel Analyst with the Division of Human Resource Management Compensation, Classification and Recruitment Unit. She stated Section 1 of LCB File No. R164-18 would allow an appointing authority to request an accelerated rate under NAC 284.204 for an employee receiving a promotion. Historically, an accelerated step adjustment has only been allowed for newly hired employees who are eligible through open competitive means. In Section 2, the amendment being proposed to NAC 284.204 will maintain equity and

consistency statewide. The amendment removes subparagraph c of subsection 5 which currently allows a request to be made for an appropriate differential between the base rate of pay of the supervisor and that of his or her highest paid subordinate to be maintained. Section 3 makes conforming changes to NAC 284.206 regarding special adjustments to pay based on the changes made in other amendments in this LCB file.

Kara Sullivan: Stated Section 4 proposes amendments to NAC 284.360 which lists the order of which eligible lists may be issued. The amendment adds that when a list is unranked or waived, the Administrator can determine that the list be compiled from a class deemed appropriate by him. Section 5 proposes amendments to NAC 284.374 to include that an appointing authority does not have to consider an eligible person that has been subject to suspension, demotion or termination after a final decision is made by a Hearing Officer or any reviewing court for 12 months. Section 6 proposes amendments to NAC 284.437 which would allow an appointing authority, at their discretion, to underfill a position at or below the journey level. The amendment also allows the position to be underfilled above the journey level upon receiving written approval by the Administrator or his designee.

Commissioner Sanchez: Asked about Section 6, the underfilling of positions. Under what specific circumstances would the hiring authority use this particular provision?

Kara Sullivan: Replied if a hiring authority had an employee who has been training under a person but they don't yet meet the minimum qualifications, but have been in a preparatory position to takeover. It would allow them to underfill the position until the time the employee met the minimum qualifications.

Commissioner Spurlock: Asked on the bottom of page 53 it reads that at the June 15, 2018, Regulation Workshop a concern was raised by a representative of AFSCME regarding the requirement of a permanent employee to serve a trial period if he or she chooses to transfer; other comments received were generally in support of the regulations. Can anybody who was at the workshop relay to us what the concern was?

Peter Long: Replied AFSCME is opposed to this regulation at this time and would like to know the reasoning behind the proposal. We do not see it as a deterrent for an employee; we see it as a benefit because they can move to another position that they may not be able to now because the appointing authority could be hesitant or reluctant to accept someone as a transfer without a trial period. In building the regulation we have provided the opportunity for the employee to revert back to their previous agency either in the position from which they promoted or to another position. We don't see a downside for the employee.

Commissioner Spurlock: Thanked Mr. Long and said he thought what he was saying is actually done by most other public agencies in Nevada; it's very typical. And it is actually a pretty typical concern for employee representative groups.

Chairperson Fox: Asked if there were any questions or comments; there were none.

Commissioner Sanchez: Moved to approve Item V-D, LCB File No. 175-18.

Chairperson Fox: Indicated the Commission was considering Item V-B and would allow the motion to not receive a second.

MOTION: Moved to approve Item V-B as written.
BY: Commissioner Spurlock
SECOND: Commissioner Hurley
VOTE: The vote was unanimous in favor of the motion.

V-C. LCB File No. R166-18
Sec. 1. NAC 284.468 Standards for performance of work.
Sec. 2. NAC 284.576 Catastrophic leave: Use and administration; appeal of denial.

Michelle Garton: Introduced herself as a Supervisory Personnel Analyst for the Division of Human Resource Management Consultation and Accountability Unit. Section 1 of LCB File No. R166-18 revises the definition of job

elements, specifically for each classified employee, with the terms outlined in subparagraphs a-h of subsection 6 of the regulation. The intent of this amendment is to standardize the term “job elements” for all employees in an effort to reduce the administrative burden associated with the completion of employee evaluations. Each job element will be rated for every employee. For example, each employee will be rated on his or her quality of work, quantity of work, work habits, etc. Because we view the State as one employer, using these standardized terms would be a better reflection of each employee’s performance. This will especially be useful when an agency is considering hiring an employee from another agency.

Included in Section 2 is a housekeeping change to make the language clearer, as well as the elimination of subparagraph b of subsection 7, which requires an appointing authority to report the period and nature of the disability of employees using catastrophic leave. This information has been deemed as unnecessary for the Division, however, Central Payroll will continue to track catastrophic leave hours donated and used by employees.

Chairperson Fox: Asked if there were any questions or comments, and there were none.

MOTION: Moved to approve Item V-C, LCB File No. R166-18, Section 1, Standards for performance of work, and Section 2, Catastrophic leave: Use and administration; appeal of denial.

BY: Chairperson Fox

SECOND: Commissioner Hurley

VOTE: The vote was unanimous in favor of the motion.

V-D. LCB File No. R175-18

- Sec. 1. Amends Chapter 284 to add Sections 2 and 3.
- Sec. 2. NEW “Gender identity or expression” defined.
- Sec. 3. NEW “Sexual orientation” defined.
- Sec. 4. NAC 284.010 Definitions.
- Sec. 5. NAC 284.114 Affirmative action program and equal employment opportunity.
- Sec. 6. NAC 284.374 Active lists: Removal and reactivation of names; no requirement or refusal to consider certain persons.
- Sec. 7. NAC 284.470 Preparation, filing, contents, discussion and distribution of reports; powers and duties of employees; review; adjustment of grievances.
- Sec. 8. NAC 284.602 Resignations.
- Sec. 9. NAC 284.718 Confidential records.
- Sec. 10. NAC 284.726 Access to confidential records.

Michelle Garton: Stated Section 1 incorporates the definitions of Sections 2 and 3 of this LCB file into Chapter 284 of the Nevada Administrative Code. Sections 2 and 3 move the definition of gender identity or expression from specifically applying only to NAC 284.114 to a regulation that will apply to the entire Chapter 284 of the Nevada Administrative Code. The term “sexual orientation” is a new term that will also apply to the entire chapter. These amendments are necessary because the terms will now be used in NAC 284.718 pursuant to other sections of this LCB file. This will also allow these terms to be used in any appropriate future amendments to other regulations contained in Chapter 284 of the Nevada Administrative Code.

The amendment in Section 4 makes a conforming change that will incorporate the two new terms into the general provisions of Chapter 284 of the Nevada Administrative Code. The amendment in Section 5 of this regulation removes subsection 3 because gender identity or expression will now be moved to the general provisions and defined there and applied to the entire NAC 284.

In Sections 6, 7, and 8, several conforming changes are being proposed to NAC 284.374, 284.470 and 284.602. These are based on the more substantive changes in Sections 9 and 10 of this LCB file. The intent is to create a consistent term to be used to refer to information, outlined in NAC 284.718, that is maintained by an agency or the Division of Human Resource Management for each employee. The conforming changes in Sections 6, 7 and 8 will create consistency by using the term “record of employment” to refer to this information.

The amendment to NAC 284.718 is intended to describe the different types of confidential information that is held by an agency or the Division of Human Resource Management and maintained in an employee's record of employment. Several types of information have been added to the confidential information maintained for each employee such as employee grievance information, a nursing mother request or complaint, health information and information related to an administrative investigation.

Section 10, NAC 284.726, Access to confidential records, describes access to an employee's confidential record of employment. The intent is to broaden the access of such information to any appointing authority of an agency, rather than just the appointing authority for the agency for which the employee currently works. This is important because the State of Nevada is considered to be one employer under State and federal employment laws and broadening this access will assist agencies when they are considering hiring an employee from another agency. It's important that each agency will be responsible for limiting this access to appropriate individuals using security protocols built into the human resource systems.

Commissioner Sanchez: Asked about Section 9, Confidential records. Subsection d says, "Any recording or document which is used in the process of interviewing an applicant ..." How many agencies, divisions, or departments in the State are using recordings for interviews, what is the purpose if they do, how are they securing these recordings, and how long are they retained?

Michelle Garton: Replied that at this time, no agency is recording interviews. If it was decided that that would be a practice an agency would want to consider, it would be confidential and kept with the rest of the interview file, with the application.

Commissioner Sanchez: Suggested if agencies do that perhaps they would set a protocol for security and records retention of these documents.

Chairperson Fox: Strongly agreed that if there are recorded interviews that they meet the NRS standard for the amount of retention time and that they are kept in a secure location for the required length of time and then destroyed appropriately.

Commissioner Spurlock: What was the nature of the concern raised by ASFCME at the June workshop?

Michelle Garton: Recalled it was concerning employee grievance information. AFSCME was concerned that an agency might be able to see someone's grievance at another agency.

Chairperson Fox: Added that the confidential information that appointing authorities consider with transfers from one agency to another is held to a higher standard in terms of confidential information and their obligation to keep it confidential. She added for the record that a workshop was held June 15, 2018, and representatives of various employee associations were present during that workshop and if concerns were raised, according to the minutes from that meeting, they were addressed during that meeting.

Chairperson Fox: Asked if there were any questions or comments, and there were none.

MOTION: Moved to approve Item V-D, LCB File No. R175-18: Section 1; Section 2, NEW, "Gender identity or expression" defined; Section 3, NEW, "Sexual orientation" defined; Section 4, Definitions; Section 5, Affirmative action program and equal employment opportunity; Section 6, Active lists; Section 7, Preparation, filing, contents, discussion and distribution of reports; Section 8, Resignations; Section 9, Confidential records; and Section 10, Access to confidential records.

BY: Chairperson Fox

SECOND: Commissioner Sanchez

VOTE: The vote was unanimous in favor of the motion.

Chairperson Fox: Stated the next item before the Commission requiring no action was the Report of Uncontested Classification Plan Changes, not requiring Personnel Commission approval per NRS 284.160.

VI. REPORT OF UNCONTESTED CLASSIFICATION PLAN CHANGES NOT REQUIRING PERSONNEL COMMISSION APPROVAL PER NRS 284.160

Posting: #1-19
7.211 Executive Branch Auditor Series
Posting: #2-19
12.342 School/Community Nutrition Program Coordinator Series
Posting: #3-19
12.466 Substance Abuse Counselor Series
Posting: #4-19
7.422 Review Appraiser Series
Posting: #5-19
12.127 ESD Program Specialist Series
Posting: #6-19
7.209 Director, Office of Project Management
7.208 Organizational Change Manager, OPM
Posting: #7-19
5.223 School/Community Nutrition Supervisor Series
Posting: #8-19
1.955 Park Aid Series
Posting: #9-19
10.316 Correctional Nurse Series
Posting: #10-19
12.395 Casework Management Specialist II

VII. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS. NEXT MEETING SCHEDULED FOR MARCH 8, 2019.

Chairperson Fox: Indicated the next meeting is on Friday, March 8, 2019. After deliberation it was decided that the following meeting would be scheduled for Friday, June 21, 2019.

Peter Long: Stated typically after the end of Session, there may have to be an emergency regulation meeting based on bills that passed where regulations have to go into effect immediately, July 1st. DHRM will do their best to schedule, if required, that emergency meeting on June 21st as well.

Commissioner Spurlock: Thought it was mentioned for the day before the June 21st meeting to have the extra meeting if needed. Should we be blocking out both Thursday and Friday, or just Friday?

Peter Long: Replied that in Commissioner briefings they were looking at either the third or fourth Friday. If the fourth Friday, the 28th, were picked, that would have given us an extremely short amount of time to get the emergency regulations approved by the Secretary of State. I think the third Friday, June 21st, would be fine for both the emergency meeting, if necessary, and the regular meeting.

Chairperson Fox: Said they might anticipate a little bit longer meeting that Friday the 21st if there are emergency regulations.

VIII. COMMISSION COMMENTS

Chairperson Fox: Asked if possible in March could there be an indication from the Division about upcoming bills that may impact employees in State service or the role and function of the Division.

Peter Long: Answered we can certainly provide all information we have at that time.

IX. PUBLIC COMMENT

Chairperson Fox: Advised that 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 under NRS 241.020. She asked if there were any public comments. There were no public comments. She thanked Alternate Commissioner Maloney for stepping in for Commissioner Mauger and wished everyone in the audience and the Commissioners and staff a safe and healthy, happy holiday season.

X. ADJOURNMENT

Chairperson Fox: Adjourned the meeting.

Personnel Commission Meeting
March 15, 2019

FOR INFORMATION ONLY

Attached are the minutes of the March 7, 2018, regulation workshop and the Small Business Impact Statement, as they are related to the regulations proposed for permanent adoption.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

REGULATION WORKSHOP

Held at the Legislative Counsel Bureau, 401 S. Carson Street, Room 2135, Carson City, Nevada; and via video conference in Las Vegas at the Grant Sawyer State Building, Room 4412E, 555 East Washington Avenue.

MEETING MINUTES
Wednesday, March 7, 2018

STAFF PRESENT IN CARSON CITY:

Peter Long, Administrator, DHRM
Shelley Blotter, Deputy Administrator, DHRM
Michelle Garton, Supervisory Personnel Analyst, DHRM
Carrie Hughes, Personnel Analyst, DHRM

OTHERS PRESENT IN CARSON CITY:

Mavis Affo, Personnel Officer, Public Safety
Allison Wall, Personnel Officer, NDOT
Oscar Fuentes, Insurance/Loss Prevention Specialist, NDOT
Gennie Hudson, Personnel Officer, DHRM
Alys Dobel, Personnel Officer, DMV

I. CALL TO ORDER

Shelley Blotter: Opened the meeting and introduced herself as the Deputy Administrator for DHRM. She explained that the reason for the workshop was to solicit comments from affected parties with regard to the regulations proposed for permanent adoption. Based on the feedback received, the proposed language may be changed or deleted and additional regulations may be affected. If the regulations are submitted to the Personnel Commission for adoption, amendment or repeal, the minutes from the workshop and any other comments received will be provided to the Personnel Commission when the regulation is presented for their consideration. Staff will provide an explanation of the proposed change with time allowed for comments.

II. Review of Proposed Changes to NAC 284

NEW	Refusal to submit to a screening test: Reasons an applicant or employee shall be deemed to have refused a test; potential consequences of a refusal to submit to a screening test.
284.893	Return to work of employee who tests positive for alcohol or controlled substance while on duty.

284.890	Transportation of employee to and from location of screening test.
284.578	Leave of absence without pay.
284.470	Preparation, filing, contents, discussion and distribution of reports; powers and duties of employees; review; adjustment of grievances
284.478	Appeal of decision of reviewing officer.
284.658	“Complaint” and “Grievance” defined.
284.678	Submission, form and contents of grievance; informal discussions.

Carrie Hughes: Addressed a proposed new regulation, *Refusal to submit to a screening test: Reasons an applicant or employee shall be deemed to have refused a test; potential consequences of a refusal to submit to a screening test.* NAC 284.882 adopts the U.S. Department of Health and Human Services standards for federal workplace drug testing programs by reference, which outlines what constitutes a refusal to submit to a drug test and the consequences for refusing to submit. However, due to concerns raised by a 2017 hearing officer decision and a need to address what constitutes a refusal to submit to an alcohol test, DHRM proposes the new regulation, which is based on the adopted federal workplace guidelines. Subsection 1 defines the terminology used in the regulation. Subsection 2 outlines what constitutes a refusal to test. Subsections 3 and 4 address the consequences for an employment candidate or employee who refuses to submit to an alcohol or drug test.

Shelley Blotter: Invited questions or comments regarding the regulation. **Allison Wall:** Introduced herself as NDOT HR Manager. She noted that she would be submitting comments in writing, however she also wished to place her comments on the record at this time. She stated that NDOT recently encountered such a situation. Under 2(e) of the regulation, the language states, “Fails to provide a sufficient amount,” which refers to a “shy bladder situation” through “required medical evaluation.” She noted that the Federal HHS does not refer to this and asked whether the State of Nevada will require the medical evaluation for non-DOT testing.

Carrie Hughes: Explained that the intent is not to add a Substance Abuse Professional (SAP) evaluation requirement. The standards referred to here are different than those of the DOT. These are the mandatory guidelines for federal agencies. The requirement was seen in the guidelines, which is why it was included in this regulation. **Allison Wall:** Stated that her department did not find this when they were dealing with a non-DOT. The Drug and Alcohol Program referred them back to the federal HHS program, however, they did not find the language there. Another issue is in regard to the “Alternate specimen.” The HHS referred them back to the State policy in addressing a situation where the individual is not able to produce a sufficient sample volume. She inquired as to whether a standard protocol would be created for an alternate specimen provision. The requirements currently state that the drug and alcohol testing company is required to call the DER (designated employer representative) to receive authorization for an alternate specimen. She asked whether this is being reviewed by DHRM. **Oscar Fuentes:** Introduced himself as Safety Manager for NDOT. He addressed the refusal portion of requiring a specimen as well as the alternative collection method. Alternative methods such as blood testing is not included in the NRS or NAC, which would assist the agency in managing the situation. **Shelley Blotter:** Suggested an offline meeting to address the specific concerns.

Oscar Fuentes: Referenced to 2(c), “Fails to provide a sufficient amount of specimen when

directed and it has been determined through a required medical evaluation that there was no legitimate medical explanation for the failure.” He addressed the issue of how much time the employee would be allowed in terms of obtaining the medical evaluation. Without specifically addressing this, it will be left open to interpretation for both employees and management. **Carrie Hughes:** Cited to 2(f), “If they fail to undergo the medical evaluation or evaluation as directed by the appointing authority,” and stated that this appears to give the agency control of setting up and mandating the timeline. **Allison Wall:** Recommended looking at the DOT requirements, as no information was found in the federal HHS regarding providing insufficient specimen and referral for a medical examination in a non-DOT test. It may be helpful to have the same guidelines as the DOT in order to prevent statewide inconsistency. The DOT allows a five-day window.

Carrie Hughes: Noted that comments are also requested on the portion of the regulation in Subsection 4 regarding consequences for employees who refuse to submit when applying for another State position. **Gennie Hudson:** Introduced herself as being from Agency HR Services and recommended there be a consequence for such a refusal, as this means the individual would likely refuse to take tests for other purposes as well. **Carrie Hughes:** Stated that the reference to consequences is meant to address discipline.

Alys Dobel: Introduced herself as being from the DMV. She agrees with Ms. Hughes and also with Ms. Hudson on the issue of employees moving between agencies. However, she would appreciate clarification on the question of where the authority begins and ends between the agency releasing the employee and the agency receiving the employee. This would particularly reference an instance that has the potential to lead to the employee’s suspension, demotion or termination and any possible disciplinary action. **Shelley Blotter:** Clarified that this is a situation in which an employee holds a position where they were not required to have pre-employment drug testing and are moving into a position that does require pre-employment drug testing and that the employee refuses such testing. The question is whether there should be a consequence to the employee for such refusal. **Alys Dobel:** Agreed that there should be consequences for such a refusal. If there is no consequence, the agency receiving the employee will have no knowledge of what transpired. **Shelley Blotter:** Stated that the receiving agency would be free to refuse to hire an employee who refused to take the required drug test.

Peter Long: Said DHRM would not want to put anything in regulation that penalizes an employee who was not required to do drug testing in their current position simply because they refuse to take a drug test for a position for which they applied that required that testing. If their current position does not require drug testing, they are being penalized for refusing to test for another position in their current agency, which is the intent of the regulation. **Alys Dobel:** Stated that she did not initially understand this and apologizes. She has worked at other agencies as well as the DMV, where failure to take the required preemployment testing within 24 hours results in the offer being rescinded. **Gennie Hudson:** Said that based upon Mr. Long’s statements, she would agree that perhaps it is not in the regulation, but would be in the prohibitions and penalties for the current agency of the employee. A recent situation in her division was that an employee got reverted back to their prior agency. That agency requires a fingerprint background check. The employee at first refused to do the check and finally agreed to take it, when she was shown the prohibition and penalties. **Peter Long:** Said that DHRM

will take a look at the issue, however, he is unsure that this is the appropriate section to address it. Hopefully the prohibitions and penalties are supported by statute or regulation and he would like to make sure they all tie together.

Allison Wall: Asked whether there is a current notification process between agencies regarding refusal or failure of drug testing. **Carrie Hughes:** Stated that she is not aware of a requirement within regulation. She cannot speak to whether the agency chooses to communicate such results or refusals to the other agency. **Allison Wall:** Recommends from NDOT that they do not impose a consequence, unless the issue is looked at holistically. Imposing a consequence for a refusal requires clear regulations that also identify guidance for a failure. At this point, she does not receive notice from other agencies regarding refusal to test or a fail. An employee whose car breaks down and is unable to take the test within 24 hours would be considered a fail. She would then be required to report this as a failed drug test to the other agency when in reality they just did not show up for the test within 24 hours. This provision would require a significant number of accompanying regulations. She does not feel it should be a consequence within this section.

Carrie Hughes: Discussed NAC 284.893, *Return to work of employee who tests positive for alcohol or a controlled substance while on duty*. The amendment removes Subsection 3, as it is now being included as Subsection 4 of the previously discussed proposed new regulation. **Shelley Blotter:** Clarified that if the new section were adopted, this language would be removed. She invited questions or comments. There were none.

Carrie Hughes: Addressed NAC 284.890, *Transportation of employee to and from location of screening test*. This amendment is being proposed to clarify that an appointing authority is responsible for providing transportation for an employee, only when the test is based on reasonable suspicion of impairment. The handout provided shows the language proposed at the workshop as well as the proposed language in LCB File R118-17, which will be taken to an upcoming Personnel Commission meeting. **Shelley Blotter:** Noted that a Personnel Commission meeting was scheduled last Friday, however due to a snow day in northern Nevada, the meeting is rescheduled for March 19th. Regulations will not be heard at that meeting, but will be discussed during the June Personnel Commission meeting. **Allison Wall:** Referred to part two of the handout and asked, "When it says, 'as appropriate,' is that referring to the addition of the green in number one?" **Shelley Blotter:** Stated her belief that the "as appropriate" is referring to (a), (b), or (c). **Allison Wall:** Clarified that the intent that the "as appropriate" is referring to number one and not referring to A, B and C. **Carrie Hughes:** Stated that Subsection 1 speaks to providing transportation to the location of the test, whereas Subsection 2 is talking about after the test is conducted. They are two different situations.

Allison Wall: Asked for clarification that the division should not have to provide transportation home for the employee, if they are not under reasonable suspicion or in a workers' compensation situation. **Shelley Blotter:** Stated that if the individual goes in for a preemployment screening test, they are not being provided transportation. **Alys Dobel:** Noted that Ms. Wall brings up a good point with workers' compensation; that is, if the employee is in an accident and is required to submit to testing, the department will not be required to provide transportation after testing. **Carrie Hughes:** Stated that workers' compensation had not

specifically been discussed. However, Subsection 2 only talks about after the test. It does not include the reasonable suspicion language. **Shelley Blotter:** Added that transporting an employee for workers' comp would depend on the situation and whether the supervisor believes the employee is under the influence. The proposed regulation relates specifically to pre-employment testing, for which there would be no transportation obligation. In a case of reasonable suspicion, there are obligations to ensure that the employee is either returned to their home or receives additional medical attention, if necessary. She invited additional comments. There were none.

Carrie Hughes: Addressed NAC 284.578, *Leave of absence without pay*. The language is being removed to be consistent with the matching provisions in NAC 284.2508 relating to compensatory time, NAC 284.539 relating to annual leave and NAC 284.554, relating to sick leave.

Shelley Blotter: Invited questions or comments. There were none.

Michelle Garton: Introduced herself as the Supervisory Personnel Analyst for DHRM's Consultation and Accountability Unit. The intent of the amendments to the next three regulations is to allow an employee to file a grievance on a contested report on performance, only if the overall rating remains "Does not meet standards" after the final decision of the appointing authority review. She reviewed the amendments to each regulation. The significant change to NAC 284.470 is contained in Subsection 14, which discusses using the grievance process, if there is no response by the appointing authority to a request for review of a contested report on performance. The language in the subsection is amended to allow for an employee to file a grievance, if no response is received, only if the overall rating on the evaluation is "does not meet standards." Subsection 9 addresses that a discussion between the employee and supervisor is required and also that the employee must sign and return the report on performance to his or her supervisor within ten working days after the discussion. Subparagraph A is specific to when an employee does not contest the report on performance, so reviewing officer has been removed. Subparagraph (b) is specific to when an employee contests a report on performance, so language has been added to say that a contested report on performance will be forwarded to the appointing authority or the designated reviewing officer. Subsection 10 addresses when an employee is unavailable for the discussion required in Subsection 9 and the amendments mirror what was outlined regarding Subsection 9.

Shelley Blotter: Invited questions or comments. **Alys Dobel:** Sought clarification on Subsection 10 in regard to whether electronic mail is allowable. **Shelley Blotter:** Stated that the section does not specify the type of mail. The regulation states that notification of disciplinary action should be given more formally than electronic format. **Peter Long:** Asked whether it would be helpful to replace the word "mail" with "deliver." **Alys Dobel:** Stated that she likes that proposal. **Shelley Blotter:** Invited additional questions or comments. **Alys Dobel:** Referred to Subsection 4 and stated her understanding that it is only after the employee has received a substandard evaluation and has not identified specific points of concern. **Peter Long:** Explained that all three regulations are written to apply the proposed new limitation on filing a grievance. This would be that an employee could not grieve a performance appraisal, unless it was below standard overall. They could have an element or two that was rated below

standard, which would not allow them to grieve. It must be an overall rating of below standard or substandard. **Shelley Blotter:** That this would apply to the results found after the reviewing officer's review. **Alys Dobel:** Stated that she disagrees for several reasons. One reason is that she does not merely look at the overall rating when hiring an employee from another area. The language in the comments are also considered. If this would impact the person working at the agency, there would be concerns, depending on what was written. In the past, there has been an instance where clarification was needed on the language in the review, including discussions with the individual's current supervisor and the individual themselves. If the employee had not had the right to go before the EMC, there may have been some internal bias. Typically, the person doing the review is an internal individual. She requested that individuals be allowed to go to the EMC to address language contained in their review that they may have an issue with.

Peter Long: Commented that to the best of his knowledge, a grievance on a below standard evaluation has never resulted in an EMC decision to overturn the overall appraisal. **Alys Dobel:** Commented that some employees may fear making waves and feel more comfortable once they file a grievance from the standpoint of feeling protected against retaliation. **Gennie Hudson:** Agreed, noting that some employees would prefer to file a grievance from any substandard rating and/or any comments in their evaluation. These employees would be very unhappy upon losing this ability. If percentages were to "go away" from the evaluation form, this could potentially change the overall ending result of the evaluation. **Peter Long:** Stated that this comment moves into territory that has not been approved one way or another. **Allison Wall:** Commented that the EMC currently receives grievances on "just about everything," and is then free to decline to hear the grievance based on lack of jurisdiction. She asked for clarification that EMC would truly be declining to hear the grievances. **Peter Long:** Confirmed that the proposed regulation would allow DHRM to remove this from the grievance process, if the result was not a below standard. **Allison Wall:** Asked if they would remove it at Level 1, if the agency notified them. **Shelley Blotter:** Stated that the remaining regulation changes would be presented and then there would be a response to this question.

Michelle Garton: Addressed *NAC 284.478*. The amendment to this regulation will allow for an employee to use the grievance process for a report on performance only when the overall rating of the report remains, "does not meet standards," after a final decision has been made by the appointing authority following a review of the contested report. The amendment for *NAC 284.658* includes the word "substandard" as it relates to a contested report of performance into the definition of grievance. **Allison Wall:** Said that currently, the agency goes through the three steps trying to resolve the issue in-house, but the EMC has already heard multiple grievances and cases, resulting in an ability to do anything for the grievant, who is at a specified standard, including exceeds standard.

Shelley Blotter: Invited further questions or comments. There were none.

Michelle Garton: Discussed *NAC 284.678*. Language in this regulation has been added to Subsection 1, which will require an informal discussion between the parties to a grievance during the 20 working days after the date of the event leading to the grievance or the date when the employee learns of the event leading to the grievance. Also, it would be required that the

date and time of the meeting must be included in the statement of the grievance. Input is desired regarding the provision to include the date and time. **Shelley Blotter:** Commented that this regulation was by request and asked for input. **Mavis Affo:** Introduced herself as being from Public Safety and stated that the date is helpful, however time could be cumbersome. There may be cases where no one knows the time. In cases where the time is known, it would be helpful. She asked for clarification that it was the employee's responsibility to document the date and time in the grievance and what the consequences of not including the information might be. **Michelle Garton:** Said there are likely to be many times where an employee will not include this in the details tab. In that case, it would be appropriate that it is documented in the details or in the step one response. **Mavis Affo:** Agreed with this approach, stating that it would not be significant enough to kick the grievance out of the process. It could be submitted via addendum by the employee, which the HR office can include as part of the grievance. **Michelle Garton:** Added that it could be at any of the other steps, but also in the log notes. **Mavis Affo:** Stated that this is important, because there are times when both sides fail to have a meaningful discussion which could have led to the resolution of the concern all together. As such, making it a requirement for them to have a dialogue serves an important purpose. **Alys Dobel:** Voiced agreement with Ms. Affo's comments. The conversation is very important. Many times, the employees do not attempt to resolve the issue within the 20 days.

Shelley Blotter: Invited further questions or comments. There were none. She expressed appreciation for all the comments provided. She invited further comment submissions via email or comment card.

III. ADJOURNMENT

Shelley Blotter: Adjourned the meeting.



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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January 25, 2019

Regulation Small Business Impact Statement

Section 15 of Article 15 of the Nevada Constitution requires the Legislature to provide for a State merit system governing the employment of employees in the Executive Branch of State government and in 1969 the Legislature provided for such in NRS 284. Additionally, NRS 284.013 provides limitations to which employees of the Executive Branch are covered by NRS 284. NRS 284.065 authorizes the Personnel Commission to adopt regulations to carry out the provisions of this chapter.

Due to the limitations of the Nevada State Constitution and NRS 284, the Division of Human Resource Management staff has determined that the adoption of these proposed regulations does not affect small businesses, impose a significant economic burden on small businesses, nor will the regulations restrict the formation, operation or expansion of small businesses. These regulations only impact employees of the Executive Branch.

I certify that to the best of my knowledge or belief, a concerted effort was made to determine the impact of the proposed regulations on small businesses and that the information contained in this statement was prepared properly and is accurate.

Peter Long

Peter Long, Administrator

January 25, 2019

Date

FOR DISCUSSION AND POSSIBLE ACTION

The following regulation has been proposed for permanent adoption. A brief explanation precedes the regulation and summarizes the intent of the regulation change. **NOTE:** Language in *italics* is new, and language in brackets ~~[omitted material]~~ is to be omitted.

The following summarizes the recommended action of the Personnel Commission and identifies if there has been support or opposition to the proposed action.

LCB File No. R057-18

The Division of Human Resource Management recommends the regulation amendments contained in LCB File No. R057-18.

The amendments in this LCB File are intended to clarify the process related to the reports on performance conducted on employees. The removal of the term “reviewing officer” from the various Sections of the LCB File will reduce confusion by simply requiring an appointing authority to return a report on performance after a review has been requested within 20 working days. An appointing authority may continue to delegate this function if appropriate.

The repeal of NAC 284.097 in Section 5 is based on the removal of the defined term “reviewing officer,” as it will no longer be used in Chapter 284 of the Nevada Administrative Code.

NAC 284.474 and 284.478 are being repealed in Section 5 because the regulations have been incorporated into NAC 284.470.

Based on comments received at the Regulation Workshop on March 7, 2018, delivery methods for a report on performance have been expanded beyond mail, and now include electronic delivery, except for social media, and other delivery services that provide written or electronic record of when the report is received. All other comments were in support of the changes included in the LCB File.

EXPLANATIONS OF PROPOSED CHANGES
LCB File No. R057-18

Section 1: NAC 284.470 Preparation, filing, contents, discussion and distribution of reports; powers and duties of employees; review; adjustment of grievances.

This amendment, proposed by the Division of Human Resource Management, brings the regulation into alignment with current practices and procedures. There are times when a supervisor is not the person who prepares a report on performance (e.g. the supervisor has not completed the required training), so the phrase used is “person who prepared” the report, where appropriate. In addition, the procedure for the employee to complete the report, and expands the methods for delivery of a report on performance. Finally, the regulation removes “reviewing officer” and provides 20 working days for an appointing authority to respond to a request for review.

Section 2: NAC 284.678 Submission, form and contents of grievance; informal discussions.

This amendment makes conforming changes based on the amendments proposed in other sections of this LCB File.

Section 3: NAC 284.690 Filing of grievance with highest administrator of department; action by highest administrator.

This amendment makes conforming changes based on the amendments proposed in other sections of this LCB File.

Section 4: NAC 284.693 Removal of ineligible request for adjustment of grievance or complaint from procedure; notice; appeal.

This amendment, proposed by the Division of Human Resource Management, will require that the Division of Human Resource Management remove from the grievance process any grievance that does not arise out of the employee-employer relationship, or if the grievance relates to a rejection from a trial period.

Section 5:

NAC 284.097 “Reviewing officer” defined.

This amendment makes conforming changes based on the amendments proposed in other sections of this LCB File.

NAC 284.474 Employee entitled to copy of report.

This amendment makes conforming changes based on the amendments proposed in other sections of this LCB File.

NAC 284.478 Appeal of decision of reviewing officer.

This amendment makes conforming changes based on the amendments proposed in other sections of this LCB File.

**REVISED PROPOSED REGULATION OF THE
PERSONNEL COMMISSION**

LCB File No. R057-18

November 7, 2018

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: §§1-5, NRS 284.065, 284.155, 284.340 and 284.384.

A REGULATION relating to state employees; revising provisions concerning reports on performance; revises provisions relating to adjustment of grievances; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

Existing law requires each appointing authority to periodically file a report with the Administrator of the Division of Human Resource Management of the Department of Administration on the performance of certain employees. (NRS 284.340) Existing regulations prescribe the procedure for the preparation, discussion and filing of a report on performance. (NRS 284.470, 284.474, 284.478) Existing regulation requires the immediate supervisor of an employee to discuss the report on performance with the employee or to mail such a report to the employee if the employee is unavailable to discuss the report because of an extended absence. Existing regulation also requires such an employee who contests the report on performance and requests a review to respond to the report in writing and return the response to the supervisor. (NAC 284.470) **Section 1** of this regulation requires that the discussion of the report on performance occur between the employee and the person who prepared the report, which may not be the employee's immediate supervisor. **Section 1** also clarifies the manner in which an employee completes his or her portion of the report, including a request for a review of the report by the appointing authority. **Section 1** also expands the methods by which the person who prepared a report may transmit such a report to an unavailable employee and by which the unavailable employee may transmit a report from only mail to other reasonable methods of delivery that provide a written or electronic record of the date on which the report is received, except for social media.

Section 1 additionally: (1) removes the requirement that a reviewing officer review a contested report on performance and submit a recommendation to the appointing authority regarding the report and instead only requires the appointing authority to review such a report; and (2) changes the number of days in which the appointing authority must render a final decision regarding such a report from 10 working days to 20 working days. **Sections 2, 3 and 5** of this regulation make conforming changes.

Existing regulations define “rating of performance” to mean the overall rating of an employee’s performance which is included in the report on performance of an employee. (NAC 284.0915) **Section 1** removes redundant references to “overall” with respect to a rating of performance without altering any substantive requirements.

Existing regulation prescribes the actions that the Division is required to take if a request for the adjustment of a grievance is not eligible for the procedures for adjusting grievances. (NAC 284.693) **Section 4** of this regulation clarifies that the procedures for adjusting grievances do not apply to situations involving coworkers and to persons who were rejected during their trial periods.

Section 1. NAC 284.470 is hereby amended to read as follows:

284.470 1. A person shall not ~~complete~~ *prepare* a report on performance unless he or she has completed the training provided or approved by the Administrator concerning the preparation of a report on performance.

2. A report on performance must be prepared on the form prescribed by the Division of Human Resource Management.

3. A report on performance must be filed *with the Administrator* at the times prescribed by NRS 284.340, but may be filed more frequently at the discretion of the supervisor of the employee.

4. If a report on performance is filed on or before the times specified in NRS 284.340, the ~~overall~~ rating of performance of the employee will be reflected in the employee’s file of employment and the employee will receive a merit pay increase if he or she is otherwise eligible for the increase pursuant to NAC 284.194.

5. If a report on performance is not filed on or before the times specified in NRS 284.340, the performance of the employee shall be deemed to be standard for the purpose of determining the salary of the employee and the employee will receive a merit pay increase if he or she is otherwise eligible for the increase pursuant to NAC 284.194. If an untimely report on performance:

(a) Is filed thereafter, the employee's file of employment will be updated to reflect the ~~overall~~ rating of performance of the employee as reported, but that rating will not affect any merit pay increase to which the employee is otherwise entitled.

(b) Is not filed thereafter, the employee's file of employment will not include ~~an overall~~ a rating of performance of the employee for that period of evaluation.

6. If the performance of an employee falls below standard, his or her supervisor shall inform the employee promptly and specifically of the deficiencies in the performance of the employee regardless of whether a report on performance of the employee is ~~completed~~ prepared or filed.

7. If any information that would have affected the rating of performance of an employee during a period of evaluation becomes available after the date on which the report on performance of the employee is filed for that period, the information may be included in the report on performance for the current period of evaluation and taken into consideration in determining the rating of performance for the current period of evaluation.

8. When a report on performance is given which reports the ~~overall~~ rating of performance of an employee as substandard:

(a) The report must contain a written notice that such reports affect merit pay increases; and

(b) An additional report on the performance of the employee must, in accordance with subsection 4 of NRS 284.340, be filed at least once every 90 days after the initial report that includes the substandard rating until the performance of the employee improves to standard or disciplinary action is taken against the employee.

9. Except as otherwise provided in subsection 10, the preparation of each report on performance must include a discussion between the employee and ~~this or her immediate~~

~~supervisor.} the person who prepared the report.~~ Within 10 working days after the discussion takes place ~~};~~

~~—(a) The} and the employee receives the report on performance signed by the person who prepared the report, the~~ employee must ~~{complete and sign the appropriate section on the report on performance and return the report to the supervisor for forwarding to the reviewing officer or appointing authority.~~

~~—(b)} :~~

(a) Indicate in the appropriate section of the report whether the employee agrees or disagrees with the report and, if he or she disagrees, whether the employee requests a review of the report by the appointing authority. If the employee ~~{contests}~~ *requests a review of* the report on performance , ~~{and requests a review.}~~ he or she must ~~{respond to the report in writing, identify the specific points}~~ *specify each point* of ~~{contention, if such specificity is provided, and return the response to the supervisor. Except as otherwise provided in this paragraph, the reviewing officer shall respond in writing on a form prescribed by the Division of Human Resource Management within 10 working days after the supervisor receives the request for review. If the reviewing officer is not the appointing authority, the reviewing officer must submit to the appointing authority a recommendation to uphold or modify the report on performance. The appointing authority shall review the recommendation of the reviewing officer regarding the contested report on performance and render a final decision to the employee within 10 working days after receiving the recommendation.}~~ *disagreement with the report, in writing, in the appropriate section of the report or in a document attached to the report.*

(b) Return the report to the person who prepared the report for forwarding to the appointing authority for its agreement or revision and signature.

10. If an employee is unavailable for a discussion of the report on performance pursuant to subsection 9 because of an extended absence, the ~~the immediate supervisor of the employee~~ *person who prepared the report* shall *sign the report and* cause the report to be ~~mailed~~ *sent* to the employee ~~by~~ *by any reasonable means of delivery that provides a written or electronic record of the date on which the report is received, except for social media.* Within 10 working days after the date on which the employee receives the ~~report:~~

~~—(a) The~~ *report on performance, the* employee must ~~complete and sign the appropriate section on the report on performance and mail the report to the supervisor for forwarding to the appointing authority or reviewing officer.~~

~~—(b)~~ :

(a) Indicate in the appropriate section of the report whether the employee agrees or disagrees with the report and, if he or she disagrees, whether the employee requests a review of the report by the appointing authority. If the employee ~~contests~~ *requests a review of* the report on performance , ~~and requests a review,~~ he or she must ~~respond to the report in writing, identify any specific~~ *specify each* point of ~~contention, if the report provides such specificity, and mail the response to the supervisor. Except as otherwise provided in this paragraph, the reviewing officer shall respond in writing on a form prescribed by the Division of Human Resource Management within 10 working days after the supervisor receives the request for review. If the reviewing officer is not the appointing authority, the reviewing officer must submit to the appointing authority a recommendation to uphold or modify the report on performance. The~~ *disagreement with the report, in writing, in the appropriate section of the report or in a document attached to the report.*

(b) Send the report by any reasonable means of delivery that provides a written or electronic record of the date on which the report is received, except for social media, to the person who prepared the report for forwarding to the appointing authority for its agreement or revision and signature.

11. If the employee requested a review of the report on performance pursuant to subsection 9 or 10, the appointing authority shall ~~review the recommendation of the reviewing officer regarding the report on performance and render~~, *within 20 working days after the date on which the person who prepared the report on performance received the report from the employee:*

(a) Render a ~~final~~ *decision* ~~to the employee within 10 working days after receiving the recommendation. For the purposes of this paragraph, a report on performance or request for review is deemed to have been received on the third day after the date on which the report or request is postmarked.~~

~~—11.— A~~ *regarding the report on performance and indicate that decision in the appropriate section of the report or in a document attached to the report;*

(b) Sign the report on performance;

(c) Send a copy of the report on performance, including any attachment, to the employee and the person who prepared the report; and

(d) File a copy of the report on performance with the Administrator.

12. If an employee did not request a review of a report on performance pursuant to subsection 9 or 10, a copy of ~~each~~ *the* report on performance ~~and, if applicable, any written response to such a report requested by an employee pursuant to subsection 9 or 10,~~ *signed by*

the appointing authority must be provided to the employee and filed with the ~~Division of Human Resource Management.~~

~~12.~~ *Administrator.*

13. If any written comments are added to a report on performance after a copy of the report has been provided to the employee pursuant to subsection 11 ~~11~~ *or 12:*

(a) A copy of the revised report which includes the written comments must be provided to the employee; and

(b) The employee may respond, in writing, to the additional comments in the revised report not later than 10 working days after receiving a copy of the revised report and submit the response to the ~~Division of Human Resource Management~~ *Administrator* for inclusion in his or her file of employment.

~~13.~~ **14.** An employee and his or her appointing authority or the designee of the appointing authority may agree in writing to extend one or more of the periods prescribed in ~~subsection 9 or 10.~~

~~—14. If a reviewing officer fails to respond to a request for review from an employee within the time required by this section, the~~ *this section.*

15. *An* employee may institute the procedure for the adjustment of a grievance pursuant to NAC 284.658 to 284.6957, inclusive ~~11~~, *if:*

(a) *The appointing authority failed to respond to a request for review of the report on performance from the employee within the time required by this section; or*

(b) *The employee disagrees with the report on performance after receiving a copy of the report from the appointing authority pursuant to subsection 11 or 12.*

16. For the purposes of subsections 10 and 11, a report on performance that is sent by any reasonable means of delivery that provides a written or electronic record of the date on which the report is received, except for social media, is deemed to have been received on:

- (a) The third day after the date on which the report is postmarked;*
- (b) The date on which the report is sent by an electronic mail program or service; or*
- (c) The third day after the report is sent by any other delivery service.*

17. As used in this section, “social media” :

(a) Includes, without limitation, any electronic service or account or electronic content, including, without limitation, any video, photograph, blog, podcast, instant message or text message.

(b) Does not include an electronic mail program or service.

Sec. 2. NAC 284.678 is hereby amended to read as follows:

284.678 1. Except as otherwise provided in subsections 3 and 4 and NAC 284.692, an employee who feels aggrieved and wishes to file a formal grievance must submit the grievance in writing to his or her immediate supervisor on the official form, or in a letter if the official form is not available, within 20 working days after the date of the event leading to the grievance or the date the employee learns of the event leading to the grievance. The parties should make every effort to resolve the grievance through informal discussions within these 20 working days.

2. If the employee submits a letter, it must include:

- (a) His or her name;
- (b) His or her most recent date of hire;
- (c) His or her position;
- (d) His or her department, division and section;

- (e) His or her mailing address;
- (f) His or her business telephone number;
- (g) A statement that he or she is filing a formal grievance;
- (h) The date, time and place of the event leading to the grievance or the date the employee learns of the event leading to the grievance;
- (i) A concise statement of the grievance;
- (j) A detailed description of the grievance, including the names of other persons involved in the event, if any;
- (k) A proposed solution of the grievance;
- (l) His or her signature; and
- (m) The date he or she signed the statement.

3. Except as otherwise provided in *this subsection and* NAC 284.692, if a grievance relates to a contested report on performance, an employee must file a grievance that identifies ~~the~~ *any* specific ~~points~~ *point* of ~~contention, if such specificity is provided,~~ *disagreement with the report* not later than 10 working days after the date the employee receives a ~~decision regarding the review conducted by~~ *copy of the report from* the appointing authority pursuant to NAC 284.470. Except as otherwise provided in NAC 284.692, if the grievance relates to the failure of ~~a reviewing officer or~~ *an* appointing authority to respond to a request for a review within the time required by NAC 284.470, an employee must file a grievance not later than 10 working days after the date on which the time for such a response expired.

4. A grievance filed pursuant to subsection 3 must be filed with:

- (a) The person who is at the next appropriate level of the grievance process; or

(b) If the person who is at the next appropriate level of the grievance process is the ~~reviewing officer or other~~ person who prepared or reviewed the report on performance, the person who is at the next appropriate level of the grievance process above ~~such reviewing officer or other~~ **the** person who prepared or reviewed the report on performance.

5. A grievance regarding a report on performance must be filed with the highest administrator in the department pursuant to NAC 284.690 before being submitted to the Committee pursuant to NAC 284.695.

Sec. 3. NAC 284.690 is hereby amended to read as follows:

284.690 1. Except as otherwise provided in NAC 284.692:

(a) If the employee has not received satisfactory relief within 10 working days after his or her grievance is deemed to have been received by the head of the division, he or she may file the grievance with the highest administrator of the department; and

(b) Within 10 working days after the employee's grievance is deemed to have been received by the highest administrator of the department, the highest administrator or the designee of the highest administrator shall:

(1) Gather information regarding the grievance;

(2) Render a decision resolving the grievance, including, without limitation, denying the grievance; and

(3) Notify the employee of the resolution.

2. In rendering a decision concerning a **contested** report on performance, an administrator shall address the findings of fact to the specific points of ~~contention~~ **disagreement** referred to in the grievance of the employee.

3. Within the established time limitations, including any extensions to those time limitations obtained pursuant to NAC 284.692, the highest administrator may appoint a person or committee composed of managers and employees to assist in the finding of facts and recommending a course of action.

Sec. 4. NAC 284.693 is hereby amended to read as follows:

284.693 1. ~~If the~~ *The* Division of Human Resource Management *must take the actions described in subsection 2 if the Division* determines that a request for the adjustment of:

(a) A grievance is not eligible for the procedure set forth in NAC 284.658 to 284.6957, inclusive, because ~~the~~ :

(1) *The* person who submitted the request is not a person described in subsection 2 of NAC 284.658 , *including, without limitation, because the act, omission or occurrence only involves a coworker;*

(2) *The person who submitted the request was rejected during his or her trial period pursuant to NAC 284.458;* or ~~because a~~

(3) *A* hearing is provided for the grievance pursuant to federal law or NRS 284.165, 284.245, 284.3629, 284.376 or 284.390 . ~~is or~~

(b) A complaint is not eligible for the procedure set forth in NAC 284.658 to 284.6957, inclusive, because the person who submitted the request is not a person described in paragraph (a) of subsection 4 of NRS 281.755 . ~~is~~

~~the Division must take the actions described in subsection 2.~~

2. Upon making a determination pursuant to subsection 1 that a request for the adjustment of a grievance or complaint is not eligible for the procedure set forth in NAC 284.658 to 284.6957, inclusive, the Division must, as soon as practicable:

(a) Remove the request from the procedure for the adjustment of grievances or complaints set forth in NAC 284.658 to 284.6957, inclusive; and

(b) Provide to the person who submitted the request and the agency in which the grievance or complaint arose:

(1) Notice that the Division has determined that the request is not eligible for the procedure for the adjustment of grievances or complaints set forth in NAC 284.658 to 284.6957, inclusive, and an explanation for that determination;

(2) Notice that the Division has removed the request from the procedure for the adjustment of grievances or complaints set forth in NAC 284.658 to 284.6957, inclusive;

(3) If applicable, information relating to the appropriate procedure for resolving the person's concern; and

(4) Information relating to the person's right to appeal the determination to the Committee.

3. If the Division of Human Resource Management determines that a request for the adjustment of a grievance or complaint is not eligible for the procedure for the adjustment of grievances or complaints set forth in NAC 284.658 to 284.6957, inclusive, the person who submitted the request may appeal the determination to the Committee.

Sec. 5. NAC 284.097, 284.474 and 284.478 are hereby repealed.

TEXT OF REPEALED SECTIONS

284.097 “Reviewing officer” defined. (NRS 284.065, 284.335, 284.340) “Reviewing officer” means:

1. The supervisor of the person who prepared a report on performance of an employee; or
 2. Such other person designated by the appointing authority,
- ↪ who reviews the report on performance upon the request of the employee pursuant to paragraph (b) of subsection 9 of NAC 284.470.

284.474 Employee entitled to copy of report. (NRS 284.065, 284.155, 284.340) Each employee must be given a copy of the report prepared by the supervisor measuring the employee’s performance and development on the job. The report will not become official until signed by the rater. If requested, a copy must be provided to the employee at the time of the discussion between the supervisor and the employee. After the processing has been completed, a copy with all appropriate signatures will be provided the employee.

284.478 Appeal of decision of reviewing officer. (NRS 284.065, 284.155, 284.340, 284.384) Upon completion of the review process conducted pursuant to NAC 284.470, a permanent employee may appeal a contested report on performance through the procedure for the adjustment of a grievance pursuant to NAC 284.658 to 284.6957, inclusive.

Personnel Commission Meeting
March 15, 2019

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 DECEMBER 7, 2018

(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.)

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
1.401	WEIGHTS AND MEASURES INSPECTOR IV*	AGR - PCNS 4551-0011, 4551-0022
1.404	WEIGHTS AND MEASURES INSPECTOR III*	AGR - PCN 4551-0013
1.407	WEIGHTS AND MEASURES INSPECTOR II*	AGR - PCNS 4551-0014, 4551-0015, 4551-0023, 4551-0024, 4551-0025, 4551-0028, 4551-0045, 4551-0047, 4551-0049, 4551-0102, 4551-0105
1.413	WEIGHTS AND MEASURES ASSISTANT (SEASONAL)*	AGR - PCNS 4551-8911, 4551-8912, 4551-8913
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	

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
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, 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, 4709-9013, 4713-0706, 4713-155, 4713-805; 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, 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; TAXI - PCNS 0011, 0061

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
2.212	ADMINISTRATIVE ASSISTANT II*	DPS - PCNS 3743-1021, 4702-32, 4709-2, 4709-8044, 4709-8045, 4709-8046, 4709-8048, 4709-9003, 4709-9004, 4709-9005, 4709-9006, 4709-9007, 4709-9008, 4709-9009, 4709-9010, 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, 4713-0870; 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
3.203	FOOD SERVICE COOK/SUPERVISOR II*	BCN - ALL PCNS
3.206	FOOD SERVICE COOK/SUPERVISOR I*	BCN - ALL PCNS
3.213	FOOD SERVICE WORKER II*	BCN - ALL PCNS
3.218	FOOD SERVICE WORKER I*	BCN - ALL PCNS
3.505	DRIVER - SHUTTLE BUS	
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	<i>TRANSPORTATION AND SAFETY ATTENDANT III*</i>	<i>NDVS – ALL PCNS</i>
3.535	<i>TRANSPORTATION AND SAFETY ATTENDANT II*</i>	<i>NDVS – ALL PCNS</i>
3.540	<i>TRANSPORTATION AND SAFETY ATTENDANT I*</i>	<i>NDVS – ALL PCNS</i>
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
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

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
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*	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
7.217	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 4709-3, 4709-200
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
7.647	PROGRAM OFFICER II*	BCN - PCN 41234; DMV - PCN CC4019; DPS- PCNS 3743-1022, 4701- 0950, 4709-19, 4709-24, 4709-35, 4709- 8003, 4709-8012

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
7.649	PROGRAM OFFICER I*	DPS - PCN 3744-82, 4702-322, 4709-8030, 4709-8036, 4709-8037; FIRE MARSHAL - PCNS 4, 106; NDOC - PCNS 3710-0064, 3710-0202; BCN - PCNS 41672, 41673
7.653	PUBLIC SERVICE INTERN II*	NDOT - ALL PCNS BEGINNING W/ 940
7.655	BUSINESS PROCESS ANALYST III*	DPS - PCN 4709-8023
7.656	BUSINESS PROCESS ANALYST II*	DPS - PCNS 4702-0046, 4709-8024, 4709-8025
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 42286
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	

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
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

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
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
9.514	RANCH MANAGER*	BCN UNR - PCN 41154
9.534	RESEARCH AID II*	BCN - ALL WOLF PACK MEATS PCNS
9.555	RESEARCH AID I*	BCN - ALL WOLF PACK MEATS PCNS
9.580	RESEARCH TECHNICIAN*	BCN - ALL WOLF PACK MEATS PCNS
9.603	FACILITY MANAGER*	BCN, NDOC - ALL PCNS
9.606	FACILITY SUPERVISOR III*	BCN, NDOC - ALL PCNS
9.609	FACILITY SUPERVISOR II*	BCN, NDOC - ALL PCNS, NDOT - PCN 302001
9.610	GROUND SUPERVISOR III*	BCN - ALL PCNS
9.612	FACILITY SUPERVISOR I*	BCN, NDOC - ALL PCNS
9.616	CUSTODIAL SUPERVISOR IV*	BCN - ALL PCNS
9.617	CUSTODIAL SUPERVISOR III*	BCN - ALL PCNS
9.620	GROUND SUPERVISOR II*	BCN - ALL PCNS
9.623	CUSTODIAL SUPERVISOR II*	BCN - ALL PCNS
9.625	CUSTODIAL SUPERVISOR I*	BCN - ALL PCNS
9.627	GROUND SUPERVISOR I*	BCN - ALL PCNS

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
9.630	GROUNDS MAINTENANCE WORKER V*	BCN - ALL PCNS
9.631	CUSTODIAL WORKER II*	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

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
10.364	LICENSED PRACTICAL NURSE III*	DHHS, NDOC - ALL PCNS, <i>NDVS – ALL PCNS</i>
10.365	LICENSED PRACTICAL NURSE I*	DHHS, NDOC - ALL PCNS, <i>NDVS – ALL PCNS</i>
10.366	MENTAL HEALTH TECHNICIAN I*	DHHS - ALL PCNS
10.367	DEVELOPMENTAL SUPPORT TECH I*	DHHS - ALL PCNS
10.368	<i>CERTIFIED NURSING ASSISTANT III*</i>	<i>NDVS – ALL PCNS</i>
10.369	CERTIFIED NURSING ASSISTANT II*	NDOC, NDVS - ALL PCNS
10.370	<i>NURSING ASSISTANT TRAINEE*</i>	<i>NDVS – ALL PCNS</i>
10.371	<i>CERTIFIED NURSING ASSISTANT I*</i>	<i>NDVS – ALL PCNS</i>
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
10.536	ENVIRONMENTAL SCIENTIST II*	NDOT - PCNS 018012, 018013
10.540	MARIJUANA PROGRAM SUPERVISOR	
10.541	MARIJUANA PROGRAM INSPECTOR II	
10.542	MARIJUANA PROGRAM INSPECTOR I	
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	

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
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
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
11.354	SUPERVISORY COMPLIANCE INVESTIGATOR*	DMV - PCN WF8508
11.358	COMPLIANCE INVESTIGATOR II*	DMV - PCNS RE4079, RE8018, RE8025, RE8026, RE8028
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
12.466	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	

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
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	

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
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	
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
DPS	Department of Public Safety
ESD	Department of Employment, Training & Rehabilitation, Employment Security Division
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

FOR DISCUSSION AND POSSIBLE ACTION

NRS 284.4066 provides for the pre-employment testing for controlled substances of applicants for positions affecting public safety. This law requires the appointing authority to identify the specific positions that affect public safety, subject to the approval of the Personnel Commission.

The Nevada System of Higher Education, Business Center North (BCN) has requested the following class be added to the classes/positions approved for pre-employment screening for controlled substances for the provided reason(s):

AGENCY	CLASS/ TITLE CODE	TITLE	POSITION CONTROL NUMBER	AGENCY'S BASIS FOR REQUEST
BCN	3.504	Driver, Shuttle Bus II	All	Positions are subject to federal controlled substance testing requirements

Positions in the class are subject to the United States Department of Transportation, Federal Motor Carrier Safety Administration controlled substance testing requirements which include pre-employment screening for controlled substances. The other classes in the series have previously been approved for pre-employment screening for controlled substances.

A representative of BCN has been requested to be available at the meeting to answer Commissioners' questions.

Nevada System of Higher Education
BUSINESS CENTER NORTH
Human Resources/0240
Reno, Nevada 89557-0240
(775) 784-6844 TDD #784-1706 FAX (775) 784-1146



Date: January 8, 2019

TO: Peter Long, Administrator
Division of Human Resources Management

CC: Carrie Hughes, Personnel Analyst 3
Division of Human Resource Management

FROM: Tim McFarling, AVP Human Resources
Janine Nelson, Manager, Job Evaluation
Business Center North Human Resources

SUBJECT: Request for Classifications for Pre-Employment Drug Testing

Business Center North requests approval from DHRM and the Personnel Commission to administer pre-employment drug testing for a new classification.

Driver, Shuttle Bus II – 3.504

Incumbents serve in a lead capacity over multiple Driver, Shuttle Bus 1 positions on an assigned shift and drive passenger busses as a preponderance of time. Incumbents drive busses on public streets and campus property with high vehicle and pedestrian traffic. Incumbents must hold a valid commercial driver's license with passenger endorsement which is subject to Federal DOT drug testing requirements. The classification directly affects public safety.

The request to add Driver, Shuttle Bus II is consistent with the series as Driver, Shuttle Bus I (3.505) and Driver, Van/Automobile (3.506) are already approved for pre-employment drug testing.

Thank you for your consideration.

Business Center North:

FOR DISCUSSION AND POSSIBLE ACTION

NRS 284.4066 provides for the pre-employment testing for controlled substances of applicants for positions affecting public safety. This law requires the appointing authority to identify the specific positions that affect public safety, subject to the approval of the Personnel Commission.

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):

AGENCY	CLASS/ TITLE CODE	TITLE	POSITION CONTROL NUMBER	AGENCY'S BASIS FOR REQUEST
DPS	2.210	Administrative Assistant IV	4709-9018, 4709-9019	Access to criminal histories and personally identifiable information
DPS	2.211	Administrative Assistant III	4709-9016, 4709-9017	Access to criminal histories and personally identifiable information
DPS	7.624	Management Analyst III	4709-9015	Access to federal and State criminal justice information

The requested positions have access to federal and State criminal histories. The Administrative Assistant positions will have access to personally identifiable information. DPS is requesting authorization to pre-employment screen for controlled substances because the positions are entrusted with confidential and sensitive information.

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



Human Resources

555 Wright Way
Carson City, Nevada 89701-0525
Telephone (775) 684-4694 • Fax (775) 684-4884

MEMORANDUM

Date: December 21, 2018

To: Frank Richardson, Deputy Administrator
Division of Human Resource Management

Through: Carrie Hughes, Personnel Analyst III
Division of Human Resource Management

From: Mavis Affo, Human Resource Manager
Department of Public Safety

Subject: Pre-Employment Drug Testing

I am requesting approval to add the five (5) positions listed below to the list of positions approved for pre-employment drug screening for controlled substances. The positions are assigned to the Records, Communications and Compliance Division of the Department of Public Safety.

1. Management Analyst III (07.624), 4709 – 9015: This position is responsible for implementing the new Sexual Assault Forensic Evidence (SAFE) kit tracking and reporting system. Upon completion of the SAFE kit program implementation, additional programs will be assigned to the incumbent for implementation. The programs expose the incumbent to state and federal criminal justice information.
2. Administrative Assistant III (02.211), 4709 – 9016
3. Administrative Assistant III (02.211), 4709 – 9017
4. Administrative Assistant IV (02.210), 4709 – 9018
5. Administrative Assistant IV (02.210): 4709 – 9019

The incumbents of the Administrative Assistant III and IV positions will utilize databases such as the National Crime Information Center (NCIC) and Nevada Criminal Justice Information System (NCJIS) to access criminal history and personally identifiable information.

The incumbents will have daily direct access (digitally and paper forms) to various criminal and other highly sensitive information to include victims' information.

These positions are entrusted with confidential and sensitive information. Therefore, it is important for candidates to undergo pre-employment drug screening to help detect potential abuse that can affect a candidate's ability to effectively perform their assign duties.

Please contact me at 775-684-4703 if you need any additional information regarding this request.

Thank you for your consideration.



FOR DISCUSSION AND POSSIBLE ACTION

NRS 284.4066 provides for the pre-employment testing for controlled substances of applicants for positions affecting public safety. This law requires the appointing authority to identify the specific positions that affect public safety, subject to the approval of the Personnel Commission.

The Nevada Department of Transportation (NDOT) has requested the following positions be removed from the classes/positions approved for pre-employment screening for controlled substances for the provided reason(s):

AGENCY	CLASS/ TITLE CODE	TITLE	POSITION CONTROL NUMBER	AGENCY'S BASIS FOR REQUEST
NDOT	6.209	Supervisor III, Associate Engineer	017009, 017046	Positions have been reclassified & do not pose a threat to public safety

The positions formerly in the class Supervisor III, Associate Engineer have been reclassified to the class, Professional Land Surveyor I. NDOT has indicated that they are not required to hold a commercial drivers' license. They have also stated that they do not work with or near hazardous equipment or chemicals and do not pose a threat to public safety. No positions in the Professional Land Survey class series are approved for pre-employment screening for controlled substances.

As NDOT does not believe that the positions pose a threat to public safety, they are requesting that the requirement for pre-employment screening for controlled substances be removed.

A representative of NDOT has been requested to be available at the meeting to answer Commissioners' questions.



1263 South Stewart Street
Carson City, Nevada 89712
Phone: (775) 888-7440
Fax: (775) 888-7201

MEMORANDUM

Date: November 16, 2018

To: Frank Richardson, Deputy Administrator
Division of Human Resource Management

From: Allison Wall, HR Manager
Nevada Department of Transportation

Subject: Request to Remove Classes/Positions from the List of Classes/Positions
Approved for Pre-Employment Controlled Substance Screening

The Nevada Department of Transportation requests the removal of the following positions from the list of Classes/Positions Approved for Pre-Employment Controlled Substance Testing:

<u>Class/Code</u>	<u>Title</u>	<u>Position Control Number</u>
06.209	Supervisor III, Associate Engineer	017009
06.209	Supervisor III, Associate Engineer	017046

These positions have been reclassified to Professional Land Surveyor 1. Although the incumbents spend much of their workday in the field performing survey duties, they do not require a CDL license, working with or near hazardous equipment or chemicals, and do not pose a threat to public safety.

Personnel Commission Meeting
March 15, 2019

FOR DISCUSSION AND POSSIBLE ACTION

At the December 7, 2018, Personnel Commission meeting, positions in the class series Transportation & Safety Attendant were approved for pre-employment screening for controlled substances. Based on that addition, the Division is requesting the approval of the revision to the class specification for the class series, Transportation & Safety Attendant, to reflect this requirement.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TRANSPORTATION & SAFETY ATTENDANT III	28	H	3.530
TRANSPORTATION & SAFETY ATTENDANT II	26	H	3.535
TRANSPORTATION & SAFETY ATTENDANT I	24	H	3.540

SERIES CONCEPT

Transportation & Safety Attendants, within the Nevada State Veterans Home (NSVH), operate various types of motor vehicles such as shuttle buses, automobiles, vans, light trucks, or golf carts in order to transport Veterans who have physical, intellectual, psychiatric and/or advanced cognitive impairment to medical appointments and community outings to include parks, restaurants, movie theaters, church and other leisure and recreational activities; conduct both interior and exterior fire and life safety patrols to ensure compliance with State and federal rules, regulations, policies and procedures.

Transport residents to and from medical appointments, events, leisure and recreational activities in accordance with established policies; provide assistance to residents with physical, intellectual and/or cognitive disabilities with getting in and out of the vehicle and to and from the location destination; safely load and secure wheelchairs, walkers and equipment in vehicles; ensure documentation is completed by both NSVH nursing staff and physicians' office staff as required; provide additional assistance to residents as required.

Provide courier services by picking up and/or delivering a variety of materials such as supplies, equipment, medical documents, mail, reports, legal documents, bank deposits, and other items as required.

Conduct pre- and post-trip vehicle inspections; inspect on-board oxygen tanks to ensure proper operation; perform basic vehicle maintenance by checking oil, gas, radiator coolant, windshield cleaning chemicals and tire pressure; clean exterior and interior of assigned vehicles as required; report vehicle malfunctions and needed repairs in accordance with established policies; complete logs and maintain records related to pre- and post-trip vehicle inspections, mileage, passengers transported and other data for various reports.

Perform scheduled interior and exterior facility fire and life safety patrols to ensure resident, employee and visitor safety and compliance with applicable State and federal laws, rules, regulations, policies and procedures; check windows, locks, doors and alarm systems to ensure proper operation and report violations as they occur; ensure hallways, handrails, doors, common areas and patios are free of obstructions; ensure ceiling tiles are free of leakages; complete all required documentation to include forms, logs and/or reports.

Assist with disaster and fire drills and ensure disaster kits are fully stocked and are up-to-date; perform fire watch patrols as required; assist in resident searches; ensure fire magnets are not missing; verify fire extinguishers are pressurized to correct level; perform monthly inspection of sprinklers and smoke detectors to ensure they are in proper working condition; clean fire sprinklers and smoke detectors as required; perform inspection of fire-rated doors for functionality; inspect Automated External Defibrillators to ensure proper function; complete all required documentation to include forms, logs and/or reports.

Monitor physical condition of facilities to include electrical, structural, mechanical and life safety systems and report failures and deficiencies as required; monitor the fire alarm panel, bulk oxygen tank annunciation panel, master medical gas alarm, medical vacuum panel, and emergency generator annunciation panel; respond to panel alarms and report incidents to appropriate staff; complete all required documentation to include forms, logs and/or reports.

TRANSPORTATION & SAFETY ATTENDANT III	28	H	3.530
TRANSPORTATION & SAFETY ATTENDANT II	26	H	3.535
TRANSPORTATION & SAFETY ATTENDANT I	24	H	3.540

Page 2 of 5

SERIES CONCEPT (cont'd)

Monitor and observe individuals accessing the property and/or entering the facility as required; enforce laws, rules and regulations by verbally warning trespassers and contacting local law enforcement for assistance if trespassers refuse to leave; interact with other State and local law enforcement agencies and other personnel to maintain the safety of the facilities, property, staff and general public; monitor and/or retrieve camera surveillance as required; complete all required documentation to include forms, logs and/or reports.

Maintain proper use, control, accountability and issuance of keys, electronic access, identification cards, lockers, lost and found, etc., by following established procedures; ensure logs and reports are accurate, up-to-date and completed in a timely manner.

Provide emergency responses and/or assistance regarding safety matters; relay emergency communications; administer first aid as required; conduct initial incident review and coordinate efforts with agency staff, State and/or local law enforcement agencies for additional investigation; complete required forms, logs and/or reports.

Assist facility staff with routine operations as required and in accordance with established policies and procedures; perform weekly checks of water temperatures in resident care, dietary and laundry facilities; document water temperatures; clean wheelchairs as needed; clean-up trash, debris and ashtrays; report landscape repairs as required; complete required forms, logs and/or reports.

Provide administrative support to the facility with routine duties as required and in accordance with established policies and procedures; answer telephone and forward calls to appropriate staff; staff the information desk and have visitors sign in/out; assist the public by giving directions, answering questions, explaining rules, referring public to appropriate staff or providing necessary forms; deliver daily newspaper to residents; monitor music system; dim interior lights in the evening; escort mortuary staff as required.

Perform related duties as assigned.

CLASS CONCEPTS

Transportation & Safety Attendant III: Under limited supervision, the incumbent is expected to perform the full range of duties as described in the series concept and, in addition, act as a first-line supervisor over a staff of lower level Transportation & Safety Attendants to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline and may supervise lower level administrative staff as required. This is the supervisor level in the series.

The incumbent will coordinate and oversee the NSVH resident transportation activities to include, but not limited to: develop and modify transportation schedules based on the needs of the residents and the nursing and activities staff; develop, implement and maintain a preventative vehicle maintenance schedule; assist in the development, review, and implementation of transportation policies and procedures; assist in the development of the transportation budget; and develop and submit detailed analytical, narrative and/or statistical reports of transportation activities as required.

The incumbent will assist facility management with safety compliance activities to include, but not limited to: oversight of the NSVH exterior/interior facility safety inspection activities to ensure the facility and grounds are free of hazards; monitor the issuance of NSVH badges and keys for residents, staff and visitors; and ensure logs and forms are properly completed and maintained.

TRANSPORTATION & SAFETY ATTENDANT III	28	H	3.530
TRANSPORTATION & SAFETY ATTENDANT II	26	H	3.535
TRANSPORTATION & SAFETY ATTENDANT I	24	H	3.540

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CLASS CONCEPTS (cont'd)

Transportation & Safety Attendant II: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

Transportation & Safety Attendant I: Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the trainee level in the series and progression to the journey level may occur upon meeting minimum qualifications, satisfactory performance and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Positions require a valid driver's license at the time of appointment and as a condition of continuing employment.
- * Transportation & Safety Attendant II and III positions require CPR certification and basic first aid certification at the time of appointment and as a condition of continuing employment.
- * Transportation & Safety Attendant I position's require CPR certification and basic first aid certification within 30 days of appointment and as a condition of continuing employment.
- * *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 a pre-employment screening for controlled substances.*

INFORMATIONAL NOTE:

- * Some positions are required to work nights, weekends, and holidays.

TRANSPORTATION & SAFETY ATTENDANT III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of combined experience performing fire and life safety patrols and transporting, coordinating and scheduling the transportation of individuals and/or multiple passengers; **OR** one year of experience as a Transportation & Safety Attendant II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Note*)

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

Working knowledge of: State and federal fire and life safety requirements applicable to the Department. **General knowledge of:** transportation scheduling; motor vehicle preventative maintenance; control and accountability of keys and/or electronic access. **Skill in:** computer applications to include Microsoft Excel, Word, Outlook, scheduling and database software. **Ability to:** create and implement forms, logs and reports; effectively and efficiently coordinate, implement and manage transportation scheduling; develop policies and procedures for the assigned program area; assist in the development of the transportation budget; identify problems and make effective recommendations to resolve problems; supervise assigned staff; *and all knowledge, skills and abilities required at the lower level.*

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

Detailed knowledge of: applicable State and federal laws, rules and regulations. **Working knowledge of:** supervisory principles and practices. **General knowledge of:** State budgetary practices; agency policies

TRANSPORTATION & SAFETY ATTENDANT III	28	H	3.530
TRANSPORTATION & SAFETY ATTENDANT II	26	H	3.535
TRANSPORTATION & SAFETY ATTENDANT I	24	H	3.540

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MINIMUM QUALIFICATIONS (cont'd)

TRANSPORTATION & SAFETY ATTENDANT III (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (cont'd)

and procedures related to the assigned program areas. **Ability to:** train, supervise and evaluate the performance of assigned staff; establish and maintain cooperative working relationships; analyze information, problems, situations, practices, policies and procedures to organize work flow and accomplish established objectives; evaluate the effectiveness of the assigned program area and offer suggestions to improve operations.

TRANSPORTATION & SAFETY ATTENDANT II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience one year of which included performing fire and life safety patrols and one year of which included the transportation of multiple passengers; **OR** one year of experience as a Transportation & Safety Attendant I within Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Note*)

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

Working knowledge of: State of Nevada traffic laws and rules of the road; safe and proper operation of motor vehicles to include shuttle buses, automobiles, vans, light trucks and golf carts. **General knowledge of:** State and federal fire and life safety requirements. **Ability to:** conduct fire and life safety patrols; read, understand and implement fire and life safety rules and regulations; complete and maintain standard forms, logs and records applicable to the program area; write routine business correspondence to include both general and incident reports; communicate and work cooperatively with others including co-workers, program clientele and the public; *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 for the Transportation & Safety Attendant III.*)

TRANSPORTATION & SAFETY ATTENDANT I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of general work experience and one year of valid motor vehicle driving experience. (*See Special Requirements and Informational Note*)

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

General knowledge of: defensive driving techniques; State of Nevada traffic laws and rules of the road; safe and proper operation of a motor vehicle. **Skill in:** basic computer applications to include spreadsheet, word processing, database and e-mail software. **Ability to:** use computers, telephones, copiers, facsimile machines and other related office equipment to perform assigned duties; operate motor vehicles to include shuttle buses, automobiles, vans, light trucks, or golf carts; complete forms and logs; perform basic vehicle maintenance; read, understand, and follow city, county and State maps; understand and follow oral and written directions; communicate effectively both verbally and in writing; interact effectively and in a caring and professional manner with individuals who have a myriad of physical, psychological, intellectual and/or cognitive disabilities.

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

(*These are identical to the Entry Level Knowledge, Skills and Abilities for the Transportation & Safety Attendant II.*)

TRANSPORTATION & SAFETY ATTENDANT III	28	H	3.530
TRANSPORTATION & SAFETY ATTENDANT II	26	H	3.535
TRANSPORTATION & SAFETY ATTENDANT I	24	H	3.540

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>3.530</u>	<u>3.535</u>	<u>3.540</u>
ESTABLISHED:	3/12/18UC	3/12/18UC	3/12/18UC
<i>REVISED:</i>	<i>12/7/18PC</i>	<i>12/7/18PC</i>	<i>12/7/18PC</i>

PERSONNEL COMMISSION INDIVIDUAL STUDY APPEAL

**Tomi Casey, Management Analyst II, 7.625, grade 35
Appeal of the Division of Human Resource Management's (DHRM) decision to not reclassify
Ms. Casey to Management Analyst III, 7.624, grade 37**

Personnel Commission March 15, 2019

Prepared by the Department of Administration
Division of Human Resource Management

APPEAL SUMMARY

Mark Froese, Division Administrator, DMV Automation with the Department of Motor Vehicles, is appealing the Division of Human Resource Management's decision to not reclassify this position from Management Analyst II, 7.625, grade 35 to Management Analyst III, 7.624, grade 37.

BASIS FOR APPEAL

Mr. Froese's appeal is based on the belief that the duties and responsibilities of this Management Analyst II position are very similar to Management Analyst III's who report directly to other DMV Administrators and, as such, the classification of this position as a Management Analyst II creates inequity within the Department that has resulted in six people rotating through the position since it was first encumbered in March 2008.

DIVISION OF HUMAN RESOURCE MANAGEMENT'S RECOMMENDATION

The Division of Human Resource Management's analysis concluded that there has been no significant change in duties and responsibilities warranting reclassification; that the subject position's duties are consistent with the Management Analyst II level; are comparable to other Management Analyst II positions within State service; and any change in duties are a result of an increase in workload, common to most positions in State service, and that this increase in workload is consistent with and comparable to duties already being performed.

The current duties and responsibilities of this position include, but are not limited to, the following: analyze, prepare and manage \$10 million annual MVIT Division budget; coordinate ongoing statewide physical inventory of technology equipment for the Division; investigate exceptions and assist in the maintenance of the Division's Asset Management Program; research information and analyze Division operations; analyze, review and monitor bills for legislative impact; participate in strategic planning and goal setting activities; attend Joint Application Design (JAD) sessions for the development of business rules for new projects; and supervise one Administrative Assistant. These duties are consistent with the duties and responsibilities assigned to the position when it was originally classified.

Management Analyst positions are analyzed and evaluated based on the nature and complexity of work performed; the knowledge, skills and abilities required; independence/supervision received; scope of responsibility/consequence of error; authority to take action/decision-making; and personal contacts necessary to complete work. The duties and responsibilities performed by this position are consistent with the class concept and are directly comparable to other Management Analyst II positions within State service. As such, Management Analyst II remains appropriate for the preponderant duties of this position.

**PERSONNEL COMMISSION
INDIVIDUAL STUDY APPEAL**

**Tomi Casey, Management Analyst II, 7.625, grade 35
Appeal of the Division of Human Resource Management's (DHRM) decision to not reclassify
Ms. Casey to Management Analyst III, 7.624, grade 37**

Personnel Commission March 15, 2019

Prepared by the Department of Administration
Division of Human Resource Management

DOCUMENT

EXHIBIT

Letter to Peter Long, Administrator, DHRM, from appellant Mark Froese, Division Administrator, DMV Automation, dated January 14, 2019, appealing the Administrator's affirmation of denial to reclassify the position.	1
Letter to Mark Froese, Division Administrator, DMV Automation, from Peter Long, Administrator, DHRM, dated December 27, 2018, affirming the denial to reclassify Ms. Casey's position.	2
Letter to Peter Long, Administrator, DHRM, from appellant Mark Froese, dated November 27, 2018, appealing the denial to reclassify Ms. Casey's position.	3
Letter to Tomi Casey from Patricia Kreymborg, Personnel Analyst III, DHRM, dated October 29, 2018, maintaining Management Analyst II as the correct classification.	4
Position Questionnaire (NPD-19) submitted by Tomi Casey (PCN CC4103) to DHRM, received July 26, 2018.	5
Position Questionnaire (NPD-19) submitted for PCN CC4103, approved October 8, 2007, classifying this new position as Management Analyst II.	6
Historical records for PCN CC4029 (Compliance & Enforcement) and PCN CC4024 (Management Services and Programs) and DHRM Agency Appendices for Personnel Action Codes	7
Advantage Financial System records for PCN CC4029 and PCN CC4024 and letter dated July 10, 1995 from Nevada Legislature to DHRM	8
DMV budget documents: 2007 Comprehensive Annual Financial Report (CAFR) and Executive Budget 2017 – 2019	9
Administrative Assistant Information: Current Administrative Assistant Class Specification and Position Questionnaire (NPD-19) for PCN CC7072 reclassifying AA III to AA IV	10
HR Data Warehouse records: MA II turnover history for PCN CC4103 (Org 4715 - DMV - Automation) and PCN CC4017 (Org 4722 - DMV - Motor Vehicle Pollution Control)	11

Examples of Management Analyst III positions within State service (Taxation; Public Charter School Authority; Aging and Disability Services Division; Department of Corrections; Department of Agriculture; Department of Conservation and Natural Resources; Department of Business and Industry; Department of Transportation	12
Examples of Management Analyst III positions within DMV (Org 4744/PCN 0004 – Director’s Office; Org 4745/PCN 0004 – Administrative Services)	13
Comparable Management Analyst II positions within State service (Division of Healthcare, Financing and Policy; Public and Behavioral Health/Bureau of Health Statistics, Planning and Emergency Response; Public and Behavioral Health/Financial Services; Public and Behavioral Health/Bureau of Community Health Immunization Program; Department of Wildlife; Division of Environmental Protection; Department of Business and Industry; Department of Employment, Training and Rehabilitation/Bureau of Disability Adjudication; Department of Employment, Training and Rehabilitation/Employment Security Division	14
Comparable Management Analyst II positions within DMV (Org 4735/PCN CA5280 – Field Services; Org 4745/PCN 0025 – Administrative Services)	15
Current Class Specification for the Management Analyst series	16

Carrie L. Lee

From: Mark Froese <MFroese@dmv.nv.gov>
Sent: Tuesday, January 15, 2019 4:34 PM
To: Carrie L. Lee
Cc: Alys Dobel; Cyndie Munoz
Subject: NPD-19 Reclassification Study #176-19 Appeal
Attachments: 20190115160703926.pdf

Good Afternoon Miss Lee,

This email is for the Nevada Personnel Commission. I am sending this to the Personnel Commission because I disagree with Peter Long's assessment of the NPD-19 reclassification of my MA II to a MA III. The initial response from DHRM was appealed to Peter Long for evaluation and he upheld the previous denial. I am appealing this second denial to the Personnel Commission.

An email with the same attachment is being sent to Peter Long.

Thank you,

Mark Froese, CPM
MVIT Administrator
NV Dept of Motor Vehicles
(775) 684-4578

This communication, including any attachments, may contain confidential information and is intended only for the individual or entity to which it is addressed. Any review, dissemination or copying of this communication by anyone other than the intended recipient is strictly prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and delete all copies of the original message.



Steve Sisolak
Governor



Julie Butler
Director

Department of Motor Vehicles
555 Wright Way
Carson City, Nevada 89711-0900
Telephone (775) 684-4549

January 14, 2019

Mr. Peter Long, Administrator
Division of Human Resource Management
Blasdel Building
209 East Musser Street, Suite 101
Carson City, NV 89701

Dear Mr. Long:

On July 28, 2018 the DMV's Motor Vehicles Information Technology (MVIT) Division submitted a request for a classification change for PCN 4103 from a Management Analyst II to a Management Analyst III position. On October 29, 2018, the DMV received a memo denying the request for reclassification. On November 26, 2018, the Department submitted an appeal, and on December 27, 2018, received a response denying the appeal.

As allowed per NAC 284.152, please consider this letter official notification that the Department will appeal this denial to the Personnel Commission.

The rationale for our disagreement with your determination is based on the duties performed by this position in comparison to the Management Analysts who report directly to the other Department Administrators. We believe the duties and responsibilities are very similar and the classification of this PCN as a Management Analyst II creates inequity within the Department. This inequity has resulted in six people rotating through this Management Analyst II position in 6.5 years.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Mark Froese', is written over a horizontal line.

Mark Froese, Administrator
Motor Vehicle Information Technology

cc: Cyndie Munoz, DMV Deputy Director
Alys Dobel, DMV Human Resources Administrator

Steve Sisolak
Governor



Julie Butler
Director

Department of Motor Vehicles
555 Wright Way
Carson City, Nevada 89711-0900
Telephone (775) 684-4549

January 14, 2019

Ms. Katherine Fox, Chair
Personnel Commission
Division of Human Resource Management
Blasdel Building
209 East Musser Street, Suite 101
Carson City, NV 89701

Dear Personnel Commission

On July 28, 2018 the DMV's Motor Vehicles Information Technology (MVIT) Division submitted a request for a classification change for PCN 4103 from a Management Analyst II to a Management Analyst III position. On October 29, 2018, the DMV received a memo denying the request for reclassification. On November 26, 2018, the Department submitted an appeal, and on December 27, 2018, received a response denying the appeal.

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The rationale for our disagreement with your determination is based on the duties performed by this position in comparison to the Management Analysts who report directly to the other Department Administrators. We believe the duties and responsibilities are very similar and the classification of this PCN as a Management Analyst II creates inequity within the Department. This inequity has resulted in six people rotating through this Management Analyst II position in 6.5 years.

Very truly yours,


Mark Froese, Administrator
Motor Vehicle Information Technology

MF/cap

cc: Cyndie Munoz, DMV Deputy Director
Alys Dobel, DMV Human Resources Administrator



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

December 27, 2018

Mark Froese, Division Administrator
Nevada Department of Motor Vehicles
555 Wright Way
Carson City, NV 89701
mfroese@dmv.nv.gov

Dear Mr. Froese:

I have received your letter of appeal regarding the results of the classification study recently conducted by the Department of Administration, Division of Human Resource Management (DHRM) on a Management Analyst II (MA II) 7.625, grade 35, PCN 4103, currently encumbered by Ms. Tomi Casey. My responsibility in the classification appeal process is to objectively review the classification determination for validity and accepted classification principles and to assess the use of appropriate methodology. I must consider the points in the original determination for which you disagree and the rationale for this disagreement. My review of this appeal took into consideration all of the information gathered during the classification study including the current NPD-19 upon which the determination was made; information gathered during the initial audit; additional information gathered by my office; review of the class specification; and a review of the appeal documents submitted.

It is my decision that the original classification determination that PCN 4103 is appropriately classified as Management Analyst II, 7.625, grade 35 is correct.

While you have addressed several points in your appeal letter, DHRM is statutorily required to determine when there is a request to reclassify an existing position, that significant change in the duties and responsibilities being performed has occurred. NAC 284.126, subsection 1(b), defines significant change as "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 of duties and responsibilities being allocated to a different class.”

In short, significant change means the duties assigned to a position have changed to such a degree that the current class specification no longer fairly reflects assigned duties and responsibilities. In applying the definition, change which is the result of natural growth or increase in workload, common to most positions in State service, is not considered to fall within the meaning of significant change, nor is the addition of duties which are similar in nature or complexity to previous responsibilities.

The appeal letter stated that not only is the position responsible for additional duties noted in the original NPD-19, but the duties that remain have changed in complexity, responsibility, independence in supervision, consequence of error, and authority to take action. You also stated that this position now requires an increased level of knowledge, skills and abilities which includes the use of highly developed methods, techniques and foresight for identifying potential problems and solutions, providing recommendations and providing broad-based planning that requires analytical research and analysis to update and improve policies, procedures, regulations, and practices. Specific examples related to these changes and responsibilities were not provided and, therefore, I am unable to establish that significant change has occurred based on the information that you have provided.

You noted that this position plans, organizes and directs the work of Motor Vehicle Information Technology (MVIT) employees, however, according to the NPD-19 submitted to reclassify this position to Management Analyst III, the incumbent currently provides direct supervision over one Administrative Assistant III, not multiple MVIT employees. Additionally, supervision can occur at any level in the series and therefore in itself is not the sole deciding factor in determining that higher level duties are being performed. It should be noted that the class concept for the Management Analyst III positions states that incumbents typically serve as first line supervisors for lower level Management Analysts or other professional staff whereas Management Analyst II positions may supervise professional, technical and administrative support personnel.

As previously cited in the determination letter sent to Ms. Casey, inventory, purchasing and asset management are duties often performed by Administrative Assistant positions, grades 23 to 29, and would therefore not justify elevation to the level of Management Analyst III, grade 37.

The duties associated with divisional reporting and legislative analysis are well within the Management Analyst series concept and are not specific to any class within the series. The appeal letter stated that due to the ever-increasing complexity of the department's mission, the duties of this position have increased in complexity and now require an increased level of knowledge, skills and abilities, however, specific details explaining the increased complexity of either the department's mission or the duties of this position were not provided.

Lastly, the appeal letter stated that it was unfair of DHRM to compare the job duties from 2007 to the duties performed today and assume they have not significantly changed. In order to determine significant change, current duties should be compared to previously

performed duties which will denote significant change. The original determination was based on a thorough examination of the duties performed by PCN 4103 both then and now.

The appeal letter requested comparisons be made to PCNs 4024 and 4029. We were unable to accomplish this request since these two positions were changed to Management Analyst III without review and approval by DHRM, thus we have no NPD-19s to use for comparison.

This position is still responsible for divisional research and analysis; budget preparation; contract maintenance; divisional policies and procedures; supervision and training; legislative analysis; and inventory, purchasing and asset management (since approximately 2013). Although some of the Management Analyst IIIs within your department do report directly to an Administrator, significant change related to complexity, responsibility, independence in supervision, consequence of error, and authority to take action has not occurred in this position to make it comparable to those positions.

In conclusion, after a thorough review of all duties performed and analysis of all relevant documentation, I find that the original classification determination was based on sound evidence and evaluated according to prescribed classification procedures and methodology. It is my decision that the position has not undergone significant change as described above and that Management Analyst II, 7.625, grade 35 is the correct classification for the position.

We appreciate Ms. Casey's years of service to the State of Nevada and the contributions she has made to the Nevada Department of Motor Vehicles, and I regret that my reply could not have been more favorable.

Per NAC 284.152, you may appeal this decision to the Personnel Commission within 30 days after receipt of this letter by notifying the Division of Human Resource Management in writing at 209 East Musser Street, Suite 101, Carson City, NV 89701. Regulations also require that your appeal should be sent to me and contain the rationale for your disagreement with this determination.

Sincerely,

Peter Long

Peter Long, Administrator
Division of Human Resource Management

cc: Tomi Casey, Management Analyst II, Department of Motor Vehicles,
tcasey@dmv.nv.gov

Alys Dobel, Personnel Officer III, Department of Motor Vehicles,
adobel@dmv.nv.gov

Beverly Ghan, Deputy Administrator, Division of Human Resource Management,
bghan@admin.nv.gov

Brian Sandoval
Governor



Terri L. Albertson
Director

555 Wright Way
Carson City, Nevada 89711-0900
Telephone (775) 684-4368
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November 27, 2018

Peter Long
Administrator
Division of Human Resource Management
Blasdel Building
209 East Musser Street, Suite 101
Carson City, Nevada 89701-4204

RE: NPD-19 Request – Study #176-19 - Appeal

Dear Mr. Long,

The Department submitted a request for a classification change for MVIT's PCN 4103, from Management Analyst II to Management Analyst III. On October 29th, DMV received a memo denying the request for reclassification. Please consider this letter an official appeal of the denial.

It appears the denial was based partially on the interpretation that the positions duties have not significantly changed since 2007 when the position was created and it mentions significant change does not include change which is the result of natural growth, an increase in workload common to most positions in State service, or the addition of duties which are similar in nature or complexity to previous responsibilities.

The Department's stance is, the duties associated to this position have significantly changed since its creation and not simply as part of natural growth or an increase in workload. Not only is the position responsible for the additional duties noted in the original NPD19 but the duties that remain have changed in complexity, responsibility, independence in supervision, consequence of error, and authority to take action.

With the ever increasing complexity of the department's mission, the duties of the MAII have increased in complexity. This position now requires an increased level of knowledge, skills and abilities. This includes the use of highly developed methods, techniques and foresight for identifying potential problems and solutions, providing recommendation to the Administrator and various management staff relating to both departmental and divisional issues, providing broad based planning which will require analytical research and analysis into past and current

processes to be used to update and improve existing policies, procedures, regulations and practices.

The position when it was created was under administrative supervision. The position as it is now has more latitude when accomplishing tasks and receives only general direction from the Administrator in all assigned duties. The position performs the full range of duties equivalent to a Management Analyst III with a high degree of autonomy.

The MVIT Divisions Management Analyst duties effect all program areas within the agency and the citizens of our state on an ongoing basis. DMV is comprised of seven separate divisions and this position is responsible for collaborating and advising each of these divisions. It is responsible for implementing and managing program changes, serves on cross functional project teams, ensures accuracy, gathers statistical information from a variety of sources to complete narratives, and participates in and facilitates continuous improvement activities. This position plans, organizes and directs the work of MVIT employees in assigned areas to ensure the department's mission and ensure the integrity of Department records and processes.

Budget (30%). New functions and the change in complexity we estimate 25%.

Although the new duties listed only reflect 10% of the duties performed, the responsibility for the rest of the duties has increased. Here are some examples. When this position was created it assisted the Administrator in the development of the budget and monitored it for expenditures. The responsibility of this position has changed significantly. The position is responsible for researching, developing, preparing justifications, attending workshops, and working with the ASO and budget personnel to build MVIT's budget. The position now has the authority and responsibility to make and implement decisions regarding the building of MVITs budget. The responsibility for building the budget has been handed over to this position and the position updates the Administrator as needed on critical issues. Failure in this area would have a negative impact to Department operations.

Also in the past this position was responsible for attending budget hearings to provide support to the Administrator as needed. Upon request from the Administrator the position is now responsible for developing bill drafts and providing in person testimony before various committees within the Nevada state legislature. In the past the position assisted the Administrator in responding to budget questions from LCB and the Executive Branch. This position now has more latitude in making decisions and more responsibility when replying to these inquiries. Errors in this area could have serious consequences including affecting the personal information of state of Nevada citizens, down times to offices statewide and loss of revenue and functionality of the MVIT Division.

Inventory, Purchasing and Asset Management (25%). New functions and the change in complexity we estimate 25% of total.

This was not listed as a new duty however it should have been noted as such. Although the inventory has been part of the WPS for this position dating back to 2013, the complexity for this job duty has significantly increased. This position has been given the additional responsibility of

tracking software licenses for the entire Department. This requires the research and analysis of various complex reports to determine compliance with licensing agreements. The position is responsible for coordinating with DMV Managers, Management Analysts and MVIT personnel throughout the state regarding IT equipment. This position provides guidance to the other Divisions within DMV and ensures the Department as a whole stays in compliance with licensing requirements. Failure to perform these duties can result in fines and have an impact on revenue for the Department as a whole.

Divisional Reporting and Legislative Analysis (20%). New functions and the change in complexity we estimate 15%

Previously this position researched, compiled data, developed reports for division management and applicable staff. Due to the ever increasing complexity of the department's mission, the duties of this position have increased in complexity and now require an increased level of knowledge, skills and abilities. This includes the use of highly developed methods, techniques and foresight for identifying potential problems and solutions. The position must be able to provide broad based planning which will require analytical research and analysis into past and current processes to update and improve existing policies, procedures, regulation and practices as well as to create new policies, procedures, regulation and practices. This duty has increased in complexity since 2007. The position is responsible for analyzing division programs, identify deficiencies, weaknesses, problems and potential improvements. This position must prepare complex reports and supply findings, explanations for deviations and explain recommendations to Management. The position tracks trends analyses information to help forecast all aspects thereof to identify deficiencies, weaknesses, problems and potential improvements.

Projects (10%). Change in complexity and responsibility 8%

Previously this position was responsible for Project Management and oversight however due to the increased complexity of the department's mission the responsibility has increased. This position is now not only responsible for Project oversight that effects the MVIT Division but also responsible for the oversight of special projects that effects all program areas within the Department and must ensure work processes and methods follow DMV policies and vendor licensing requirements. This includes providing guidance to seven divisional MAIIs. This project is critical to agency operations and failure to administer this duty could have severe financial impacts on the Department.

Policy and Procedures (5%) Change in complexity and responsibility 4%

Previously this position was responsible for reviewing, writing, revising and recommending administrative policies for the division. The position is now responsible for writing, reviewing, researching and writing divisional policies and procedures as well. This is an increase in complexity and requires specialized knowledge, skills and abilities related to the IT Division. After development or revision of procedures this position is responsible for evaluating internal and external forms and documents pertaining to the process to determine whether revisions are needed based on the new/revised procedures. They must ensure procedures are compatible with computer and equipment capabilities and make needed recommendations for additional computer

functionality. This position also issues oral and written directives in the form of policy statements and manuals when the need exists.

Taking into account the increased responsibility, the Department believes the changes are far greater than 27% and are closer to 77%.

It is unfair to compare the job duties from 2007 to the duties performed today and assume they have not significantly changed over the past decade.

The Department believes the classification of this position as an MAII is out of alignment with the rest of the MAIIIs within the department who report directly to their Administrator and the duties and responsibilities are closer to those in complexity, responsibility, independence in supervision, consequence of error, and authority to take action to the MAIIIs within the Department. The Department also believes it is a disservice to the incumbent and her successor to compare this position with the MAIII in Administrative Services and asks that you instead look at the following PCNs for comparison.

PCN4029 DMV Management Analyst III Compliance Enforcement Division
PCN4024 DMV Management Analyst III Management Services and Programs Division
PCN4026 DMV Management Analyst III Motor Carrier Division

The work performance standards for PCN4029 are almost identical to the position of the MVIT MAII. The MAII for this position is responsible for performing complex assignments critical to agency operations and conducts complex sensitive, investigate and analytical studies that involve agency operations just like the MAIII positions listed above.

We feel very strongly that the duties and responsibilities performed by this position far exceeds those of an MAII and meet those of a MAIII. Please reconsider the denial of this reclassification request. Please feel free to contact me if I may be of further assistance.

Sincerely,



Mark Froese CPM
MVIT Administrator
Nevada DMV

cc: Ayls Dobel, Personnel Officer
Tomi Casey, Management Analyst



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

MEMORANDUM

October 29, 2018

Tomi Casey, Management Analyst II
Nevada Department of Motor Vehicles
Motor Vehicle Information Technology
555 Wright Way
Carson City, NV 89711-0900
tcasey@dmv.nv.gov

RE: NPD-19 Request – Study #176-19

Dear Ms. Casey:

The Division of Human Resource Management has carefully reviewed the request to reclassify your position from Management Analyst II (MA II), 7.625, grade 35 to Management Analyst III (MA III), 7.624, grade 37. The process of evaluating your position included a review of the NPD-19 submitted; a desk audit conducted with you; communication with your supervisor, Division Administrator Mark Froese; review of the class specifications for the Management Analyst series; and other relevant historical documentation.

Based on data collected in this review, we have concluded that the level of responsibility and scope of duties correctly align with MA II, 7.217, grade 35.

Per regulation, a position may be reclassified when significant change in the duties and responsibilities being performed has occurred. NAC 284.126, subsection 1 (b), defines significant change as “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 of duties and responsibilities being allocated to a different class.”

In short, significant change means the duties assigned to a position have changed to such a degree that the current class specification no longer fairly reflects assigned duties and responsibilities. **In**

applying the definition, change which is the result of natural growth or increase in workload, common to most positions in State service, is not considered to fall within the meaning of significant change, nor is the addition of duties which are similar in nature or complexity to previous responsibilities. The use of new technologies and methods to carry out the same or similar duties also would not constitute significant change.

Duty statements outlined in the series and/or class concepts of a specification are not an exhaustive list of assignments tasked to positions within a particular class. Most classes include a mixture of higher and lower level duties and of stronger, average, and weaker positions. The key to determining if duties are appropriately classified is whether or not they are related to the series and class concept, and whether or not the predominant duties are of comparable difficulty and complexity to duties considered characteristic of the class.

According to our records, your current position was established as a new MA II position in the Motor Vehicle Information Technology (MVIT) Division in October 2007. At that time, your position was responsible for project management and oversight; coordination, recommendations and auditing of MVIT contracts; research, collection and compilation of data and development of comprehensive reports for MVIT management and applicable staff; MVIT divisional resource planning and business continuity to include the review, coordination and auditing of existing business plans and resources, evaluation of proposed future business requirements and recommendation of future necessities; participation in the preparation, monitoring, analysis, and maintenance of the MVIT budget and preparation of reports of future expenditures based on historical data; planning, organizing and coordinating the development and implementation of MVIT policies and procedures to include analysis of existing and proposal of additional policies, and being the single point of contact for the Division as it relates to policies and procedures; conducting financial, statistical and investigative studies on Return on Investment (ROI) and cost benefit analysis, providing reports to MVIT management; and monitoring fiscal transactions for conformance and for analysis with other divisions. Your position directly supervised one Administrative Assistant IV (AA IV), PCN CC7072 that was subsequently downgraded to an AA III in February 2008. Under the administrative direction of the Chief IT Manager, PCN 0002, your position was expected to work independently on assigned projects and in cooperation with projects shared with Budget Analysts and the Administrator. It was also expected to be able to understand the complex program areas and functions within MVIT including reading and interpreting technical reports and having a thorough understanding of the legislative process.

The duties of your position in 2007 included the following:

- 1) **Research and Analysis of Division Area (30%)**
Develop comprehensive reports for management and staff summarizing study results and conclusions
Compile and analyze data for reports for financial impact and system implementation
- 2) **Budget Preparation (20%)**
Prepare, monitor and maintain the biennial budget for the Division
Monitor fiscal transactions
Develop comprehensive narrative and financial reports

Conduct financial and investigative studies
Project divisional needs, requirements and costing

- 3) **Divisional Contract Maintenance (15%)**
Review and recommend approval or modification to legal contracts regarding technical concepts
- 4) **Divisional Policies and Procedures (15%)**
Plan, organize and coordinate the development and implementation of divisional policies and procedures
Review, write, revise, and recommend administrative policies for the Division
Evaluate proposed Departmental policies
- 5) **Supervisory and Training (10%)**
Supervise subordinate staff
Conduct on-the-job training
Schedule appropriate training, as required by the Department and the State
- 6) **Legislative Analysis (10%)** – Analyze, review, monitor, and research bills submitted for legislative impact on Division
Notify management of possible implications of legislative bills

According to the current NPD-19, the major purpose of your position is to analyze, prepare and manage the \$10 million annual Division budget for MVIT. The current duties of your position include the following (asterisks indicate new duties and/or functions within a duty, *as noted on NPD-19*):

- 1) **Budget (30%) – (new functions equate to 10% of total)**
Develop, maintain and monitor the MVIT budget
Track budget for expenditures
Develop comprehensive narrative and financial reports for management
Conduct financial and investigative studies
Project MVIT needs, requirements and related costs
Assist Budget Analyst with language for work programs, as needed
*Attend budget hearings
*Work with other divisional MA's regarding technology-related items
*Collaborate with managers to review Technology Investment Notifications (TIN's)
*Assist Administrator in responding to budget questions from LCB and Executive Branch
- 2) **Inventory, Purchasing and Asset Management (25%) – (new functions equate to 10% of total)**
Coordinate on-going statewide physical inventory of technology equipment for MVIT
Work with Administrative Services to acquire, analyze and track invoice, payments and purchases and update inventory, as needed
Review and recommend approval/modifications to legal contracts for hiring contractors
Maintain up-to-date list of all hardware and software licenses

Work with vendors and MVIT managers to resolve issues related to licensing, support calls and upgrades

Track and monitor MVIT vehicle maintenance, logs and usage

Analyze the budget and determine if there is appropriate funding to approve or deny purchase requests

*Assist in the maintenance of the MVIT Asset Management Program

*Research products, collaborate with manager and make recommendations on new purchases regarding office items

3) **Divisional Reporting and Legislative Analysis (20%)** – (new functions equate to 7% of total)

Analyze and report quarterly MVIT Performance Indicators

Maintain statistics and prepare reports for Administrator

Analyze, review and monitor bills submitted for legislative impact on the Division

Track and monitor Bill Draft Requests and notify Administrator of possible impacts

*Research information and assist Administrator in the creation of new Performance Indicators

*Represent MVIT in Director's weekly meeting when Administrator is unable to attend

*Respond to State or federal auditors regarding procedures, processes and program compliance

*Identify discrepancies and provide reasons for variances on performance indicators and other reports, as needed

*Respond to general correspondence, questionnaires and surveys regarding MVIT policies, procedures and practices

*Participate in strategic planning and goal setting activities for MVIT

4) ***Supervision of one AA III, PCN CC7072 (10%)**

Recruit and hire, as needed

Determine workload and delegate assignments

Create and maintain Work Performance Standards (WPS) and employee appraisals

Take appropriate corrective action, as needed

Evaluate and determine training needs and provide development opportunities

5) ***Projects (10%)**

Attend Joint Application Design (JAD) sessions, upon request, for the development of business rules for new projects

Attend meetings to keep current with programs, policy updates, changes, needs, concerns, or other information impacting MVIT

Work collaboratively with other MA's, Administrators, and staff to assist with development of innovative programs and services

Upon request, conduct internal investigations for the Department regarding employee suspensions, demotions and terminations to determine the validity of the allegations

6) **Policies and Procedures (5%)**

Develop, implement and revise Division policies and procedures

Review administrative policies for Division

Evaluate proposed Departmental policies

*Create and maintain desk manuals for MA position

*Respond to inquiries from supervisory or managerial staff and provide information regarding policies, procedures and the interpretation of regulations and statutory requirements

Taking into account all of the new functions within your position's duties #1, #2, and #3, this amounts to only 27% and would not be considered significant change. Furthermore, some of those functions such as representing MVIT in Director's weekly meeting when Administrator is unable to attend or creating and maintaining desk manuals for the MA position would be non-grade determining as positions at any level within a series can attend meetings on the behalf of another position and/or create and maintain desk manuals for their own position. Also, responding to general correspondence, questionnaires and surveys regarding MVIT policies, procedures and practices, as well as responding to inquiries from supervisory or managerial staff to provide information on policies, procedures and interpretation of regulations and statutory requirements are not new functions of this position. In 2007, this position was the single point of contact for the Division as it relates to policies and procedures.

Although supervision of AA position #CC7072 was noted as a new duty (10%) on your NPD-19, this duty was originally assigned to your position when it was established in 2007, therefore this would not be considered a new duty and would not meet the requirements of significant change as detailed above. Additionally, projects were noted as a new duty (10%); however, this position was assigned the responsibility of project management and oversight when it was first established, hence this would not be considered a new duty and would not constitute significant change.

Your position currently has budget responsibility for approximately \$10 million. According to the State of Nevada's Comprehensive Annual Financial Report (CAFR) for FYE June 30, 2007, MVIT's final budget was \$9,203,585, therefore significant change has not occurred in regard to the amount of funds managed. The additional functions that have been added to your position's budget responsibility (attend budget hearings; work with other Divisional MA's regarding technology related items; collaborate with manager to review TIN's; and assist Administrator in responding to budget questions from LCB and Executive Branch) would be considered natural growth in your MA II position and therefore would not be considered significant change.

Although Duty #2, Inventory, Purchasing and Asset Management, was not listed as a specific duty on the NPD-19 for your position in 2007, neither was it listed as a new duty on the current NPD-19. The function of reviewing and recommending approval/modifications to legal contracts was included under Divisional Contract Maintenance in 2007. Other references on the 2007 NPD-19, such as projecting divisional needs, requirements and costing as well as reviewing, coordinating and auditing of existing business plans and resources, evaluating proposed business requirements and recommending future necessities, may be viewed as functions which are similar in nature to functions within the current Duty #2. Your position was also responsible for working with outside vendors for new equipment and software and negotiating MVIT contracts and Service Level Agreements since its inception. It appears that Duty #2 has evolved over the years and would also be considered as natural growth since prior incumbents' WPS reflect this as a duty dating back as far as 2013. With that said, many of the other functions listed under Duty #2 are not referenced in

the class specification for the MA series. They are, in fact, lower grade level functions that can be found in the class concepts for AA IV (*assist professional staff in developing fiscal, operational and procedural program plans by studying historical precedents, present requirements, and projected costs and trends; analyze and reconcile numerical data and narrative information; prepare reports and budget documents*), AA III (*research information from a variety of internal and external sources including the Internet for projects which may include unique purchases; identify sources of information and communicate with vendors and other concerning technical aspects of the project/purchase; evaluate and compare information; report findings to supervisor*), AA II (*prepare and maintain property inventory records for a major work unit; assign identification tags; perform periodic physical inventory to reconcile agency records; arrange for disposition of excess property*) and AA I (*order, receive and store office supplies, forms and equipment; prepare and process purchase orders, requisitions or other documentation*), and would not, therefore, justify classification at the higher grade level of MA III.

Lastly, it is our understanding that the request to reclassify your position was prompted by an increase in both the complexity and amount of work for which your position is responsible. As previously stated, change which is the result of natural growth or increase in workload, common to most positions in State service, is not considered to fall within the meaning of significant change, nor is the addition of duties which are similar in nature or complexity to previous responsibilities. Overall, we find that the preponderance of your duties remains unchanged.

Under limited supervision, MA II's perform all or part of the duties and responsibilities described in the series concept. Incumbents perform difficult assignments related to budgets, programs, research and drafting legislation and may supervise professional, technical and administrative support personnel. This class is distinguished from the MA I class based upon the independence in performing assigned duties.

The following examples illustrate the scope of responsibility and level of experience for other MA II positions within DMV:

- DMV/Administrative Services – The major purpose of this position is to provide supervision and support for all Northern Nevada revenue personnel; responsible for daily reconciliations of all northern DMV offices within the state; responsible for daily balancing on average of \$3 million (in 2005); responsible for balancing of \$90 million monthly on a statewide basis (in 2005). Duties include , but are not limited to: review and reconciliation of the revenues collected and distribution of \$1,071,000,000 per year (in 2005); analyze working trial balance, identify and correct errors, and prepare and review journal entries; prepare and distribute ad hoc and revenue reports; establish and maintain credit card merchant ID numbers; represent DMV in the State RFP for Merchant Services and other banking RFP's; monitor budgetary appropriations for Fund 618 expenditures; assist with the development of annual and biennial budgets for the revenue section; establish and maintain accounting systems and policies and procedures; establish and periodically review internal controls; develop and prepare comprehensive internal revenue reports; supervise and review the reconciliation of credit card and purchase order receipts, deposits, refunds, and general ledger accounts; review and monitor security deposit reconciliations prepared by other divisions; provide advice, consultation, direction, and training to DMV staff and

customers; work with internal auditors and implement audit recommendations; coordinate and manage emissions database to ensure that all emission stations are in compliance with governmental accounting statutes, NRS, NAC, and policies and procedures. This position reports to an ASO III. At the time it was established, this position supervised and trained both Carson City and Reno staff which included six Accounting Assistants and one Administrative Aid.

- **DMV/Field Services** – The major purpose of this position is to develop, track and maintain the Field Services Division (FSD) budget which exceeds \$40,000,000 (in 2012). This position has a high degree of authority to review and make recommendations and decisions concerning various programs within the budget account; participate in strategic planning and goal-setting activities; plan, develop, coordinate, and oversee projects; provide statistical information; formulate, organize, monitor, and implement new projects while ensuring project costs do not exceed project authority and scope, and that all goals and objectives are met within specified timeframes; coordinate work processes and financing for major new projects and programs; review bill draft requests and provide testimony before various legislative committees. Duties include, but are not limited to: design, establish and implement methods, standards and data collection techniques to evaluate performance indicator statistics; analyze data and identify areas of potential improvement; develop and prepare statistical reports for Administrator, Deputy Director, Director, Legislative Council Bureau (LCB) and other interested parties; conduct in-depth analysis for performance indicators utilized by Division; partner with budget division in the preparation, monitoring and maintenance of the division's biennial budget; estimate future expenditure levels, make projections for future costs, prepare and present budget and/or justification, and monitor fiscal transactions; review, monitor and research bills submitted to the legislature impacting the work unit; inform management of possible implications and recommend appropriate course of action; draft revisions to, or develop new policies and procedures pertaining to program area. This position reports to an Administrator and has no supervisory responsibility.

In contrast, MA III's perform technically complex assignments critical to agency operations; conduct the more complex, sensitive, investigative and analytical studies that may involve any aspect of the agency's operations such as planning, research, policy development, budgeting and legislative drafting; typically serve as first line supervisors for lower level Management Analysts or other professional staff; and are singularly expert in their program or discipline area. This class is distinguished from the MA II class based upon the level of technical complexity involved in work assignments and the specialized knowledge, skills and abilities required to perform these duties.

The following examples illustrate the scope of responsibility and level of experience for MA III positions within DMV:

- **DMV/Administrative Services** – This position is a financial position with the principal assignments of financial, statistical and investigative studies of over \$1 billion in revenue collected and distributed. Its major purpose is to compile and analyze data and cashflow between the DMV application and the IFS system; analyze, verify and reconcile monthly

credit card fees, statements and ACH settlements; analyze and review departmental operations to ensure that all internal controls are established and followed; analyze revenue trends. Additional duties include, but are not limited to: analyze Division programs and all accounting aspects to identify deficiencies and recommend potential improvements, supply reports of findings and process recommendations to management; coordinate the development or revision of policies and procedures related to work unit or program by analyzing workflow, staffing and automated system changes; prepare annual Federal Highway Administration (FHWA) reports; analyze revenue ratios and trends; assist in the development of computer automation design of manual or inadequate operations; revise system processes; perform user acceptance testing, debugging and monitoring of computer system changes in the production region of the DMV application; assist with the budget unit on development of annual or biennial budgets for Division. This position directly supervises two Accounting Assistants and one Accountant Technician and indirectly supervises three Accounting Assistants. This position reports to an ASO III.

- **DMV/Director's Office** – The primary purpose of this position is to develop, track and maintain both the Director's Office (includes Human Resources Training Staff, Public Information Officers and Internal Audit Team) and Hearings Office budget accounts. This position has a high degree of authority to review and make recommendations and decisions concerning the programs within the two budget accounts; coordinate with ASO IV's budget staff on fiscal matters affecting the entire Department; help divisions prioritize pending projects by providing guidance to divisional MA's as to the Director's plans; participate in strategic planning and goal-setting activities; plan, develop, coordinate, and oversee projects including providing guidance to 10 divisional MA III's; provide statistical information; coordinate work processes and financing for major new projects and programs; develop, draft and finalize bill draft requests; provide testimony before legislative committees; develop and/or revise regulations and coordinate implementation of legislation; act as liaison with the LCB between sessions; work with divisions to prepare a Governor-mandated comprehensive review of regulations to determine what should be changed or abolished. Duties include, but are not limited to: provide budgetary oversight for two multi-million dollar budget accounts; responsible for budget analysis, projections, tracking, forecasting and maintenance of Director's Office biennial budget; responsible for the Department's operating expenses including approval and denial of all requests for purchases and expenditures to include supplies, travel requests, vehicle inventory and maintenance, computer hardware/software, and other equipment; plan, organize and coordinate the development and implementation of revised operating policies and procedures; issues oral and written directives; track and assess all pending legislation that may impact the Department; maintain and track future proposed legislation for the Department. This position reports to the Director and has no supervisory staff.

After a thorough review of all duties performed, and analysis of all relevant documentation, it was determined that the duties of this position align with the class concept of MA II, 7.625, grade 35 and therefore should be classified as such.

We thank you for your participation and patience during this study process and are sorry the outcome of this request could not have been more favorable. While it is apparent that you are a

dedicated, knowledgeable, hard-working employee and your contribution to the Nevada Department of Motor Vehicles is appreciated, the classification system is position-oriented and is not designed to recognize superior qualifications, experience, or the job performance of incumbents. If you have any questions concerning this matter, please contact me at (775) 684-0137.

If you and/or your agency disagree with this determination, you may file a written appeal with Division of Human Resource Management Administrator Peter Long within 30 days after the date of receipt of written notice of this determination. Complete details of the appeal process may be found within Nevada Administrative Code (NAC) [284.152](#). Correspondence to Peter Long should be sent to his attention at:

Division of Human Resource Management
Blasdel Building
209 East Musser Street, Suite 101
Carson City, Nevada 89701-4204
plong@admin.nv.gov

Sincerely,

Patricia Kreymborg, Personnel Analyst III
Department of Administration
Division of Human Resource Management

cc: Mark Froese, Division Administrator, mfroese@dmv.nv.gov
Alys Dobel, Personnel Officer III, adobel@dmv.nv.gov

STATE OF NEVADA POSITION QUESTIONNAIRE

- ☐ New Position
☐ Short Term
☒ Reclassified Vacant Position
☒ Reclassified Filled Position
☐ Legislative Review FY 1

POSITION INFORMATION			
DEPARTMENT/DIVISION/SECTION: Department of Motor Vehicles/Motor Vehicles Information Technology			
POSITION'S PHYSICAL ADDRESS: 555 Wright Way Carson City NV 89711			
AGENCY ID# (3 digits): 010	FUND# (3 digits): 201	AGENCY ORG/BUDGET# (4 digits): 4715	POSITION CONTROL#: CC4103
CURRENT CLASS TITLE: Management Analyst II		CLASS CODE: 7.625	GRADE: 35
REQUESTED CLASS TITLE: Management Analyst III		CLASS CODE: 7.624	GRADE: 37
INCUMBENT NAME: Tom Casey		PHONE#: 775 684-4010	PHONE#: 775 684-4570
SUPERVISOR NAME AND TITLE: Mark Froese, MVIT Administrator		PHONE#: 775 684-4578	PHONE#:
APPOINTING AUTHORITY OR DESIGNEE NAME AND TITLE: Mark Froese, MVIT Administrator		PHONE#:	PHONE#:
APPOINTING AUTHORITY/INCUMBENT CERTIFICATION			
I certify that I have read the NPD-19 instructions and that the statements provided in this NPD-19 and the attached organizational chart are accurate and complete to the best of my knowledge.			
Short Form Use Only: I further certify that the requested position(s) will perform essentially all of the type and level of duties and responsibilities described in the attached class specification and the requested class is listed on the NPD-10 Short Form Class List.			
Position Duties or Changed Duties were/will be Effective			
Appointing Authority or Designee Signature: <i>Mark Froese</i>		Date: 5/15/18	
Incumbent Signature: <i>Tom Casey</i>		Date: 5/15/2018	
Is this request being submitted with agency knowledge? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
approval? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
FOR COMPLETION BY BUDGET DIVISION ONLY			
Required for new positions and when NAC 284.126(3) applies			
<input type="checkbox"/> Approved - Effective Date if Change is Approved by DHRM			
<input checked="" type="checkbox"/> Approved - Date to be Determined and Change Approved by DHRM			
<input type="checkbox"/> Disapproved			
Budget Representative Name: <i>Robert Field</i>		Part 1 mo (%)	
Budget Representative Signature: <i>Robert Field</i>		Expiration Date	
Note: <i>Unfilled funding</i>		Date: 8/2/18	
FOR COMPLETION BY EITS ONLY			
Required when NRS 201.172 applies			
EITS Administrator Name		<input type="checkbox"/> Reviewed	
EITS Administrator Signature		Date:	
FOR COMPLETION BY DHRM ONLY			
IF Legislative approval required?			
<input type="checkbox"/> Yes Date Approved:		<input checked="" type="checkbox"/> No	
Agency ID#:	Agency Org/Budget#	Study# 176-19	
Class Code:	Class Option	Effective Date:	
Class Title:	Grade:	Expiration Date:	
Analyst Signature: <i>Patricia J. [unclear]</i>		Date: 10/29/18	
Supervisor Signature: <i>Mark Froese</i>		Date: 10/29/18	
INSTRUCTIONS TO APPOINTING AUTHORITY			
Incumbent meets MQ's <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Use Hiring Process			
<input type="checkbox"/> Preliminary Approval Pending FY 1 Budget approval and no changes to the duties			
<input type="checkbox"/> Other:			

RECEIVED
JUL 25 2018
NIV CARSON CITY
HUMAN RESOURCES

RECEIVED
JUL 26 2018

GOVERNOR'S FINANCE OFFICE
BUDGET DIVISION

1. What is prompting this request?

The duties and responsibilities for this position have changed over the years and this position is now comparable to the other MAIII postions within the Department who are responsible for budget and provide support to the Division Administrators.

2. What position(s), if any, previously performed the new duties?

MVIT Administrator, MVIT Managers, Management Analyst II

3. Briefly describe the major purpose of this position.

The major purpose of this position is to analyze, prepare and manage the \$10 million annual Division Budget for MVIT. The individual attends budget hearings, tracks all expenditures for the Division and when needed assists in drafting language used for work programs. The individual is responsible for developing financial reports, conducting investigative studies and projecting the needs, requirements and costs associated with the operation of the MVIT Division. The individual collaborates with management for the submission of technology investment notifications. The individual is responsible for working with the MVIT Administrator and Budget Analysts in the Administration Division to address questions and concerns from LCB and the Executive Branch regarding budgetary request.

This position coordinates an on-going statewide physical inventory of technology equipment for the MVIT Division, investigates exceptions and assists in the maintenance of the MVIT Division's Asset Management Program. The individual reviews and recommends modifications or approval of contracts related to MSA contractors. The individual must work with Administrative Services to acquire, analyze and track invoices, payments and purchases. The individual works with vendors and managers to resolve issues related to licensing and upgrades. The individual researches, collaborates with Managers, and makes recommendations on new purchases regarding office items. The individual analyzes the budget and determines if there is appropriate funding to approve or deny purchase requests. This position is responsible for tracking and monitoring usage reports that relate to vehicles, and print management.

This individual is responsible for researching information, and analyzing division operations. This individual represents MVIT in the Director's weekly meeting as needed. The individual analyzes, reviews and monitors bills for legislative impact. The individual conducts statistical and trend studies, compiles and analyzes data, draws conclusions and makes recommendations regarding policies, procedures, work flows, performance indicators and the organization of MVIT programs. The individual is responsible for responding to audits, questionnaires and surveys regarding policies, procedures, and practices. Individual is required to participate in strategic planning and goal setting activities. Upon request, individual conducts investigations regarding improper behavior by employees and determines the validity of allegations.

This individual supervises the Administrative Assistant for the Division and is responsible for determining training needs and administers corrective action, creating work performance standards and evaluating employee performance.

The individual must attend Joint Application Design (JAD) sessions for the development of business rules regarding new projects upon request. Individual must attend meetings as necessary to keep current with information impacting MVIT. The individual is required to work collaboratively with other DMV management analysts, administrators and staff to assist with the development of new innovative programs and services.

This individual is responsible for researching, creating and developing policies and procedures related to the MVIT Division.

4. List the duties performed by this position. Put an asterisk (*) next to each new duty or new function within a duty. Note: If not using NEATS Position Description online system, additional duties can be added by placing the curser in the desired row and right clicking. Next select "Insert", then either "Insert Rows Above" or "Insert Rows Below".

DUTY NUMBER	DUTY	% of TIME SPENT PERFORMING DUTY
----------------	------	---------------------------------------

1	<p>BUDGET Develop, maintain, and monitor the biennial budget for the MVIT Division. *Attend budget hearings. Track Divisional budget for expenditures. Develop comprehensive narrative and financial reports for management. Conduct financial and investigative studies. Project divisional needs, requirements and related costs. *Work with other Divisional MAs regarding technology related items. *Collaborate with Managers to review Technology Investments Notifications. *Assist the Administrator in responding to budget questions from LCB and Executive Branch. Assist Budget Analyst with language for work programs as needed.</p>	30
2	<p>INVENTORY, PURCHASING, & ASSET MANAGEMENT Coordinate an on-going statewide physical inventory of technology equipment for the MVIT Division. *Assist in the maintenance of the MVIT Divisions Asset Management Program. Work with Administrative Services to acquire, analyze and track invoices, payments and purchases and update the inventory as needed. Review and recommend approval/modifications to legal contracts regarding hiring contractors. Maintain an up-to-date list of all hardware and software licenses. Work with vendors and MVIT managers to resolve issues relating to licensing, support calls and upgrades. Track and monitor MVIT vehicle maintenance, logs, and usage. Analyze the budget and determine if there is appropriate funding to approve or deny purchase requests. *Research products, collaborate with manager and make recommendation on new purchases regarding office items.</p>	25
3	<p>DIVISIONAL REPORTING, & LEGISLATIVE ANALYSIS *Research information, and assist the Administrator in the creation of new Performance Indicators. *Represent MVIT in Directors weekly meeting when Administrator is unable to attend. *Respond to state or federal auditors regarding procedures, processes and program compliance. Analyze and report quarterly MVIT Performance Indicators. *Identify discrepancies and provide reasons for variances on performance indicators and other reports if needed. Maintain statistics and prepare reports for the Administrator. *Respond to general correspondence, questionnaires, and surveys regarding MVIT policies, procedures and practices. *Participate in strategic planning and goal setting activities for the MVIT Division. Analyze, review, and monitor bills submitted for legislative impact on the division. Track and monitor Bill Draft Requests and notify the Administrator of possible impacts a requests may have on the Division. Notify management of possible impacts of legislative bills. Upon request, assist in the preparation of fiscal notes.</p>	20
4	<p>*SUPERVISION Recruit and hire as needed. Determine workload and delegate assignments. Create and maintain work performance standards and employee appraisals. Take appropriate corrective actions as needed. Evaluate and determine training needs and provide development opportunities.</p>	10

5	*PROJECTS Attend Joint Application Design (JAD) sessions upon request for the development of business rules for new projects. Attend meetings as necessary to keep current with programs, policy updates, changes, needs, concerns or other information impacting MVIT. Work collaboratively with other management analyst, administrators and staff to assist with development of innovative programs and services. Upon Request conduct internal investigations for the Department regarding employee suspensions, demotions and termination to determine the validity of allegations.	10
6	POLICIES & PROCEDURES Develop, implement and revise Division policies and procedures. *Create and maintain desk manuals for the MA position. Review, administrative policies for Division. Evaluate proposed departmental policies. *Respond to inquiries from supervisory or managerial staff and provide information regarding policies, procedures, and the interpretation of regulations, and statutory requirements.	5

Total 100%

5. Provide examples of the duties performed by this position requiring the incumbent to make choices, determinations or judgments.

Individual must independently manage and plan all tasks to achieve goals and objectives. The ability to make independent judgments and decisions is critical to the successful execution of duties for this position.

Precise judgements and independent decisions regarding financial analysis is required to ensure the financial viability of the Division.

Upon request, individual is responsible for conducting internal investigations to determine the validity of allegations that could result in the demotion, suspension or termination of employees.

Individual is a subject matter expert for new programs and projects and participated in JADs for the development of business rules such as Asset Management during the SysMod Project.

The individual must possess the ability to assist the Division Administrator in evaluating long term effects of current decisions related to the financial needs of the Division and the Department, particularly when no precise precedent has been established.

The individual must analyze financial information and use precise judgement when determining financial decisions related to budgetary requests.

6a. List the class title(s) and position control number(s) of all employees that are supervised by this position.

Administrative Assistant III, PCN CC7072

6b. Describe the extent of lead worker/supervisory responsibility exercised.

Full Supervisory responsibility

Check applicable boxes:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Performance Appraisal | <input checked="" type="checkbox"/> Work Performance Standards | <input checked="" type="checkbox"/> Scheduling |
| <input checked="" type="checkbox"/> Work Assignment | <input checked="" type="checkbox"/> Work Review | <input checked="" type="checkbox"/> Discipline |
| <input checked="" type="checkbox"/> Final Selection | <input checked="" type="checkbox"/> Training | <input type="checkbox"/> Other (Specify): |

7. List any licenses, certificates, degrees or credentials that are required by law for this position.

Must meet minimum qualifications of the Management Analyst position.

Management classes required for supervisors

Budget Training

IFS Training

NEBS Training

8. **List equipment this position is required to use that requires specialized training.**
Windows, Crystal Reports, Asset Management Program, PC
- 9a. **List the name, title and position control number of this position's supervisor.**
Mark Froese MVIT Administrator 0002
- 9b. **Describe the type and extent of supervision this position receives.**
Position works under general direction from the MVIT Administrator.
10. **List the statutes, laws, rules, procedures or guidelines used in performing the duties of this position?**
NRS
NAC
Rules for State Personnel Administration
State Purchasing Policies
DMV Policies and Procedures
Division Policies and Procedures
State of Nevada Contracting policies and procedures
11. **Which individuals are contacted while carrying out the duties of this position?**
MVIT Staff, DMV Managers, Administrators, Deputy Director/Director, DMV Staff, outside vendors, other state agencies.
12. **Describe any unusual physical demands or working conditions required to perform the duties of this position.**
NA
13. **Provide any additional information about this position.**
This position must be able to understand the complex program areas and functions within the MVIT section. Independent determinations, decisions, and continuous adjustments in priorities are essential to the daily success of this position, and the MVIT Division which affects the Department as a whole.

STATE OF NEVADA - POSITION QUESTIONNAIRE

☒ New Position
☐ Existing Position

AGENCY ID NO. 810 DEPARTMENT MOTOR VEHICLES
 POSITION CONTROL NO. 8507 AGENCY ORG.# 4715

DIVISION INFORMATION TECHNOLOGY
 FUND# 201

EMPLOYEE NAME VACANT

CURRENT CLASS TITLE
 (If existing position)

CLASS CODE GRADE

REQUESTED CLASS TITLE MANAGEMENT ANALYST II

CLASS CODE 7.625 GRADE 35

GEOGRAPHIC LOCATION OF POSITION CARSON CITY, NV

EMPLOYEE PHONE NO

APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the information on page 1, and the statements provided in this NPD-19 are correct and complete.
 Changed responsibilities will be effected on

RECEIVED
 OCT 5 2007

Signature of Appointing Authority or Designated Representative

Date 9/12/07

Signature of Employee Date

FOR COMPLETION BY BUDGET DIVISION ONLY (Required for new positions and when NAC 284.126, subsection 3 applies.)

☒ Approved Effective Date (If change is approved by State Personnel) 10/1/07
 2007 Session E257
 Signature Date 10/8/07
☐ Disapproved

FOR COMPLETION BY DEPARTMENT OF INFORMATION TECHNOLOGY (Required when NRS 284.172 applies)

☐ Approved ☐ Disapproved

Signature Date

FOR COMPLETION BY STATE PERSONNEL AND BUDGET DIVISION

RECEIVED
 OCT 5 2007
 DEPARTMENT OF ADMINISTRATION
 OFFICE OF THE DIRECTOR
 BUDGET AND PLANNING DIVISION

Agency ID.....
 Position..... Effective Date 10/1/07
 Action.....
 Part-time (Percent).....
 Class Code 7.625 Title MANAGEMENT ANALYST II Grade 35
 Class Option.....
 Division Code M10 I05 IFC/Legislative Approval Required? ☒ No ☐ Yes
 SEE ABOVE

Date Received

INSTRUCTIONS TO APPOINTING AUTHORITY

- ☒ Use the NPD-19 procedure.
- ☐ Submit Personnel Action form and refer to NAC 284..... subsection.....
 Incumbent meets MQ's: ☐ Yes ☐ No
- ☐ Other

Study No. 171-08
 Analyst [Signature] Date 10/8/07
 Approved [Signature] Date 10/8/07

TOOK TO BUDGET 10-9-07

STATE OF NEVADA - POSITION QUESTIONNAIRE

see attached
PCN was changed.
sent to DOP on 7/30/07
Hanks
Calk

AGENCY ID NO. 810 DEPARTMENT MOTOR VEHICLES
POSITION CONTROL NO. 8502 CC4103 AGENCY ORG.# 4715

DIVISION INFORMATION TECHNOLOGY
FUND# 201

EMPLOYEE NAME VACANT

CURRENT CLASS TITLE
(if existing position)

CLASS CODE GRADE

REQUESTED CLASS TITLE MANAGEMENT ANALYST II

CLASS CODE 7.625 GRADE 35

GEOGRAPHIC LOCATION OF POSITION CARSON CITY, NV

EMPLOYEE PHONE NO

APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the information on page 1, and the statements provided in this NPD-19 are correct and complete. Changed responsibilities were/will be effected on _____

Signature of Appointing Authority or Designated Representative

Date 9/12/07

Signature of Employee

Date

FOR COMPLETION BY BUDGET DIVISION ONLY (Required for new positions and when NAC 284.126, subsection 3 applies.)

☐ Approved Effective Date (If change is approved by State Personnel).....

☐ Disapproved

Signature

Date

FOR COMPLETION BY DEPARTMENT OF INFORMATION TECHNOLOGY (Required when NRS 284.172 applies)

☐ Approved ☐ Disapproved

Signature

Date

FOR COMPLETION BY STATE PERSONNEL AND BUDGET DIVISION

Agency ID.....

Position..... Effective Date..... Expire Date..... Type.....

Action.....

Part-time (Percent).....

Class Code..... Title..... Grade.....

Class Option.....

Division Code..... IFC/Legislative Approval Required? ☐ No ☐ Yes

Date Received

INSTRUCTIONS TO APPOINTING AUTHORITY

☐ Use the NPD-3 procedure.

☐ Submit Personnel Action form and refer to NAC 284....., subsection.....
Incumbent meets MQ's: ☐ Yes ☐ No

☐ Other.....

Study No. 171-08

Analyst..... Date.....

Approved..... Date.....

RECEIVED
SEP 14 2007
DEPARTMENT OF ADMINISTRATION
OFFICE OF THE DIRECTOR
BUDGET AND PLANNING DIVISION

1. What is prompting this request? If this is an existing position, state the significant changes in duties and responsibilities which have been made in the position since it was established or last reviewed by State Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.

This position is responsible for:

- ❖ Project management and oversight.
- ❖ Coordination, recommendations and auditing of MVIT contracts.
- ❖ Through data research, collection, & compilation of data, develops comprehensive reports for division management and applicable staff.
- ❖ Divisional Resource Planning & Business Continuity to include the review, coordination and the auditing of existing Business plans & resources, evaluation of proposed future Business requirements, and the recommendation of future necessities.
- ❖ Participate in the preparation, monitoring, analysis and maintenance of the MVIT budget and preparing reports to division management of future expenditures based on historical data.
- ❖ Plan, organize and coordinate the development and implementation of MVIT policies and procedures to include analysis of existing and proposal of additional policies as well as being the single point of contact for the division as relates policies and procedures.
- ❖ Conduct and/or assist in conducting financial, statistical and investigative studies on ROI, and cost benefit analysis providing appropriate computer reports to MVIT management.
- ❖ Monitor fiscal transactions for conformance and for analysis with other divisions.

2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)

AA IV (7072), ITP III (#7513), ITP III (#0036), , ITP II (#0005), ITP III (#0017), ITM II (#0016)

3. Briefly describe the major purpose of this job.

This position will conduct a variety of studies, research and analysis of managements and administrative areas such as budgeting, financial analysis, divisional operations, policies, legislative analysis, management research and statistical analysis. This position will also be responsible for: reviewing, and modifying, recommendation divisional policies and procedures; review and recommendation or modification of divisional contracts; review, monitor and research of legislatively submitted bills for impacts to the division; monitoring of fiscal transactions ensuring expenditures are in compliance with State and departmental rules, regulations and budgetary limits; and preparation, monitoring and maintenance of the divisions biennial budget.

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

See attached

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly or annual basis. If this is an existing position, please put an asterisk next to each duty that is new.

DUTY NO.	DUTY	FREQUENCY
----------	------	-----------

1	RESEARCH & ANALYSIS OF DIVISION AREA <ul style="list-style-type: none"> ❖ Develop comprehensive reports for management and applicable staff summarizing study results and conclusions ❖ Compile and analyze data for reports for financial impact, system implementation 	30 %
2	BUDGET PREPARATION <ul style="list-style-type: none"> ❖ Prepare, monitor and maintain the biennial budget for division ❖ Monitor fiscal transactions ❖ Develop comprehensive narrative and financial reports for management ❖ Conduct financial and investigative studies ❖ Project divisional needs, requirements and costing as they apply to the preparation of biennial budget 	20 %
3	DIVISIONAL CONTRACT MAINTENANCE <ul style="list-style-type: none"> ❖ Review and recommend approval or modification to legal contracts regarding technical concepts 	15 %
4	DIVISIONAL POLICIES & PROCEDURES <ul style="list-style-type: none"> ❖ Plan, organize and coordinate the development and implementation of divisional policies & procedures ❖ Review, write and revise and recommend administrative policies for division ❖ Evaluate proposed departmental policies 	15 %
5	SUPERVISORY & TRAINING <ul style="list-style-type: none"> ❖ Supervise subordinate staff ❖ Conduct on-the-job training ❖ Schedule appropriate training as required by Department and State 	10%
6	LEGISLATIVE ANALYSIS <ul style="list-style-type: none"> ❖ Analyze, review, monitor and research bills submitted for legislative impact on division. ❖ Notify management of possible implications of legislative bills 	10%

6. What duties are performed that require the incumbent to make choices, determinations or judgments? Please give examples.

- Manage work independently with minimum or no supervision
- Consistently demonstrates effective time management
- Demonstrates a high level of analytical and problem solving skills

7a. List the class titles and position control numbers of all employees that work under the supervision of this position.

AA IV (#7072),

- 7b. Describe the extent of supervisory responsibility exercised over these employees. (Check appropriate boxes.)

☒ Final selection ☒ Work assignment ☒ Performance appraisal ☒ Discipline
☒ Training ☒ Work review ☐ Other (Specify)_____

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

Forty (40) hours of management series classes required for supervisors
State Supervisory Safety Training IFS Training
Budget 101 NEBS Training
Contract Management Certified Strategic Planning & Performance Measures

9. List equipment which is used that requires specialized training.

Windows, Crystal Reports, Micro Soft Office, Remedy Administration, basic understanding of PC & PC software, understanding of networking and associated hardware.

- 10a. List the name, title and position control number of the position's supervisor.

Chuck Conner, Chief IT Manager (0002)

- 10b. Describe the type and extent of supervision received.

Under Administrative direction, the position primarily will work independently on assigned projects and in cooperation with projects shared with Budget Analysts and the Administrator.

11. What statutes, laws, rules, procedures or guidelines are used in performing assignments?

Nevada Revised Statutes
Nevada Administrative Code
State Administrative Manual
State Purchasing Policies
Department of Motor Vehicles Policies and Procedures
Personnel Guidelines
State of Nevada Contracting policies and procedures

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

CONTACT
MVIT staff

PURPOSE
Coordinate activities as described with job duties

DMV Management

New program development; provide management reports

DMV Director / Deputy Director New program development; provide management reports

Outside Vendors New equipment and software; negotiation of MVIT contracts & SLA

DMV Program Managers For leadership and directions on projects

DMV Administrators For requirements and project approval

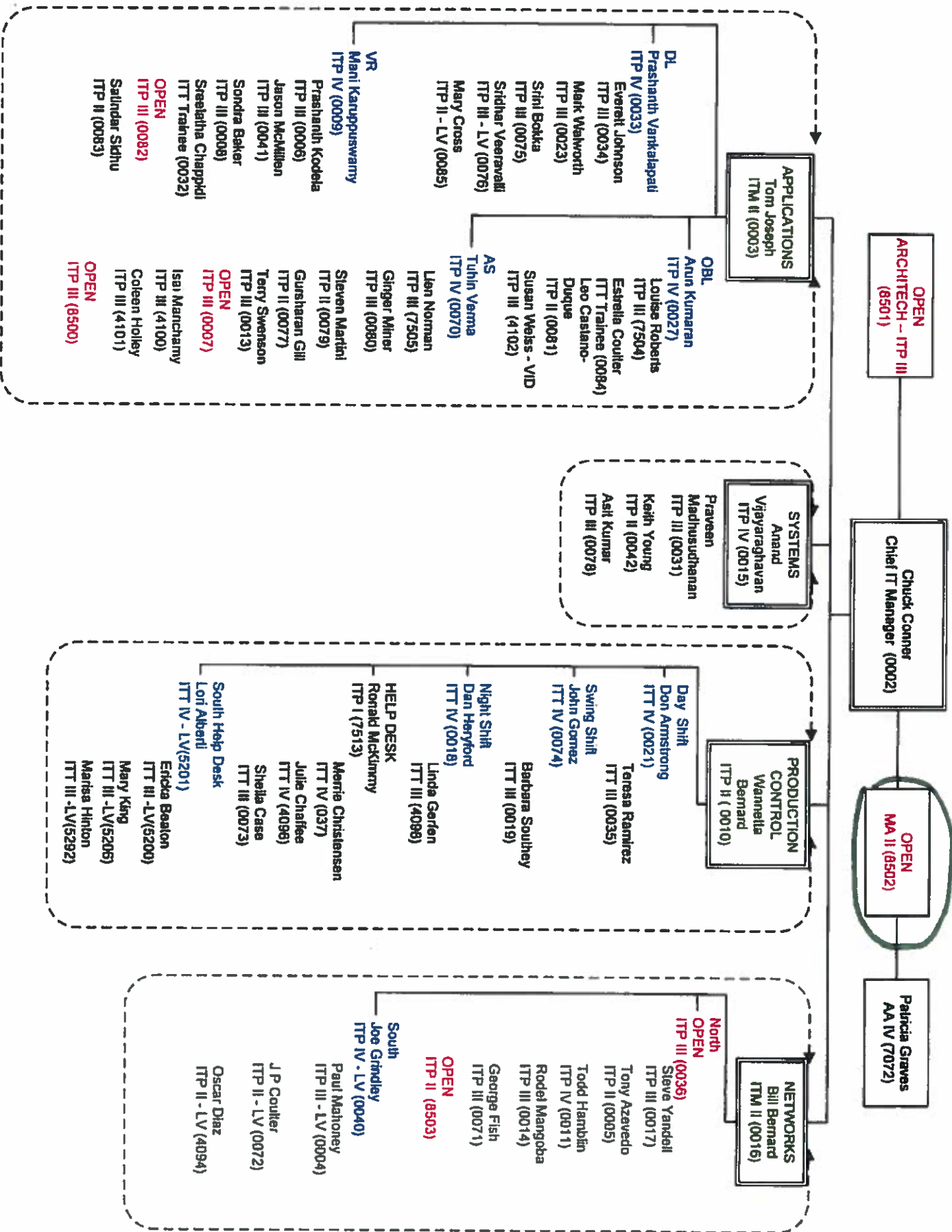
Staff of DMV and other State agencies Assigned responsibilities; Budget, Account Payable, Account Receivable, Contracts

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

n/a

14. Provide any additional information about the job, which you consider to be important to the classification, but which has not been previously mentioned.

This position must be able to understand the complex program areas and functions within the MVIT section. Must make determinations regarding priority levels of various tasks and have the ability to adjust priorities with little or no notice. This position must also have the ability to read and interpret technical reports and have a thorough understanding of the legislative process.



MOTOR VEHICLES INFORMATION TECHNOLOGY

CLASSIFICATION STUDY CORRESPONDENCE/CONTACT AND INFORMATION LOG

Study # 171-08

[illegible]



STATE OF NEVADA—DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MANAGEMENT ANALYST IV	39	B	7.612
MANAGEMENT ANALYST III	37	B	7.624
MANAGEMENT ANALYST II	35	B	7.625
MANAGEMENT ANALYST I	33	B	7.637

SERIES CONCEPT

Management Analysts conduct a variety of studies, research and analysis of management and administrative areas such as budgeting and financial analysis (versus bookkeeping); departmental operations such as forms, policies and workflow; legislative analysis; management research; and statistical and informational analysis. Incumbents make recommendations and assist in or implement new or revised procedures and systems.

Review, monitor and research bills submitted to the legislature impacting the work unit; inform management of possible implications; and recommend an appropriate course of action.

Review, write, revise and recommend administrative policies for the work unit and/or programs; issue oral and written directives in the form of policy statements and manuals.

Participate in the preparation, monitoring and maintenance of the work unit's biennial budget and/or program budget(s) by estimating future expenditure levels based on historical data; making projections for future costs; preparing and presenting the budget and/or justifications to the legislature; monitoring fiscal transactions to ensure expenditures are in conformance with State and department rules, regulations and budgetary limits; and developing comprehensive narrative and financial reports for presentation to management, commissions and other entities.

Conduct and/or assist in conducting financial, statistical or investigative studies; compile and analyze data; prepare and present reports summarizing study results/conclusions; may make recommendations regarding policies, procedures, the department's position on issues or future course of action, and the development of new programs or services based upon study findings.

Plan, organize and coordinate the development and implementation of revised operating procedures/methods for the work unit by analyzing work flow, space allocation, staffing and other factors to improve effectiveness and efficiency of operations; coordinate the development of new forms, work methods and automated systems used to process information related to assigned programs.

Review and recommend approval or modification to legal contracts regarding technical or business concepts.

Operate a personal computer to develop various budgetary and financial reports, prepare correspondence, and track program needs and expenditures.

Perform related duties as assigned.

MANAGEMENT ANALYST IV
 MANAGEMENT ANALYST III
 MANAGEMENT ANALYST II
 MANAGEMENT ANALYST I

39	B	7.612
37	B	7.624
35	B	7.625
33	B	7.637

Page 2 of 5

CLASS CONCEPTS

Management Analyst IV: Under administrative direction of the department director, Management Analyst IV's manage and supervise both the supervisory and professional staff of a division or section. Work is highly technical involving advanced principles, techniques and methods relating to problems or unprecedented circumstances. Management Analyst IV's are responsible for long range, broad based planning, program or policy development affecting major aspects of the work-unit's activities/functions crossing divisional lines and are responsible for broad based, complex program areas. This class is distinguished from Management Analyst III by the level of supervisory authority and by greater scope of responsibility and complexity of work.

Management Analyst III: Under general direction, Management Analyst III's perform technically complex assignments critical to agency operations. They conduct the more complex, sensitive, investigative and analytical studies that may involve any aspect of the agency's operations such as planning, research, policy development, budgeting, legislative drafting and systems design. Additionally, positions in this class typically serve as first line supervisors for lower level Management Analysts or other professional staff and are singularly expert in their program or discipline area. This class is distinguished from the Management Analyst II class based upon the level of technical complexity involved in work assignments.

Management Analyst II: Under general direction, Management Analyst II's perform all or part of the duties and responsibilities described in the series concept. Management Analyst II's perform difficult assignments related to budgets, research and drafting legislation.

Management Analyst I: Under general supervision, Management Analyst I's perform all or part of the duties described in the series concept at the journey level. Management Analyst I's assist management in conducting fiscal, analytical or statistical studies by compiling, analyzing and reporting data.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS FOR ALL POSITIONS IN THIS SERIES:

- * In order to meet agency needs, specialized experience may be required and will be designated at the time of recruitment.
- * Appointment to any level in this series requires successful completion of a written examination.

MANAGEMENT ANALYST IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and four years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures, one year of which must have been in a supervisory capacity equivalent to a Management Analyst III in Nevada State service; OR an equivalent combination of education and experience on a year-for-year basis. (See *Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
 Detailed knowledge of: financial analysis, planning, research, program/policy development, and budget administration. Skill in: organizing, planning, implementing and overseeing multiple programs or areas of responsibility where little precedent exists in resolving complex problems; and all other knowledge, skills, and abilities required at the lower levels.

MANAGEMENT ANALYST IV	39	B	7.612
MANAGEMENT ANALYST III	37	B	7.624
MANAGEMENT ANALYST II	35	B	7.625
MANAGEMENT ANALYST I	33	B	7.637

Page 3 of 5

MINIMUM QUALIFICATIONS (cont'd)

MANAGEMENT ANALYST IV (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: the legislative process relating to budgeting; recognizing and assessing the impact of legislative actions; governmental accounting, auditing, and financial reporting; long range goals and objectives of the agency sufficient to develop appropriate and effective policy and procedures; and agency organizational structure and resources.

MANAGEMENT ANALYST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and three years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures; one year of which was equivalent to a Management Analyst II in Nevada State service; OR an equivalent combination of education and experience on a year-for-year basis. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: accepted practices and methods used in designing program reviews and audits. **Ability to:** read, interpret, and apply complex rules and regulations for various funding sources; read and interpret technical reports, governmental publications and federal directives; write comprehensive reports, recommendations and legislative proposals using correct English grammar, spelling, vocabulary and punctuation. **Skill in:** advanced level financial analysis, planning, preparation and administration; advanced mathematical and statistical computation; designing analytical research studies; identifying research needs and problems; coordinating and implementing diverse work plans; advanced research and analysis techniques; *and all other knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: legislative process relating to budgeting; supervisory techniques including disciplinary processes, employee evaluation, and the development of work performance standards. **Skill in:** designing, researching and interpreting study results; recommending courses of action based upon study outcomes and results; and motivating others and encouraging effective action.

MANAGEMENT ANALYST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and two years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures, one year of which was equivalent to a Management Analyst I in Nevada State service; OR an equivalent combination of education and experience on a year-for-year basis. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: financial statements and statistical methods required to analyze, project and present fiscal effects; governmental accounting, auditing, financial reporting and/or research/statistical methods; quantitative methods and techniques. **Ability to:** establish and maintain effective working relationships with co-workers, other agencies and the general public; organize materials, information and resources systematically way to optimize efficiency and minimize duplication of effort; independently organize, plan,

MANAGEMENT ANALYST IV
MANAGEMENT ANALYST III
MANAGEMENT ANALYST II
MANAGEMENT ANALYST I

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39	B	7.612
37	B	7.624
35	B	7.625
33	B	7.637

MINIMUM QUALIFICATIONS (cont'd)

MANAGEMENT ANALYST II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd):

implement and oversee multiple programs; negotiate and exchange ideas, information and opinions with others to formulate policies and programs, and reach consensus; define problems, identify trends, analyze issues, solve problems, and communicate solutions. **Skill in:** organizing, planning, implementing and overseeing multiple programs or areas of responsibility; *and all other knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: legislative proceedings and processes; State government agencies, resources and functions sufficient to locate and obtain needed information and/or resources. **Skill in:** financial analysis, planning, preparation and administration; developing computer generated reports; and organizing, developing and making oral presentations.

MANAGEMENT ANALYST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and one year of professional or paraprofessional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures, or administration of policies and procedures for a program or functional area; **OR** an equivalent combination of education and experience on a year-for-year basis. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: research and analysis techniques and methodologies; governmental accounting and budgeting; management and public administration concepts, principles and practices sufficient to assist in evaluating, developing and recommending effective administrative and/or operational policies and procedures for the work unit; and various computer software including word processing, spreadsheet and database applications. **Ability to:** communicate effectively both orally and in writing; compose business correspondence and reports; analyze information, problems or practices to identify relevant concerns, identify patterns, tendencies, and relationships, and formulate logical conclusions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
General knowledge of: techniques of statistical analysis including data collection, evaluation, analysis and manipulation. **Ability to:** analyze organizational and administrative programs, policies and procedures, prepare plans for revision, and make recommendations; perform statistical computations such as correlation studies, variance analysis, averages and trends; analyze user needs and develop appropriate solutions and requirements; produce clear, concise and valid operational manuals, reports and other presentation materials; operate a personal computer and related hardware and software.

MANAGEMENT ANALYST IV
 MANAGEMENT ANALYST III
 MANAGEMENT ANALYST II
 MANAGEMENT ANALYST I

39	B	7.61
37	B	7.62
35	B	7.62
33	B	7.63

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.612</u>	<u>7.624</u>	<u>7.625</u>	<u>7.637</u>
ESTABLISHED:	7/1/93P 11/6/92PC	7/1/63	7/1/63	6/7/65
REVISED:		4/1/70	12/15/69	12/15/69
REVISED:		9/28/78-3	5/22/78-3	9/28/78-3
REVISED:		7/1/93P	9/28/78-3	7/1/93P
		11/6/92PC		11/6/92PC
REVISED:			7/1/93P	
			11/6/92PC	
REVISED:	6/05/98UC	6/05/98UC	6/05/98UC	6/05/98UC

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User: S GHAN [BGHAN]

Position History**Position History - Incumbents**[Page Help](#)Action: [Download](#) | [Save](#) | [Forward](#)

Position								Incumbents						
Agcy	Org	Posn ID	Title	Grade	Status	Eff Date	Exp Date	Empl ID	Appt ID	Last Name	First Name	Eff Date	Exp Date	Yrs Mth Dys
810	4740	CC4029	07.624	37	ACTPM	07/01/1999		045741		FRIEND	MORGAN	10/22/2018		00 01 13
										VACANT		06/02/2018	10/21/2018	00 04 20
								036793		KING	SUSIE	10/31/2016	06/01/2018	01 07 02
										VACANT		09/06/2016	10/30/2016	00 01 25
								000250		CLARK	RENEE	10/17/2011	09/05/2016	04 10 20
								009378		BAILEY	SANDRA	04/11/2011	10/16/2011	00 06 06
										VACANT		11/01/2010	04/10/2011	00 05 10
								013844		BOWMAN	DEBBIE	07/06/2009	10/31/2010	01 03 26
										VACANT		04/02/2009	07/05/2009	00 03 04
								014585		BERRY	LARRY	11/07/2001	04/01/2009	07 04 25
								009665		ROBERTS	EDGAR	08/15/2001	11/06/2001	00 02 23
										VACANT		07/09/2001	08/14/2001	00 01 06
								008286		DELAPARRA-WHITSON	LYNNE	07/01/1999	07/08/2001	02 00 08

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User: S GHAN [BGHAN]

Position History

Position History - Details

Page Help

Position Information

Agency: 810	Organization: 4740	Position Number:	CC4029
Effective Date:	07/01/1999	Expiration Date:	
Short Description:	MANAGEMENT A	Long Description:	MANAGEMENT ANALYST 3

Position Attributes

Assignment Type: Permanent	Table Driven Determined by Pay: Employee	Position Status: ACTPM
Payroll Number: CNTL	Title / Sub-title: 07.624 / 0	Pay Class: E80H
	Salary Minumum: \$54,329.76	Salary Maximum: \$80,972.64

Organization Information

Labor Distribution Override Use Entered Accounting Option: Values

Distribution Profile:

Accounting Attributes

Fund: 201	Agency: 810	Organization / Sub: 0000 /
Appr Unit: 474001	Activity:	Function:
Object / Sub: 5100 /	Job:	Reporting Category:

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User: PATRICIA KREYMBORG [PKREYMB1]

Personnel Action History

Employee:	DELAPARRA-WHITSON, LYNNE
Employee ID:	008286
Continuous Service Date:	06/09/1980

Action: [Download](#) | [Save](#) | [Forward](#)

650	CC0320	3740			03/07/2009	TERM	044	RETIREMENT	07.216	41	10	T	1.000
650	CC0320	3740		0005	03/06/2009	CLERR		CORR CLER ER	07.216	41	10	B	1.000
650	CC0320	3740			03/06/2009	TERM	044	RETIREMENT	07.216	41	10	T	1.000
650	CC0320	3740		0005	07/01/2008	COLA	M09	MASS CHG-09	07.216	41	10	B	1.000
650	CC0320	3740		0005	07/01/2007	COLA	M08	MASS CHG-08	07.216	41	10	B	1.000
650	CC0320	3740		0005	01/05/2007	STCHG		STATUS CHG	07.216	41	10	B	1.000
650	CC0320	3740		0005	07/01/2006	COLA	M07	MASS CHG-07	07.216	41	10	K	1.000
650	CC0320	3740		0005	07/01/2006	COLA	M07	MASS CHG-07	07.217	39	10	K	1.000
650	CC0320	3740		0005	06/19/2006	OPCHG	MSS	MASS CHG	07.216	41	10	K	1.000
650	CC0320	3740		0005	06/19/2006	OPCHG	MSS	MASS CHG	07.217	39	10	K	1.000
650	CC0320	3740		0005	05/22/2006	RCLS2	021	EXIST TITLE	07.216	41	10	K	1.000
650	CC0320	3740		0005	01/05/2006	PRM2	092	INT PROM	07.217	39	10	K	1.000
650	CC0150	4713		0845	10/24/2005	AGCHG		AGYD CHG	07.624	37	10	B	1.000
650	CC0150	4713		0845	07/01/2005	MSI	MSI	AUTO MSI	07.624	37	10	B	1.000
650	CC0150	4713		0845	07/01/2005	COLA	M06	MASS CHG-06	07.624	37	09	B	1.000
650	CC0150	4713		0845	07/01/2004	COLA	MSS	MASS CHG	07.624	37	09	B	1.000
650	N/A	4713		0845	11/12/2002	RSADJ	110	SUPERVISION	07.624	37	09	B	1.000
650	N/A	4713		0845	07/01/2002	COLA	MSS	MASS CHG	07.624	37	09	B	1.000
650	N/A	4713		0845	02/26/2002	SADJ	110	SUPERVISION	07.624	37	09	B	1.000
650	N/A	4713		0845	07/09/2001	ORCH		ORG CHANGE	07.624	37	09	B	1.000
810	N/A	4740		CC4029	07/01/2001	MSI	MSI	AUTO MSI	07.624	37	09	B	1.000
810	N/A	4740		CC4029	01/01/2000	STEP	STP	HALF STP ADJ	07.624	37	08	B	1.000
810	N/A	4740		CC4029	12/02/1999	PROG2	017	AUTOMATIC	07.624	37	15	B	1.000
810	N/A	4740		CC4029	07/01/1999	ORCH		ORG CHANGE	07.625	35	15	B	1.000
810	N/A	4718		0075	03/06/1999	CONV		CONVERSION	07.625	35	15	B	1.000
810	N/A	4718		0075	12/08/1998	MISC		MISC	07.625	35	15	B	1.000
810	N/A	4718		0075	07/01/1998	COLA			07.625	35	15	B	1.000
810	N/A	4718		0075	10/17/1997	PROMO			07.625	35	15	B	1.000
810	N/A	4718		0075	10/17/1997	RCLS	021	EXIST TITLE	07.625	35	15	B	1.000
810	N/A	4718		0075	07/01/1997	COLA			11.438	34	15	B	1.000
810	N/A	4718		0075	07/01/1996	COLA			11.438	34	15	B	1.000
810	N/A	4718		0075	03/13/1996	MMSI		MANUAL MSI	11.438	34	15	B	1.000
810	N/A	4718		0075	07/08/1995	COLA			11.438	34	13	B	1.000
810	N/A	4718		0075	07/01/1995	COLA			11.438	34	13	B	1.000
810	N/A	4718		0075	03/13/1995	ENCH		NAME/ADDR CHG	11.438	34	13	B	1.000
810	N/A	4718		0075	03/13/1995	MMSI		MANUAL MSI	11.438	34	13	B	1.000
810	N/A	4718		0075	03/13/1994	MMSI		MANUAL MSI	11.438	34	11	B	1.000
810	N/A	4718		0075	11/02/1993	ENCH		NAME/ADDR CHG	11.438	34	09	B	1.000
810	N/A	4718		0075	07/10/1993	COLA			11.438	34	09	B	1.000
810	N/A	4718		0075	03/13/1993	MMSI		MANUAL MSI	11.438	34	09	B	1.000

810	N/A	4718		0075	01/08/1993	087			11.438	34	07	B	1.000
810	N/A	4718		0075	01/08/1993	MISC		MISC	11.438	34	07	B	1.000
810	N/A	4718		0075	06/10/1992	RCLS	020	REALLOCATION	11.438	34	07	B	1.000
810	N/A	4718		0075	03/13/1992	MMSI		MANUAL MSI	11.438	31	09	B	1.000
810	N/A	4718		0075	12/11/1991	MISC		MISC	11.438	31	07	B	1.000
810	N/A	4718		0075	10/01/1991	COLA			11.438	31	07	B	1.000
810	N/A	4718		0075	09/03/1991	MISC		MISC	11.438	31	07	B	1.000
810	N/A	4718		0075	09/03/1991	ENCH		NAME/ADDR CHG	11.438	31	07	B	1.000
810	N/A	4718		0075	07/13/1991	COLA			11.438	31	07	B	1.000
810	N/A	4718		0075	03/13/1991	MMSI		MANUAL MSI	11.438	31	07	B	1.000
810	N/A	4718		0075	07/16/1990	ENCH		NAME/ADDR CHG	11.438	31	05	B	1.000
810	N/A	4718		0075	07/16/1990	MISC		MISC	11.438	31	05	B	1.000
810	N/A	4718		0075	07/01/1990	COLA			11.438	31	05	B	1.000
810	N/A	4718		0075	03/13/1990	MISC		MISC	11.438	31	05	B	1.000
810	N/A	4718		0075	03/13/1990	MMSI		MANUAL MSI	11.438	31	05	B	1.000
810	N/A	4718		0075	07/01/1989	COLA			11.438	31	03	K	1.000
810	N/A	4718		0075	03/13/1989	MISC		MISC	11.438	31	03	B	1.000
810	N/A	4718		0075	03/13/1989	ENCH		NAME/ADDR CHG	11.438	31	03	B	1.000
810	N/A	4718		0075	03/13/1989	PROMO	093	RANK LIST	11.438	31	03	B	1.000
810	N/A	4718		0075	03/13/1989	PROMO			11.438	31	03	B	1.000
810	N/A	4718		0041	07/01/1988	MMSI		MANUAL MSI	02.209	23	15	B	1.000
810	N/A	4718		0041	07/01/1987	COLA			02.209	23	13		
810	N/A	4718		0041	07/01/1987	MMSI		MANUAL MSI	02.209	23	13		
810	N/A	4718		0041	06/01/1987	TRIN	093	RANK LIST	02.209	23	11		
810	N/A	4718		0041	06/01/1987	TRIN		TRNS IN PROB	02.209	23	11		
810	N/A	4711		0004	05/31/1987	TROT		TRANSFER OUT	11.432	23	11	T	1.000
810	N/A	4711		0004	07/01/1986	MMSI		MANUAL MSI	11.432	23	11	X	1.000
810	N/A	4711		0004	07/01/1986	COLA			11.432	23	09	X	1.000
810	N/A	4711		0004	07/01/1985	MMSI		MANUAL MSI	11.432	23	09	X	1.000
810	N/A	4711		0004	07/01/1985	COLA			11.432	23	07	X	1.000
810	N/A	4711		0004	07/01/1984	COLA			11.432	23	05	X	1.000
810	N/A	4711		0004	07/01/1984	MISC		MISC	11.432	23	07	X	1.000
810	N/A	4711		0004	07/01/1984	MMSI		MANUAL MSI	11.432	23	07	X	1.000
810	N/A	4711		0004	07/01/1983	MISC		MISC	11.432	23	05	X	1.000
810	N/A	4711		0004	07/01/1983	RCLS	021	EXIST TITLE	11.432	23	05	X	1.000
810	N/A	4711		0004	06/22/1983	MMSI		MANUAL MSI	02.214	20	07		
810	N/A	4711		0004	06/22/1982	MMSI		MANUAL MSI	02.214	20	05		
810	N/A	4711		0004	01/01/1982	COLA			02.214	20	03		
810	N/A	4711		0004	08/25/1981	MISC		MISC	02.214	20	03		
810	N/A	4711		0004	06/22/1981	MMSI		MANUAL MSI	02.204	20	03		
810	N/A	4711		0004	01/01/1981	COLA			02.204	20	01		
810	N/A	4711		0004	06/09/1980	NEWH		NEW HIRE CLS	02.204	20	01		

PrimaryKeyID	Study	Type of Study	Canceled Incumbent	Last name, First name	# of Positions	Department	Division	Budget	Acct	# Position Control	# Present Title	Present Class Code	Grade	Proposed
7635	35 Auditor II	11/4/2002	14/2002	ES	P	19	-1 Auditor II	Approved Class Title	7635	34	11/13/2002			
11422	31 Tax Administrator I	7244	35	621/2006	21/2006	PS	T	19	4 Tax Administrator I	7244	35	9/12/2006		
7649	31 Program Officer III	7643	35	610/1997	10/1997	WV		CANCELLED						
11438	34 Management Analyst II	7625	35	11/4/1997	4/1997			1 Management Analyst II	7625	35	11/4/1997			
7637	33 Management Analyst III	7624	37	7/19/1996	19/1996			Management Analyst III	7624	37	7/23/1996			
11431	25 Assistant Chief Vehicle E	11278	42	12/18/1997	18/1998			17 Assistant Chief Vehicle Enforcement	11278	42	12/18/1997			
7757	33 Grants & Projects Analyst	7755	35	2/18/1998	18/1998	PL	D	19	2 Grants & Projects Analyst II	7755	35	3/12/1998		
7931	33 Computer Network Tech	7927	37	12/4/2001	4/2002	WV	D	19	2 Computer Network Technician II	7928	35	18/2002		
11453	33 Computer Network Tech	7931	33	11/19/1999	19/1999	WV	T	19	2 Computer Network Technician I	7931	33	11/23/1999		
7924	37 ISS III	7913	39	6/14/2005	14/2005	DC	D	19	2 Information Systems Specialist III	7913	39	7/1/2005		
11555	30 Supply Compliance Enfor	11293	38	10/14/2002	14/2002	PL	D	19	0 Information Systems Specialist II	7924	37	11/18/2002		
11421	33 DMV Field Services Ma	11420	39	12/7/1999	7/2000	WV	T	19	8 Supply Compliance Enforcement Invesh	11293	38	12/18/1997		
11265	39 Capitol Police Sergeant	11266	35	3/27/2003	27/2003	BG	P	19	6 DMV Field Services Manager	11420	39	12/27/1999		
11266	35 Capitol Police Chief	11265	39	2/14/2003	14/2003	VK	P	19	0 Compliance Enforcement Investigator I	11295	36	7/30/2003		
2210	29 Management Analyst II	7625	35	1/12/2007	12/2007	RB	D	19	4 Capitol Police Sergeant	11266	35	4/28/2003		
2210	29 Management Analyst I	7637	33	10/19/2001	19/2001	VK	D	19	4 Chief, Capitol Police	11265	39	4/28/2003		
7643	35 TBD			12/6/2000	6/2001	BG	D	19	2 Fiscal Business Prof Trncee	7776	31	6/27/2007		
2218	27 Program Officer I	7649	31	3/16/2000	16/2000	BG	D	19	0 NO CHANGE Adm Asst IV	2210	29	4/16/2002		
7647	33 Tax Administrator II	7238	37	7/17/1998	17/1998	WV	D	19	0 NO CHANGE/PO III	7643	35	11/6/2002		
7753	37 Adm Service Officer II	7217	39	1/31/2005	1/3/2005	RF	D	19	2 Program Assistant IV	2217	29	5/10/2000		
11422	31 Processing Services Man	35	9/1/1999	1/1/1999	WV		T	19	2 Program Officer III	7643	35	8/17/1998		
36	Computer Network Spe	7919	36	7/11/1999	11/1999	WV	T	19	0 No Change Grants & Proj Analyst Sup	7753	37	4/4/2005		
7906	42 Data Processing Manage	7903	44	11/2/1998	12/1998	WV	D	19	0 Program Officer III	7643	35	9/15/1999		
7906	42 Data Processing Manage	7903	44	11/2/1998	12/1998	WV	D	19	0 Computer Network Specialist I	7919	36	7/27/1999		
7906	42 Data Processing Manage	7903	44	11/2/1998	12/1998	WV	D	19	0 NO CHANGE			5/17/1999		

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State of Nevada

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User: S GHAN (BGHAN)

Position History

Position History - Incumbents

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Position								Incumbents						
Agcy	Org	Posn ID	Title	Grade	Status	Eff Date	Exp Date	Empl ID	Appt ID	Last Name	First Name	Eff Date	Exp Date	Yrs Mth Dys
810	4742	CC4024	07.624	37	ACTPM	07/01/2001		025618		IMFELD	THEODORE	06/05/2017		01 05 29
										VACANT		04/29/2017	06/04/2017	00 01 06
								046956		VEZINA	BRIAN	07/04/2016	04/28/2017	00 09 25
										VACANT		05/09/2016	07/03/2016	00 01 26
								041717		MCCOOL	ANDREAS	09/15/2014	05/08/2016	01 07 24
										VACANT		08/16/2014	09/14/2014	00 00 30
								036883		MAJESKE	PENELOPE	11/10/2009	08/15/2014	04 09 06
										VACANT		08/03/2009	11/09/2009	00 03 07
								004103		BALTISBERGER	TERI	01/08/2007	08/02/2009	02 06 26
										VACANT		01/01/2007	01/07/2007	00 00 07
								007279		MUNOZ	CYNDIE	07/01/2001	12/31/2006	05 05 31
810	4742	CC4024	07.624	37	ACTPM	07/01/1999	06/30/2001	007279		MUNOZ	CYNDIE	07/01/1999	06/30/2001	01 11 30

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State of Nevada

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User: S GHAN [BGHAN]

Position History

Position History - Details

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Position Information

Agency:	810	Organization:	4742	Position Number:	CC4024
Effective Date:	07/01/1999	Expiration Date:	06/30/2001		
Short Description:	MANAGEMENT A	Long Description:	MANAGEMENT ANALYST 3		

Position Attributes

Assignment Type:	Permanent	Table Driven Pay:	Determined by Employee	Position Status:	ACTPM
Payroll Number:	CNTL	Title / Sub-title:	07.624 / 0	Pay Class:	E80H

Organization Information

Labor Distribution Override Use Entered Accounting
Option: Values

Distribution Profile:

Accounting Attributes

Fund:	201	Agency:	810	Organization / Sub:	0000 /
Appr Unit:	474201	Activity:		Function:	
Object / Sub:	5100 /	Job:		Reporting Category:	

HR Data Warehouse

State of Nevada

Warehouse current as of January 24, 2019 11:30 PM

Personnel Action History

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User: PATRICIA KREYMBORG [PKREYMB1]

Employee:	MUNOZ, CYNDIE K
Employee ID:	007279
Continuous Service Date:	09/26/1994

[Action: Download](#) | [Save](#) | [Forward](#)

810	CC0150	4744		0001	12/10/2018	CHGAP	006	UNCLASSIFIED	U4602			X	1.000
810	CC0150	4744		0002	08/27/2018	CHGAP	006	UNCLASSIFIED	U4110			X	1.000
810	CC0150	4745		0001	07/01/2018	COLA	M19	MASS CHG-19	U9115	55		X	1.000
810	CC0150	4745		0001	07/01/2018	COLA	M19	MASS CHG-19	U9115	55		X	1.000
810	CC0150	4745		0001	07/01/2018	COLA	M19	MASS CHG-19	U9115	55		X	1.000
810	CC0150	4745		0001	07/01/2017	COLA	M18	MASS CHG-18	U9115	55		X	1.000
810	CC0150	4745		0001	07/01/2017	COLA	M18	MASS CHG-18	U9115	55		X	1.000
810	CC0150	4745		0001	07/01/2016	COLA	M17	MASS CHG-17	U9115	55		X	1.000
810	CC0150	4745		0001	07/01/2016	COLA	M17	MASS CHG-17	U9115	55		X	1.000
810	CC0150	4745		0001	03/07/2016	CHGAP	006	UNCLASSIFIED	U9115	55		X	1.000
810	CC0150	4745		CC4011	07/01/2015	COLA	M16	MASS CHG-16	07.216	41	10	B	1.000
810	CC0150	4745		CC4011	09/02/2014	MSI	MSI	AUTO MSI	07.216	41	10	B	1.000
810	CC0150	4745		CC4011	09/02/2014	MSI	MSI	AUTO MSI	07.216	41	10	K	1.000
810	CC0150	4745		CC4011	09/02/2013	PRM2	093	RANK LIST	07.216	41	09	K	1.000
810	CC0150	4745		CC4023	07/01/2013	LPR	M14	MASS CHG-14	07.620	38	10	B	1.000
810	CC0150	4745		CC4023	07/01/2011	LMPR	M12	MASS CHG-12	07.620	38	10	B	1.000
810	CC0150	4745		CC4023	01/11/2011	STCHG		STATUS CHG	07.620	38	10	B	1.000
810	CC0150	4745		CC4023	01/11/2010	PRM1	093	RANK LIST	07.620	38	10	K	1.000
810	CC0150	4745		0004	09/10/2009	RSADJ	118	WRK OUT CLS	07.624	37	10	B	1.000
810	CC0150	4745		0004	07/13/2009	SADJ	118	WRK OUT CLS	07.624	37	10	B	1.000
810	CC0150	4745		0004	06/30/2009	SADJ	118	WRK OUT CLS	07.624	37	10	B	1.000
810	CC0150	4745		0004	07/01/2008	COLA	M09	MASS CHG-09	07.624	37	10	B	1.000
810	CC0150	4745		0004	03/03/2008	AGCHG		AGYD CHG	07.624	37	10	B	1.000
810	CC0150	4745		0004	07/11/2007	MSI	MSI	AUTO MSI	07.624	37	10	B	1.000
810	CC0150	4745		0004	07/01/2007	COLA	M08	MASS CHG-08	07.624	37	09	B	1.000
810	CC0150	4745		0004	01/01/2007	ORCH	018	LATERAL	07.624	37	09	B	1.000
810	CC0150	4745		0004	01/01/2007	CHGAP	018	LATERAL	07.624	37	09	B	1.000
810	CC0150	4742		CC4024	07/11/2006	MSI	MSI	AUTO MSI	07.624	37	09	B	1.000
810	CC0150	4742		CC4024	07/01/2006	COLA	M07	MASS CHG-07	07.624	37	08	B	1.000
810	CC0150	4742		CC4024	06/19/2006	OPCHG	MSS	MASS CHG	07.624	37	08	B	1.000
810	CC0150	4742		CC4024	07/11/2005	MSI	MSI	AUTO MSI	07.624	37	08	B	1.000
810	CC0150	4742		CC4024	07/01/2005	COLA	M06	MASS CHG-06	07.624	37	07	B	1.000
810	CC0150	4742		CC4024	07/11/2004	MSI	MSI	AUTO MSI	07.624	37	07	B	1.000
810	CC0150	4742		CC4024	07/01/2004	COLA	MSS	MASS CHG	07.624	37	06	B	1.000
810	CC0150	4742		CC4024	07/11/2003	MSI	MSI	AUTO MSI	07.624	37	06	B	1.000
810	CC0150	4742		CC4024	06/16/2003	AGCHG		AGYD CHG	07.624	37	05	B	1.000
810	N/A	4742		CC4024	07/11/2002	MSI	MSI	AUTO MSI	07.624	37	05	B	1.000
810	N/A	4742		CC4024	07/01/2002	COLA	MSS	MASS CHG	07.624	37	04	B	1.000
810	N/A	4742		CC4024	07/11/2001	PROG2	017	AUTOMATIC	07.624	37	04	B	1.000
810	N/A	4742		CC4024	03/29/2001	MSI	MSI	AUTO MSI	07.625	35	04	B	1.000
810	N/A	4742		CC4024	09/18/2000	MISC		MISC	07.625	35	03	B	1.000
810	N/A	4742		CC4024	09/18/2000	MISC		MISC	07.625	35	03	B	1.000

810	N/A	4742		CC4024	03/29/2000	MMSI		MANUAL MSI	07.625	35	03	B	1.000
810	N/A	4742		CC4024	01/01/2000	STEP	STP	HALF STP ADJ	07.625	35	02	B	1.000
810	N/A	4742		CC4024	07/01/1999	ORCH		ORG CHANGE	07.625	35	03	B	1.000
810	N/A	4739		0020	03/29/1999	PROG2	017	AUTOMATIC	07.625	35	03	B	1.000
810	N/A	4739		0020	03/23/1999	MSI	MSI	AUTO MSI	07.637	33	03	K	1.000
810	N/A	4739		0020	03/06/1999	CONV		CONVERSION	07.637	33	01	K	1.000
810	N/A	4739		0020	12/07/1998	MISC		MISC	07.637	33	01	K	1.000
810	N/A	4739		0020	07/01/1998	COLA			07.637	33	01	K	1.000
810	N/A	4739		0020	04/07/1998	MISC		MISC	07.637	33	01	K	1.000
810	N/A	4739		0020	03/23/1998	MISC		MISC	07.637	33	01	K	1.000
810	N/A	4739		0020	03/23/1998	MISC		MISC	07.637	33	01	K	1.000
810	N/A	4739		0020	03/23/1998	PROMO	093	RANK LIST	07.637	33	01	K	1.000
810	N/A	4739		0020	03/23/1998	PROMO			07.637	33	01	K	1.000
810	N/A	4739		0020	03/23/1998	TRIN		TRNS IN PROB	07.637	33	01	K	1.000
810	N/A	4715		0030	03/22/1998	TROT		TRANSFER OUT	02.218	27	05	T	1.000
810	N/A	4715		0030	09/26/1997	RCLS	021	EXIST TITLE	02.218	27	05	B	1.000
810	N/A	4715		0030	09/26/1997	PROMO			02.218	27	05	B	1.000
810	N/A	4715		0030	09/26/1997	MMSI		MANUAL MSI	02.218	27	05	B	1.000
810	N/A	4715		0030	07/01/1997	COLA			02.206	25	03	B	1.000
810	N/A	4715		0030	01/22/1997	ENCH		NAME/ADDR CHG	02.206	25	03	B	1.000
810	N/A	4715		0030	12/21/1996	ENCH		NAME/ADDR CHG	02.206	25	03	B	1.000
810	N/A	4715		0030	09/26/1996	MMSI		MANUAL MSI	02.206	25	03	B	1.000
810	N/A	4715		0030	07/01/1996	COLA			02.206	25	01	B	1.000
810	N/A	4715		0030	05/20/1996	MISC		MISC	02.206	25	01	B	1.000
810	N/A	4715		0030	01/22/1996	TRINX	019	COMPARABLE	02.206	25	01	B	1.000
810	N/A	4715		0030	01/22/1996	TRIN		TRNS IN PROB	02.206	25	01	B	1.000
810	N/A	3659		0018	01/19/1996	TROT		TRANSFER OUT	02.303	25	01	T	1.000
810	N/A	3659		0018	10/09/1995	TRIN		TRNS IN PROB	02.303	25	01	B	1.000
810	N/A	3659		0018	10/09/1995		092	INT PROM	02.303	25	01	B	1.000
810	N/A	4731		0011	10/06/1995	TROT		TRANSFER OUT	02.143	25	01	T	1.000
810	N/A	4731		0011	09/26/1995	PROG	017	AUTOMATIC	02.143	25	01	B	1.000
810	N/A	4731		0011	09/26/1995	PROMO			02.143	25	01	B	1.000
810	N/A	4731		0011	07/08/1995	COLA			02.144	23	01	B	1.000
810	N/A	4731		0011	07/01/1995	COLA			02.144	23	01	B	1.000
810	N/A	4731		0011	03/26/1995	MISC		MISC	02.144	23	01	B	1.000
810	N/A	4731		0011	03/26/1995	PROG	017	AUTOMATIC	02.144	23	01	B	1.000
810	N/A	4731		0011	03/26/1995	PROMO			02.144	23	01	B	1.000
810	N/A	4731		0011	12/10/1994	ENCH		NAME/ADDR CHG	02.145	21	01	A	1.000
810	N/A	4731		0011	09/26/1994	NEWH	015	UNRANK LIST	02.145	21	01	A	1.000
810	N/A	4731		0011	09/26/1994	NEWH		NEW HIRE CLS	02.145	21	01	A	1.000

STATE OF NEVADA - POSITION QUESTIONNAIRE

☐ New Position
☐ Existing Position
JAN 15 1998
 NEVADA DEPT OF PERSONNEL
 CARSON CITY, NEVADA

AGENCY ID NO: 4739 DEPARTMENT: DMV/PS DIVISION: Genesis
 POSITION CONTROL NO: 0020 EMPLOYEE NAME: Vacant
 CURRENT CLASS TITLE: Assistant Chief, Vehicle Enforcement CLASS CODE: 11.278 GRADE: 42
(If existing position)
 REQUESTED CLASS TITLE CLASS CODE GRADE
 GEOGRAPHIC LOCATION OF POSITION: Carson City EMPLOYEE PHONE NO

APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the information on page 1, and the statements provided in this NPD-19 are correct and complete. Changed responsibilities were/will be effected on

Bruce Brown

12-17-97

Signature of Appointing Authority or Designated Representative

Date

Signature of Employee

Date

FOR COMPLETION BY BUDGET DIVISION ONLY

(Required for new positions and when NAC 284.126, subsection 3 applies.)

- ☐ Approved Effective Date *(If change is approved by State Personnel)*
☐ Disapproved

Signature

Date

FOR COMPLETION BY STATE PERSONNEL AND BUDGET DIVISION

Agency ID.....

Position.....

Effective Date 1/1/98 Expire Date..... Type.....

Action.....

Part-time (Percent).....

Class Code 7625

Title Managt Analyst II Grade 35

Class Option.....

Division Code M10

APPROVED IFC 1-14-98
 IFC/Legislative Approval Required? ☐ No ☒ Yes

Date Received

INSTRUCTIONS TO APPOINTING AUTHORITY

- ☐ Use the NPD-3 procedure.
☒ Submit Personnel Action form and refer to NAC 284.34, subsection 1.0.2.
 Incumbent meets MQ's: ☐ Yes ☐ No
☐ Other.....

Study No. 010-2-98

Analyst..... Date.....

Approved H.V. Date 1/16/98

1. What is prompting this request? If this is an existing position, state the significant changes in duties and responsibilities which have been made in the position since it was established or last reviewed by State Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.

This request is prompted by the Department's need to properly classify the positions assigned to the newly created Budget Account 4739, for Project Genesis. Project Genesis is a total business process re-engineering effort by the Registration and Drivers License divisions of the Department of Motor Vehicles and Public Safety. Phase I of Project Genesis, from November 1, 1996 through August 31, 1997, involved seven core team members from these divisions who were assigned to the project full-time to determine the functional requirements, organizational restructuring and training plans. The project is now entering Phase II, the implementation phase. The positions of the Phase I core team were moved to a specific project budget account (4739) by the 1997 Legislature to afford accountability for the department's staff resources for this project. These positions need to be reclassified to reflect the knowledge, skills, and abilities needed for the core team members for Phase II and to provide a method to properly evaluate the core team members' performance.

In the past system and operational changes have not been handled in an orderly fashion, taking into account all system development, user testing and training, employee and stakeholder communications and change management activities required to successfully implement change in the department. Therefore, we have envisioned the establishment of a new unit which would be responsible for identifying, analyzing and initiating changes, both from a systems as well as an operational perspective to ensure continuous improvement in the department. The position dedicated to this long-term project (3-6 years) would become part of that permanent unit.

2. What positions(s), if any performed these new or additional duties? List class title and position control number of position(s).

The job contains new task assignments for the core team member. The position of Assistant Chief, Drivers License, PCN 0005, should be reclassified for this new core team role.

3. Briefly describe the major purpose of this job.

The major purpose of this job is to develop performance measures and establish a baseline by designing and implementing data collection methods, analyzing data and variances, participate in goal development for the department, train employees and managers

on performance measures and their use, and work with the system analysts and programmers to design data collection into the new computer system.

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

Director, DMV/PS

Deputy Director, Motor Vehicles

Assistant Chief, Project Genesis (Project Manager)

Newly expanded position on core team for change management and continuous improvement

new position

5. List the duties performed in the job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add up to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk next to each duty that is new.

<u>Duty No.</u>	<u>Duty</u>	<u>Frequency</u>	<u>%</u>
1	Design and implement data collection methods and modify methods as needed	As needed	10%
2	Analyze data collect for accuracy, applicability and variances	M	15%
3	Use analysis to draw conclusions and establish baselines	As needed	15%
4	Oversee tracking of data after baselines established	M	10%
5	Participate in development and translation of goals for all levels of the department	As needed	10%
6	Train DMV managers and employees on understanding measures and performing results reviews	As needed	10%
7	Train DMV managers and employees to develop action plans to deal with variances detected	M	15%
8	Coordinate with analysts and	As needed	10%

programmers to design data collection
for performance measures and management
reporting into computer system

9 Assist computer system analysts and As needed 5%
programmers

6. What duties are performed that require the incumbent to make choices, determinations or judgments? Please give examples.

Duties 1, 2 and 3 requires the incumbent to make determinations about the meaning of the data collected and the methodology for data collection. Duty 7 requires this position to make choices about data collections or recommendations for operational changes based on data collected. Duty 8 necessitates decisions concerning the computer system and its function in data collection for measurement reporting.

7a List the class titles and position control numbers of all employees that work under the supervision of this position.

Not applicable.

7b. Describe the extent of supervisory responsibility exercised over these employees.

Not applicable.

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

Not applicable.

9. List equipment which is used that requires specialized training.

Personal computer with Windows, Word Perfect and Quattro Pro.

10a. List the name, title and position control number of the position's supervisor.

Newly expanded position on the core team responsible for change management and continuous improvement, PCN 0025.

10b. Describe the type and extent of supervision received.

Under general supervision this position will carry out the specialized technical duties required. The project manager will review and approve proposed work plans and completed work.

11. What statutes, laws, rules, procedures or guidelines are used in

performing assignments?

Not applicable.

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

The incumbent will work with DMV data processing staff, DoIT staff and our project consultants and vendors to carry out the assigned tasks. The incumbent will also work members of department management and staff on developing measures and reports as well as determining action plans based on reports.

13. Describe any unusual physical demands or working conditions required in the job, i.e., requires frequent lifting, moving of office furniture, frequent exposure to hazardous materials, etc.

Not applicable.

14. Provide any additional information about the job which you consider to be important to the classification, but which have not been previously mentioned.

DIVISION OF HUMAN RESOURCE MANAGEMENT AGENCY APPENDICES

PERSONNEL ACTION/REASON CODES (PACT/PART)

The following codes are used to define the action and the reason used when processing an Employment Status Maintenance Transaction (ESMT-A) on an employee in the ADVANTAGE-HR System.

Personnel Action Code/ Reason Code ¹	Description	When Used
ACCEL	Accelerated Rate	This code is used when an employee has been approved for an accelerated rate and has an employment record established in ADVANTAGE-HR. New appointments that are approved for an accelerated rate should have this documented in the personnel action/ reason section of the ESMT-A. The accelerated salary must be approved on an NPD-4 <i>Request to Accelerate Salary</i> form. <u>Please note:</u> Any request for an adjustment of steps must be preapproved by DHRM prior to making a firm job offer.
AGCHG	AGYD Window Change	This code is used to change any Agency Specific Data (AGYD). For example, Pay Location, Phone Numbers, Work Cycle or Check Distribution. Code is not to be used when make a change to EMPD or EMRA.
AMIL	Active Military Leave	This code is used to place an employee on extended military leave due to emergency circumstances, e.g., war. This code is not used for the 15 or 39 day per year allotment.
ANEWH/014	Agency Entered New Hire – Application to Agency	This code is used to enter a new employee into the ADVANTAGE-HR system hired through the Application to Agency process. Employee will serve a probationary period.
ANEWH/015	Agency Entered New Hire - Unranked List	This code is used to enter a new employee into the ADVANTAGE-HR system hired from a certified unranked list. Employee will serve a probationary period.
ANEWH/016	Agency Entered New Hire - 700 Hour Appointment	This code is used to enter a new employee into the ADVANTAGE-HR system hired from the 700-hour candidate section of a certified hiring list. Employee will serve a probationary period. The employment status is "7".
ANEWH/076	Agency Entered New Hire - University	This code is used to enter a new employee into the ADVANTAGE-HR system transferring from University employment to classified employment. Employee will serve a probationary period.

DIVISION OF HUMAN RESOURCE MANAGEMENT

AGENCY APPENDICES

Personnel Action Code/ Reason Code ¹	Description	When Used
PRM2X/090	Promotion of Two or More Grades, Reappointment	This code is used to reappoint an employee to a title he formerly held that is two or more pay grades higher than his current grade. This appointment <u>may</u> require a new trial period NAC 284.444 Sec. 5(a) , and receives a new pay progression date.
PROG1/017	Automatic Progression of One Grade	This code is used to automatically progress an employee one grade higher than his current grade to the next level in the series. A new probationary period is not required. Pay Progression Date remains the same.
PROG2/017	Automatic Progression of Two or More Grades	This code is used to automatically progress an employee two or more grades higher than his current grade to the next level in the series. A new probationary period is not required. A new Pay Progression Date is required.
RCLS/021	Reclassification to Existing Classification Title Change Only	This code is used to change the employee's title when his position has been reclassified to an existing title allocated at the same grade level. The employee's status and Pay Progression Date remains the same.
RCLS/027	Reclassification to New Classification, Title Change Only	This code is used to change the employee's title when his position has been reclassified to a new title allocated at the same grade level. The employee's status and Pay Progression Date remains the same.
RCLS/035	Temporary Reclassification, Title Change Only	This code is used to change the employee's title when his position has been temporarily reclassified to a title allocated at the same grade level. Temporary reclassifications are valid for 1 year. The employee's status and Pay Progression Date remains the same.
RCLS/036	Reclassification due to Occupational Group Study, Title Change Only	This code is used to change the employee's title when his position has been reclassified as the result of Occupational Group Study to a title allocated at the same grade level. The employee's status and Pay Progression Date remains the same.
RCLS/037	Reclassification Retained Rate Authorized	This code is used when an employee is reclassified downward and meets the conditions of NAC 284.290. The employee retains his salary with increases in pay for two years from the effective date of the downward reclassification. The Pay Parameters section of the ESMT-A must be completed to ensure the employee is paid correctly. The Pay Progression Date remains the same.
RCLS1/020	Reclassification, One Grade, Reallocation of Title	This code is used to promote an employee when the grade of his title has been reallocated up one grade above his current grade. The employee's status and Pay Progression Date remains the same.
RCLS1/021	Reclassification, One Grade, to Existing Title	This code is used to promote an employee when his position has been reclassified to an existing title that is one grade higher than his current grade. The employee's status and Pay Progression Date remains the same.

Position Authorization

Fiscal Year: 19 Agency: 810 Organization: 4740

	Position Number	Authorized Incumbents	Authorized FTE	Filled Incumbents	Filled FTE	Vacant Incumbents	Vacant FTE	Diversity Authorization	Comments
1	CC4055	1	1.00	1	1.0000	0	0.0000	N	TSF FR 4718-0075 BY 1999 LEG
2	CC5392	1	1.00	1	1.0000	0	0.0000	N	BUD, RECLASS FRM SUPV 1, EFF 7/21/11, STUDY #049-12
3	CC5405	1	1.00	1	1.0000	0	0.0000	N	TSF FR 4735 2003 LEG
4	CC5551	1	1.00	1	1.0000	0	0.0000	N	TSF FR 4735 2003 LEG
5	CC5553	1	1.00	1	1.0000	0	0.0000	N	TSF FR 4741 BY 2003 LEG
6	CC5553	1	1.00	1	1.0000	0	0.0000	N	TSF FR 4741 BY 2003 LEG

ESMT	048 235	181126050524	300	ACPT	U	YYYY	11 26 18
ESMT	048 456	181126050200	810	ACPT	U	YYYY	11 26 18
ESMT	048 606	181126050402	407	DELTD	U	YYAA	11 26 18
ESMT	049 432	181129050953	082	ACPT	U	YYYY	11 29 18

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More Data

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3:01 PM 12/03/18



Position Status Maintenance

Agency: Organization: Position Number:

Effective Date: Expiration Date:

Short Description: Long Description:

Position Attributes | **Organization Information**

Assignment Type: ☒ Permanent ☐ Temporary

Table Driven Pay: ☐ Use Table ☐ Do Not Use Table ☒ Determine by Employee

Position Status: Budget Prep: Civil Service Status:

Time Class: Union Local: Pay Class:

Payroll Number: Title / Subtitle:

Override Profile and Pay

FLSA Status: ☐ Exempt ☐ Non-exempt ☒ Not Required

FLSA Profile: Grade: Leave Policy: Salary Minimum:

Pay Policy: Deduction Policy: Salary Maximum:



Position Authorization

Excel Year: 19 Agency: 810 Organization: 4742

	Position Number	Authorized Incumbents	Authorized FTE	Filled Incumbents	Filled FTE	Vacant Incumbents	Vacant FTE	Overall Authorization	Comments
1	1000000	1	1.00	1	1.0000	0	0.0000	N	
2	CC4074	1	1.00	1	1.0000	0	0.0000	N	2001 LEG APPROVED POSITION STUDY 263-2-01
3	CC4075	1	1.00	1	1.0000	0	0.0000	N	2001 LEG APPROVED POSITION 262-2-01
4	CC4076	1	1.00	1	1.0000	0	0.0000	N	2001 LEG APPROVED POSITION 264-2-01
5	CC4117	1	1.00	1	1.0000	0	0.0000	N	2015 LEG Approved EFF 10/1/15 Study #210-16
6	CC7089	1	1.00	1	1.0000	0	0.0000	N	BUD RECLASS EFF 7/11/14, STUDY #046-15

Override Profile and Pay

ELSA Status: ☐ Exempt ☐ Non-exempt ☒ Not Required

FLSA Profile:

Grade:

Leave Policy:

Salary Minimum:

Pay Policy:

Deduction Policy:

Salary Maximum:

Navigator: Min Close BUSI NEMP ESMT AGYD PENS TAX EMPD EMRA ATTR ADDR EMER SR1 EREV ENCH ESSC ORTE QESD QORV QOR4 PAMT PSMT QPSR QLSL DUT2

ADVANTAGE Desktop - HDHR

File Edit Display Process Window Help

Position Status Maintenance

Agency810Organization4742Position NumberCC4024

Effective Date07 / 01 / 01Expiration Date99 / 99 / 99

Short DescriptionMGMT ANALYST3Long DescriptionMANAGEMENT ANALYST 3

Position Attributes

Organization Information

Assignment Type:
☒ Permanent
☐ Temporary

Table Driven Pay:
☐ Use Table
☐ Do Not Use Table
☒ Determine by Employee

Position Status: ACTPM
Budget Prep:
Civil Service Status:

Time Class:
Union Local:

Payroll Number: CNTL
Title / Subtitle: 07 624 / 0

Pay Date: E80H

Override Grade and Pay

FLSA Exemption

FLSA Exemption:
☐ Exempt
☐ Non-exempt
☒ Not Required

Grade:
Leave Policy:
Salary Minimum: 0.00

Pay Policy:
Deduction Policy:
Salary Maximum: 0.00

LEG APPROVED POSITION STUDY 263-2-01
LEG APPROVED POSITION 262-2-01
LEG APPROVED POSITION 264-2-01
LEG Approved EFF 10/1/15 Study #210-16
RECLASS EFF 7/11/14 STUDY #046-15

Navigator

Min Close

SUSE NEMP ESMT AGYD PENS TAX EMPD EMRA ATTR ADDR EMER USR1 EPEV ENCH ESSC QRTT QESD QXRF QXR4 PAMT PSMT OPSR QLB: DU12

Msg: 9623 Tran ID: 3:06 PM 12/03/18



Nevada Legislature

July 10, 1995

Mrs. Barbara Willis, Director
Nevada State Department of Personnel
209 East Musser Street
Carson City, Nevada 89710

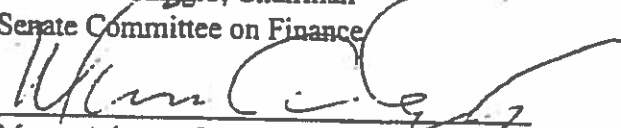
Dear Mrs. Willis:

The Senate Committee on Finance and the Assembly Committee on Ways and Means jointly completed their review of The Executive Budget by approving the addition of approximately 1,400 new positions, as well as numerous reclassification requests. Although the new positions and reclassification requests are legislatively approved at identified grade levels, the money committees would like to emphasize that the establishment of those positions at those grade levels are not ensured.

As has been the practice in the past, all legislatively approved new positions and reclassifications must be established at the level identified through the Department of Personnel's classification process. The money committees recognize, that in certain cases, these levels may differ from the legislatively approved levels. In no case, should state agencies be allowed to cite a legislatively approved grade level in establishing the salary of a new or reclassified position as a substitute for the Department of Personnel's classification process.

Sincerely,


William J. Raggio, Chairman
Senate Committee on Finance


Morse Arberry, Jr., Co-Chairman
Assembly Committee on Ways and Means



John W. Marvel, Co-Chairman
Assembly Committee on Ways and Means

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STATE OF NEVADA

Notes

Comprehensive
Annual
Financial
Report

for the Fiscal Year
Ended June 30, 2007

Kim R. Wallin, CMA, CFM, CPA
State Controller

Schedule of Total Uses - Budget and Actual, Non-GAAP Budgetary Basis All Special Revenue Fund Budgets



NEVADA

For the Fiscal Year Ended June 30, 2007

Page 1 of 3

	Final Budget	Actual	Variance
State Highway			
Finance & Administration			
Unbudgeted Activity	\$ -	\$ 791,169	\$ (791,169)
Appropriations to Other Funds	32,598,893	32,122,276	476,617
Infrastructure			
Transportation Administration	726,726,736	659,203,816	67,522,920
Bond Construction	318,051,456	167,406,913	150,644,543
Public Safety			
Aviation Trust Fund	548,030	107,500	440,530
Bicycle Safety Program	251,464	112,987	138,477
Motorcycle Safety Program	695,852	373,994	321,858
Director's Office - Public Safety	1,140,146	1,075,239	64,907
Internal Affairs	440,951	439,181	1,770
Records Search	10,333,601	9,976,893	356,708
Highway Patrol	63,553,237	62,774,667	778,570
Administrative Services	1,591,341	1,542,758	48,583
DMV Motor Vehicle Info Technology	9,203,585	8,495,536	708,049
Motor Carrier	4,372,131	4,105,731	266,400
PS Highway Safety Grants Account	2,689,521	1,586,534	1,102,987
Emergency Response Commission	2,358,230	887,794	1,470,436
Verification of Insurance	2,962,651	2,307,803	654,848
Hearings - DMV & PS	1,109,841	1,083,265	26,576
Public Safety Technology Division	5,829,543	5,764,399	65,144
DMV Field Services	40,606,223	39,921,009	685,214
Compliance Enforcement	3,844,425	3,707,814	136,611
Central Services	13,869,261	12,406,921	1,462,340
Management Services	2,407,569	2,330,741	76,828
Director's Office - DMV	4,310,276	4,221,866	88,410
Administrative Services	12,586,136	9,677,478	2,908,658
Debt Service Transfers			
Debt Service	76,381,573	76,381,573	-
Total	1,338,462,672	1,108,805,857	229,656,815
Municipal Bond Bank			
Constitutional Agencies			
Municipal Bond Bank Revenue	87,057,110	53,982,573	33,074,537
Total	87,057,110	53,982,573	33,074,537
Stabilize the Operations of State Government			
Constitutional Agencies			
Disaster Relief	11,458,099	5,693,434	5,764,665
Emergency Assistance	1,329,681	-	1,329,681
Total	12,787,780	5,693,434	7,094,346
School Improvement			
Special Projects			
School Improvement	3,127,399	412,877	2,714,522
Total	3,127,399	412,877	2,714,522
Employment Security			
Human Services			
Claimant Employment Program	21,495,388	11,100,969	10,394,419
Employment Security	54,542,029	45,754,965	8,787,064
Employment Security Special Fund	10,230,592	2,603,509	7,627,083
Total	86,268,009	59,459,443	26,808,566
Regulatory			
Commerce & Industry			
Manufactured Housing	3,059,226	1,193,380	1,865,846
Real Estate Education & Research	1,763,566	438,830	1,324,736
Real Estate Recovery	1,031,705	642,140	389,565
Mobile Home Parks	371,213	148,560	222,653



Governor Brian Sandoval

DMV - AUTOMATION
201-4715

PROGRAM DESCRIPTION

The Motor Vehicle Information Technology Division (MVIT) provides the behind the scenes Information Technology support for the Department of Motor Vehicles. MVIT supports the DMV by working closely with the business units of the department to provide the best possible solutions for the DMV. MVIT accomplishes this by exploring and implementing IT solutions to help the business units accomplish their functions and duties. The activities of this budget are primarily supported by Highway Fund revenues. Statutory Authority can be found in NRS 481.0473

BASE

This request continues funding for 70 positions and associated operating costs. One-time expenditures have been eliminated and partial year costs have been annualized.

	2015-2016 ACTUAL	2016-2017 WORK PROGRAM	2017-2018 AGENCY REQUEST	2017-2018 GOVERNOR RECOMMENDS	2018-2019 AGENCY REQUEST	2018-2019 GOVERNOR RECOMMENDS
RESOURCES:						
HIGHWAY FUND AUTHORIZATION	5,534,083	5,387,183	4,937,417	4,823,885	5,471,009	5,144,643
REVERSIONS	-676,033	0	0	0	0	0
BALANCE FORWARD FROM PREVIOUS YEAR	56,016	0	0	0	0	0
RECORDS SEARCH IT	603,332	453,263	603,332	579,621	603,332	579,621
COST ALLOCATION REIMBURSEMENT	300,993	345,183	442,469	407,531	457,526	407,932
DONATIONS COMPLETE STREETS PROGRAM	3,018	3,600	3,138	3,483	3,138	3,483
REIMBURSEMENT OF EXPENSES	6,020	7,691	6,020	6,020	6,020	6,020
REIMBURSEMENT- RTC AB413	28,736	146,627	0	0	0	0
REIMBURSEMENT ELT-AB309	17,100	20,000	0	0	0	0
REIMBURSEMENT - HHS-DPBH	26,132	17,536	0	0	0	0
REIMBURSEMENT OF EXPENSES	2,074	2,106	2,555	2,555	3,238	3,238
TRANSFER FROM DMV	3,249,617	3,253,675	3,999,696	3,995,094	3,995,581	3,989,852
TOTAL RESOURCES:	9,151,088	9,636,864	9,994,627	9,818,189	10,539,844	10,134,789
EXPENDITURES:						
PERSONNEL	5,301,403	6,342,298	6,601,582	6,432,133	6,716,628	6,538,409
OUT-OF-STATE TRAVEL	1,368	1,402	2,382	2,504	2,504	2,402
IN-STATE TRAVEL	18,147	25,139	25,812	21,054	25,812	21,054
OPERATING EXPENSES	262,428	257,833	255,027	252,964	256,623	254,560
EQUIPMENT	6,997	0	0	0	0	0
RTC-AB413	28,736	146,627	0	0	0	0
ELECTRONIC LIEN TITLE - AB309	73,115	20,000	0	0	0	0
DOIT FACILITY CHARGES	1,378,776	1,331,359	1,698,652	1,698,652	2,152,770	1,952,555
INFORMATION SERVICES	1,440,159	1,057,722	968,356	972,209	935,681	926,011
DATA TELECOMMUNICATIONS	92,898	100,492	92,894	92,894	92,894	92,894
VOICE TELECOMMUNICATIONS	175,365	187,604	181,183	177,040	186,110	176,082
TRAINING	96,556	98,220	96,556	96,556	96,556	96,556

DMV - AUTOMATION
201-4715

	2015-2016 ACTUAL	2016-2017 WORK PROGRAM	2017-2018 AGENCY REQUEST	2017-2018 GOVERNOR RECOMMENDS	2018-2019 AGENCY REQUEST	2018-2019 GOVERNOR RECOMMENDS
EMISSIONS-VID	4,558	8,308	5,545	5,545	6,945	6,945
OHV REGISTRATION COSTS	2,074	2,106	2,555	2,555	3,238	3,238
MSA CONTRACT PROGRAMMER	178,293	0	0	0	0	0
MEDICAL MARIJUANA - HHS-DPBH	26,132	17,536	0	0	0	0
RESERVE FOR REVERSION	0	3,600	0	0	0	0
PURCHASING ASSESSMENT	6,537	9,705	6,537	6,537	6,537	6,537
STATE COST ALLOCATION	57,546	26,913	57,546	57,546	57,546	57,546
TOTAL EXPENDITURES:	9,151,088	9,636,864	9,994,627	9,818,189	10,539,844	10,134,789
TOTAL POSITIONS:	70.00	70.00	70.00	68.00	70.00	68.00

MAINTENANCE

NI100 STATEWIDE INFLATION

This request funds rate changes for internal service funds such as the Attorney General, Fleet Services, information technology services, state-owned building rent, vehicle insurance, personnel assessments, and property and contents insurance.

	2015-2016 ACTUAL	2016-2017 WORK PROGRAM	2017-2018 AGENCY REQUEST	2017-2018 GOVERNOR RECOMMENDS	2018-2019 AGENCY REQUEST	2018-2019 GOVERNOR RECOMMENDS
RESOURCES:						
HIGHWAY FUND AUTHORIZATION	0	0	-32,784	-113,602	-32,430	-122,518
COST ALLOCATION REIMBURSEMENT	0	0	0	341	0	-459
REIMBURSEMENT OF EXPENSES	0	0	0	-166	0	-224
TOTAL RESOURCES:	0	0	-32,784	-113,427	-32,430	-123,201
EXPENDITURES:						
PERSONNEL	0	0	0	-13,000	0	-13,167
IN-STATE TRAVEL	0	0	0	-2,698	0	-4,350
OPERATING EXPENSES	0	0	62	-4,070	62	6,399
DOIT FACILITY CHARGES	0	0	0	-110,631	0	-134,955
INFORMATION SERVICES	0	0	-2,197	-6,928	-2,105	-3,535
VOICE TELECOMMUNICATIONS	0	0	981	47,409	1,243	47,409
EMISSIONS-VID	0	0	0	-341	0	-459
OHV REGISTRATION COSTS	0	0	0	-166	0	-224
PURCHASING ASSESSMENT	0	0	477	9,105	477	11,788
STATE COST ALLOCATION	0	0	-32,107	-32,107	-32,107	-32,107
TOTAL EXPENDITURES:	0	0	-32,784	-113,427	-32,430	-123,201

DMV - AUTOMATION
201-4715

NI106 EITS COST POOLS AND RATES

This request funds methodology changes for information technology service rates and cost pools.

	2015-2016 ACTUAL	2016-2017 WORK PROGRAM	2017-2018 AGENCY REQUEST	2017-2018 GOVERNOR RECOMMENDS	2018-2019 AGENCY REQUEST	2018-2019 GOVERNOR RECOMMENDS
RESOURCES:						
HIGHWAY FUND AUTHORIZATION	0	0	0	-19,883	0	-22,580
TOTAL RESOURCES:	0	0	0	-19,883	0	-22,580
EXPENDITURES:						
OPERATING EXPENSES	0	0	0	-4,821	0	-6,000
INFORMATION SERVICES	0	0	0	-15,062	0	-16,580
TOTAL EXPENDITURES:	0	0	0	-19,883	0	-22,580

NI300 FRINGE BENEFITS RATE ADJUSTMENT

This request funds changes to fringe benefits rates

	2015-2016 ACTUAL	2016-2017 WORK PROGRAM	2017-2018 AGENCY REQUEST	2017-2018 GOVERNOR RECOMMENDS	2018-2019 AGENCY REQUEST	2018-2019 GOVERNOR RECOMMENDS
RESOURCES:						
HIGHWAY FUND AUTHORIZATION	0	0	0	51,642	0	46,576
TOTAL RESOURCES:	0	0	0	51,642	0	46,576
EXPENDITURES:						
PERSONNEL	0	0	0	51,642	0	46,576
TOTAL EXPENDITURES:	0	0	0	51,642	0	46,576

ENHANCEMENT

E671 SALARY ADJUSTMENT FOR 2017-2019 BIENNium

This request funds a one grade increase for Chief IT Manager, IT Manager, Master IT Professional, IT Professional, IT Professional Trainee, IT Technician Supervisor, IT Technician, and IT Technician Trainee positions and related unclassified positions.

	2015-2016 ACTUAL	2016-2017 WORK PROGRAM	2017-2018 AGENCY REQUEST	2017-2018 GOVERNOR RECOMMENDS	2018-2019 AGENCY REQUEST	2018-2019 GOVERNOR RECOMMENDS
RESOURCES:						
HIGHWAY FUND AUTHORIZATION	0	0	0	249,111	0	253,164
TOTAL RESOURCES:	0	0	0	249,111	0	253,164

DMV - AUTOMATION
201-4715

	2015-2016 ACTUAL	2016-2017 WORK PROGRAM	2017-2018 AGENCY REQUEST	2017-2018 GOVERNOR RECOMMENDS	2018-2019 AGENCY REQUEST	2018-2019 GOVERNOR RECOMMENDS
EXPENDITURES:						
PERSONNEL	0	0	0	249,111	0	253,164
TOTAL EXPENDITURES:	0	0	0	249,111	0	253,164

E710 EQUIPMENT REPLACEMENT

This request funds replacement equipment such as chairs, fax machines, calculators, and wireless headsets due to normal wear and tear.

	2015-2016 ACTUAL	2016-2017 WORK PROGRAM	2017-2018 AGENCY REQUEST	2017-2018 GOVERNOR RECOMMENDS	2018-2019 AGENCY REQUEST	2018-2019 GOVERNOR RECOMMENDS
RESOURCES:						
HIGHWAY FUND AUTHORIZATION	0	0	5,670	5,670	5,670	5,670
TOTAL RESOURCES:	0	0	5,670	5,670	5,670	5,670
EXPENDITURES:						
OPERATING EXPENSES	0	0	5,670	5,670	5,670	5,670
TOTAL EXPENDITURES:	0	0	5,670	5,670	5,670	5,670

E711 EQUIPMENT REPLACEMENT

This request replaces one uninterruptible power supply (ups) unit.

	2015-2016 ACTUAL	2016-2017 WORK PROGRAM	2017-2018 AGENCY REQUEST	2017-2018 GOVERNOR RECOMMENDS	2018-2019 AGENCY REQUEST	2018-2019 GOVERNOR RECOMMENDS
RESOURCES:						
HIGHWAY FUND AUTHORIZATION	0	0	1,320	1,320	0	0
TOTAL RESOURCES:	0	0	1,320	1,320	0	0
EXPENDITURES:						
EQUIPMENT	0	0	1,320	1,320	0	0
TOTAL EXPENDITURES:	0	0	1,320	1,320	0	0

DMV - AUTOMATION
201-4715

E715 EQUIPMENT REPLACEMENT

This request funds replacement computer hardware and associated software per Enterprise Information Technology Services' recommended replacement schedule.

	2015-2016 ACTUAL	2016-2017 WORK PROGRAM	2017-2018 AGENCY REQUEST	2017-2018 GOVERNOR RECOMMENDS	2018-2019 AGENCY REQUEST	2018-2019 GOVERNOR RECOMMENDS
RESOURCES:						
HIGHWAY FUND AUTHORIZATION	0	0	228,572	170,615	115,737	115,737
TOTAL RESOURCES:	0	0	228,572	170,615	115,737	115,737
EXPENDITURES:						
INFORMATION SERVICES	0	0	228,572	170,615	115,737	115,737
TOTAL EXPENDITURES:	0	0	228,572	170,615	115,737	115,737

E800 COST ALLOCATION

This request funds a new cost allocation for support services provided to budget account 4712 License Plate Factory by budget accounts 4744 Director's Office, 4715 Motor Vehicle Information Technology, and 4745 Administrative Services Division.

	2015-2016 ACTUAL	2016-2017 WORK PROGRAM	2017-2018 AGENCY REQUEST	2017-2018 GOVERNOR RECOMMENDS	2018-2019 AGENCY REQUEST	2018-2019 GOVERNOR RECOMMENDS
RESOURCES:						
HIGHWAY FUND AUTHORIZATION	0	0	0	-26,682	0	-26,438
COST ALLOCATION REIMBURSEMENT - D	0	0	0	26,682	0	26,438
TOTAL RESOURCES:	0	0	0	0	0	0

E999 UNFUNDED

	2015-2016 ACTUAL	2016-2017 WORK PROGRAM	2017-2018 AGENCY REQUEST	2017-2018 GOVERNOR RECOMMENDS	2018-2019 AGENCY REQUEST	2018-2019 GOVERNOR RECOMMENDS
RESOURCES:						
UNFUNDED DECISION UNITS	0	0	78,201	0	154,819	0
TOTAL RESOURCES:	0	0	78,201	0	154,819	0

DMV - AUTOMATION
201-4715

SUMMARY

	2015-2016 ACTUAL	2016-2017 WORK PROGRAM	2017-2018 AGENCY REQUEST	2017-2018 GOVERNOR RECOMMENDS	2018-2019 AGENCY REQUEST	2018-2019 GOVERNOR RECOMMENDS
RESOURCES:						
HIGHWAY FUND AUTHORIZATION	5,534,083	5,387,183	5,218,396	5,142,076	5,714,805	5,394,254
REVERSIONS	-676,033	0	0	0	0	0
BALANCE FORWARD FROM PREVIOUS YEAR	56,016	0	0	0	0	0
RECORDS SEARCH IT	603,332	453,263	603,332	579,621	603,332	579,621
COST ALLOCATION REIMBURSEMENT	300,993	345,183	442,469	407,872	457,526	407,473
COST ALLOCATION REIMBURSEMENT - D	0	0	0	26,682	0	26,438
DONATIONS COMPLETE STREETS PROGRAM	3,018	3,600	3,138	3,483	3,138	3,483
REIMBURSEMENT OF EXPENSES	6,020	7,691	6,020	6,020	6,020	6,020
REIMBURSEMENT- RTC AB413	28,736	146,627	0	0	0	0
REIMBURSEMENT ELT-AB309	17,100	20,000	0	0	0	0
REIMBURSEMENT - HHS-DPBH	26,132	17,536	0	0	0	0
REIMBURSEMENT OF EXPENSES	2,074	2,106	2,555	2,389	3,238	3,014
TRANSFER FROM DMV	3,249,617	3,253,675	3,999,696	3,995,094	3,995,581	3,989,852
TOTAL RESOURCES:	9,151,088	9,636,864	10,275,606	10,163,237	10,783,640	10,410,155
EXPENDITURES:						
PERSONNEL	5,301,403	6,342,298	6,601,582	6,719,886	6,716,628	6,824,982
OUT-OF-STATE TRAVEL	1,368	1,402	2,382	2,504	2,504	2,402
IN-STATE TRAVEL	18,147	25,139	21,054	18,356	21,054	16,704
OPERATING EXPENSES	262,428	257,833	255,089	249,743	262,355	260,629
EQUIPMENT	6,997	0	1,320	1,320	0	0
RTC-AB413	28,736	146,627	0	0	0	0
ELECTRONIC LIEN TITLE - AB309	73,115	20,000	0	0	0	0
DOIT FACILITY CHARGES	1,378,776	1,331,359	1,698,652	1,588,021	2,152,770	1,817,600
INFORMATION SERVICES	1,440,159	1,057,722	1,081,615	1,120,834	1,005,455	1,021,633
DATA TELECOMMUNICATIONS	92,898	100,492	92,894	92,894	92,894	92,894
VOICE TELECOMMUNICATIONS	175,365	187,604	182,164	224,449	187,353	223,491
TRAINING	96,556	98,220	298,301	96,556	299,991	96,556
EMISSIONS-VID	4,558	8,308	5,545	5,204	6,945	6,486
OHV REGISTRATION COSTS	2,074	2,106	2,555	2,389	3,238	3,014
MSA CONTRACT PROGRAMMER	178,293	0	0	0	0	0
MEDICAL MARIJUANA - HHS-DPBH	26,132	17,536	0	0	0	0
RESERVE FOR REVERSION	0	3,600	0	0	0	0

DMV - AUTOMATION
201-4715

	2015-2016 ACTUAL	2016-2017 WORK PROGRAM	2017-2018 AGENCY REQUEST	2017-2018 GOVERNOR RECOMMENDS	2018-2019 AGENCY REQUEST	2018-2019 GOVERNOR RECOMMENDS
PURCHASING ASSESSMENT	6,537	9,705	7,014	15,642	7,014	18,325
STATE COST ALLOCATION	57,546	26,913	25,439	25,439	25,439	25,439
TOTAL EXPENDITURES:	9,151,088	9,636,864	10,275,606	10,163,237	10,783,640	10,410,155
PERCENT CHANGE:		5.31%	6.63%	5.46%	4.94%	2.43%
TOTAL POSITIONS:	70.00	70.00	70.00	68.00	70.00	68.00



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>
ADMINISTRATIVE ASSISTANT IV	29	F	2.210
ADMINISTRATIVE ASSISTANT III	27	F	2.211
ADMINISTRATIVE ASSISTANT II	25	F	2.212
ADMINISTRATIVE ASSISTANT I	23	F	2.213
ADMINISTRATIVE AID	21	F	2.221

SERIES CONCEPT

Administrative Assistants perform a broad variety of clerical, secretarial and administrative support duties in an assigned agency, program or other work unit within State government and the Nevada System of Higher Education (NSHE). Typical duties include maintaining records and files; composing and editing correspondence; data entry; office management; budget monitoring and accounts maintenance; typing and word processing; answering telephones and relaying information; reception; duplicating and distributing materials; preparing for meetings and taking minutes; ordering and stocking supplies and equipment; receiving, sorting and delivering mail; reviewing and processing applications, forms and other documents; operating office equipment such as copiers, personal computers, computer terminals, calculators, facsimile machines, printers, and other equipment; and performing related duties as assigned.

Positions allocated to this series may perform the full spectrum of duties described above, or they may specialize in one or more areas of management and program support. The work assigned to positions in this series ranges from basic clerical duties to specialized program support which may include office management. In addition, positions in this series perform many different combinations of duties.

Some duties may be performed at several levels within this series. For example, positions at each level in the series may photocopy materials. However, at the lowest level in the series photocopying may represent the preponderance of time, while at the highest level it takes a small percentage of time and is not representative of the complexity of the position's major duties. In this example, there is little difference in the level of complexity associated with photocopying materials. A second example of a duty performed at various levels is scheduling meetings and taking minutes. At the lower levels in the series, this may involve less complex tasks such as notifying staff members of the meeting time and location, making notes regarding decisions reached in the meeting, and preparing simple summaries or verbatim transcriptions. At the higher levels, the duty becomes more complex and may involve arranging travel for individuals from multiple locations, coordinating attendance by internal agency management and external entities, and preparing detailed summaries of meeting discussions and decisions which require specific subject matter knowledge.

ALLOCATION OF POSITIONS

Allocation of positions to a level within the series is determined by a review of the nature and complexity of work performed; the knowledge, skills and abilities required; independence/supervision received; scope of responsibility/consequence of error; authority to take action/decision-making; and personal contacts necessary to complete work. Employees may be assigned supervisory or leadworker responsibility at any level in the series, but this responsibility does not, by itself, warrant allocation to a higher level.

In order to be reallocated from one level in the series to a higher level, a position must spend the preponderance of time performing higher-level duties. Some positions may perform one or two higher level duties, but this does not provide the basis for reallocation to the higher level. The duty statements listed are intended to be representative of the level, but all classification factors must be considered in relation to the duties assigned to a position in order to determine the appropriate classification.

ADMINISTRATIVE ASSISTANT IV	29	F	2.210
ADMINISTRATIVE ASSISTANT III	27	F	2.211
ADMINISTRATIVE ASSISTANT II	25	F	2.212
ADMINISTRATIVE ASSISTANT I	23	F	2.213
ADMINISTRATIVE AID	21	F	2.221

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CLASS CONCEPTS

ADMINISTRATIVE ASSISTANT IV: Positions at this level provide secretarial, clerical and administrative support to the administrator of a complex division or the manager of multiple statewide programs, services and activities. Or, they perform specialized duties in support of a program or function which require previous knowledge and experience in the subject area. Assignments are broadly stated in terms of objectives to be met, and/or they are specialized and require the use of analytical and critical thinking to determine appropriate action. Problem resolution often requires research, comparison and examination of detailed agency/program-specific information. Errors directly affect the customized services provided to specific clientele or members of the general public; the content, quality, adequacy and timeliness of services provided; and frequently have monetary consequences to the program or loss of agency credibility. Incumbents interpret and explain complex regulations, laws and program requirements; convince others to take a specific course of action; resolve difficult problems; and defend and justify agency actions to individuals or groups. Critical assignments are reviewed to ensure conformance to standards of quality and general acceptability. Positions at this level may or may not supervise lower level staff.

Representative duties for ADMINISTRATIVE ASSISTANT IV include:

Act as liaison for the administrator regarding agency activities, operations and programs; coordinate communications with other administrators, agency managers, leaders of external entities, community groups and the general public; relay specialized and sensitive information which impacts division programs and activities; defuse irate callers who insist upon speaking with the administrator; schedule, organize and coordinate meetings, conferences and publicized events.

Research and investigate complaints, public inquiries and issues raised by external entities including the legislature and governor's office staff; review and evaluate historical information, precedents and applicable regulations, statute and guidelines; develop alternative courses of action and probable outcomes based on available information and projections for the supervisor's review.

Receive, review and evaluate information concerning the eligibility and/or activities of program clientele; interpret and explain program policies, regulations and requirements to individuals who may have opposing viewpoints, varying agendas, and vested personal interests; provide information in a professional manner to individuals who may be confrontational, uncooperative and unpleasant.

Perform specialized duties in support of one or more agency programs; implement, coordinate and oversee a major component of a complex program; develop and produce informational materials as requested by the supervisor; ensure program activities conform to established goals and policies; represent the program by participating in ongoing and ad hoc committees and work groups as assigned.

Assist professional staff in developing fiscal, operational and procedural program plans by studying historical precedents, present requirements, and projected costs and trends; plan the sequence of detailed steps required to accomplish program objectives; develop, revise and maintain specific procedures and manuals.

Compile, organize and consolidate financial and statistical data required to assist in the development of the budget of a major work unit; analyze and reconcile numerical data and narrative information; develop spreadsheets to facilitate data analysis; compile cost sheets; prepare reports and budget documents according to specific instructions from the Budget Office.

ADMINISTRATIVE ASSISTANT IV	29	F	2.210
ADMINISTRATIVE ASSISTANT III	27	F	2.211
ADMINISTRATIVE ASSISTANT II	25	F	2.212
ADMINISTRATIVE ASSISTANT I	23	F	2.213
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CLASS CONCEPTS (cont'd)

Representative duties for ADMINISTRATIVE ASSISTANT IV (cont'd)

Assist professional staff with projects and assignments; compile and summarize information; compose narrative reports, announcements, correspondence, findings of fact and other materials using appropriate grammar, punctuation, spelling and syntax.

Obtain and record specialized information concerning program activities and clientele and communicate with representatives of external entities as required; ensure compliance with legal requirements and procedures, agency policies and program guidelines; develop remedies for non-compliance or refer to appropriate personnel according to established procedures.

Maintain records and track the progress and outcome of legislative proposals, grievances, contracts, personnel and project activities; develop and implement effective and efficient recordkeeping systems and ensure that information is logically organized, appropriately cross-referenced, and accessible to users; ensure confidentiality of sensitive information which is not part of the public record.

Train, supervise and evaluate the performance of personnel as assigned; assign, prioritize and review work; ensure completed work products meet required timelines and standards of quality and quantity.

Representative duties at a college or university may also include:

Advise individual and groups of students at the school or college level through the core curriculum process and provide specialized and technical information related to degree requirements, eligibility, course content, program objectives, licensing, timelines and related information; make recommendations regarding academic coursework, career choices, academic testing, scholarships, and other financial aid; make initial determinations on core exceptions; approve or disapprove applications for graduation; suggest alternatives for achieving graduation.

Organize, coordinate and attend official ceremonies, special events, recruitment fairs and other functions for the purpose of representing a program or the administrator; promote positive public relations and ensure smooth operation of the event including arrangements for parking, catering, seating and other amenities.

Organize and coordinate recruitment activities for faculty and classified staff positions; ensure appropriate distribution of recruitment announcements; compile and organize information provided by applicants in accordance with established personnel rules, regulations, policies and procedures; provide administrative support to search committees as assigned.

Provide administrative support to faculty and researchers in relation to research grants; compile, organize and prepare materials for grant proposals; assist in the development of grant budgets; review the grant application package for completeness, accuracy and conformance to grant requirements; track, monitor and provide researchers with budget updates including shortages, overages or unexpected expenses.

* * * * *

ADMINISTRATIVE ASSISTANT III: Positions at this level provide secretarial support to the manager of a complex work group consisting of professional staff and subordinate supervisors, or, they perform program, administrative or support duties. Assignments require problem solving and performance of specialized duties

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CLASS CONCEPTS (cont'd)

ADMINISTRATIVE ASSISTANT III (cont'd)

within the framework of agency/program policies, procedures, requirements and applicable regulations. Additionally, initiative and judgment are required to determine the priority of assignments and to structure tasks to accomplish program and administrative objectives within established schedules and timelines. The work is specialized and involves circumstances requiring adaptation of different approaches or methods to solve problems. Errors affect the timely provision of services to the manager, program staff and clientele and may cause inconvenience and financial loss to program clientele. Incumbents exchange specialized program related information and explain detailed regulations and procedures to agency staff and program clientele including why and how regulations apply to their specific situation or problem. Completed work products are reviewed periodically by the supervisor or the users within or outside the agency. Positions at this level may or may not supervise lower level staff.

Representative duties for ADMINISTRATIVE ASSISTANT III include:

Receive, review, approve or deny applications and requests for program services; make initial eligibility determinations; contact applicants for additional information and clarification as required; explain reasons for ineligibility, program regulations and requirements, and available remedies such as an appeal process; review appeals and make initial determinations or refer to higher level staff for response or disposition.

Screen the manager's calls, assessing the relative importance of each call; respond to requests for information; defuse irate clients/callers who may have been referred by lower level staff; take detailed messages concerning issues of significance to the agency; schedule and attend meetings with external entities; prepare agendas and action items; transcribe and distribute written summaries or minutes.

Coordinate communications between the manager and other professional and administrative staff both within and outside the work unit; receive and relay sensitive information related to agency activities, personnel and clientele; provide explanations regarding established policies and procedures.

Supervise a unit of lower level administrative support personnel who perform duties representative of the Administrative Assistant II level; plan, organize and oversee the activities and operations of the office or unit; establish and implement procedures and desk manuals; perform the most complex assignments and resolve issues and problems referred by subordinate staff or the supervisor; train and evaluate the performance of assigned personnel.

Prepare reports which summarize financial and statistical information related to the work unit's budget, accounts, activities, program clientele and operations; advise management of unusual trends, funding levels and expenditures; assist with budget development by compiling information to support projected expenditures in specific areas such as operating costs, travel costs and staff development.

Create spreadsheets including formulas to organize, display and summarize data, facilitate analysis and identify interrelationships; prepare special reports for other agencies and external entities.

Maintain and monitor financial and statistical information related to agency accounts, travel, licenses, bonding, grants, programs and activities, revenues and expenses; ensure data is current, complete and accurate; maintain current balances; authorize expenditures within clearly designated areas of responsibility and spending limitations established by regulation.

Review documents prepared by others for program compliance; identify discrepancies, resolve problems and provide guidance to lower level staff; authorize and approve documents within assigned parameters.

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CLASS CONCEPTS (cont'd)

Representative duties for ADMINISTRATIVE ASSISTANT III (cont'd)

Develop, design, install and maintain multiple Web pages and/or Web sites of significant size, scope and complexity; resolve design conflicts; monitor Web site performance and overall integrity; prepare, implement and enforce Web site administrator procedures; provide Web site maintenance, repair and recovery; develop backup and recovery documents.

Compose documents and materials including correspondence, memoranda, reports, charts and other items in support of program and agency operations; provide and explain information including applicable rules, regulations, guidelines, policies and procedures; distribute materials to concerned parties according to established distribution lists or on an as-needed basis.

Research information from a variety of internal and external sources including the Internet for projects which may include unique purchases; identify sources of information and communicate with vendors and others concerning technical aspects of the project/purchase; evaluate and compare information; report findings to the supervisor.

Representative duties at a college or university may also include:

Assist faculty with advising individual and groups of students; provide information related to requirements, eligibility, course content, objectives, timelines, licensing and other information requiring knowledge of the subject matter; interpret and apply department, program and institutional policies and applicable regulations; refer students to higher level staff or faculty for advisement related to career opportunities, academic difficulties, waivers and exceptions to curricular requirements.

Participate in organizing, scheduling and coordinating special events and activities; make appropriate arrangements for parking, seating, refreshments and other amenities; represent the department or work unit to students, faculty and the public.

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ADMINISTRATIVE ASSISTANT II: Positions at this level provide administrative and/or program support in an assigned program, section or division of an agency. Incumbents may serve in a generalist capacity and perform a variety of support duties, or they may perform program-specific duties. Assignments are varied, involving different and/or unrelated processes and methods that require evaluation of several alternative courses of action. The focus is on specific desired end products, and the incumbent has the latitude to select the most appropriate methods and tools to get the job done within established administrative guidelines, regulations or instructions. Errors are not always subject to direct verification or checking, may result in lost efficiency due to repetition of work, and affect the accuracy, reliability or acceptability of work products. Incumbents obtain and verify information from a variety of sources, and provide information that requires explanation of a variety of regulations, requirements and procedures. Positions at this level may or may not supervise lower level staff.

Representative duties for ADMINISTRATIVE ASSISTANT II include:

Receive and process applications and requests for program services; review information provided and make initial eligibility determinations based on established criteria and requirements; contact applicants and various entities for additional information; receive appeals from ineligible applicants and refer to appropriate staff for response or disposition.

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CLASS CONCEPTS (cont'd)

Representative duties for ADMINISTRATIVE ASSISTANT II (cont'd)

Supervise a unit of file clerks, data entry operators, unit clerks or switchboard operators who provide routine administrative support to the organization by maintaining records and files, entering data in computer equipment, and answering telephones and greeting visitors; organize and coordinate unit activities; train, supervise and evaluate the performance of assigned personnel; ensure work products meet established standards of quantity and quality.

Maintain financial records and track balances for general ledger groups and/or categories including operating, equipment, travel and staff development; prepare accounts payable and receivable documents and assign accounting codes in compliance with established rules, regulations and procedures which may include contractual and grant limitations; reconcile internal records and reports to those of the Controller's Office.

Receive, review, code and process a variety of clerical accounting documents including invoices, claims, billing forms and other materials used in the agency and/or program area to which assigned; ensure conformance to established formats, time frames and regulations.

Serve as the pay clerk for an agency; review timesheets for completeness, authorized signatures, correct calculation of hours, adequate leave balances, and attachment of required documentation; contact employees, supervisors and staff in the pay center regarding discrepancies and make necessary corrections; batch and enter data in a computerized payroll system; prepare time adjustment sheets as needed.

Assist management in budget preparation by reviewing and extracting historical accounting data and report findings; oversee and record specific budgetary expenses by line item and provide status reports.

Format, edit and produce a variety of complex materials such as brochures, newsletters, flyers, presentations, charts, graphs, instructional materials, medical/clinical transcription, non-standard reports and other items using computer equipment and software; maintain complex databases and spreadsheets; convert documents for Internet usage and maintain Web hyperlinks as assigned.

Establish and maintain complex recordkeeping systems including indexed and cross-referenced materials for the work unit considering confidentiality and accessibility of information and storage space available; release information upon receipt of properly executed consent agreements or court orders according to legal or regulatory requirements, and/or agency policies and procedures; develop purging and archiving procedures according to established records retention schedules.

Prepare and maintain property inventory records for a major work unit; assign identification tags; title agency vehicles as required by law; perform periodic physical inventory to reconcile agency records with those of State Purchasing; arrange for disposition of excess property according to policy.

Representative duties at a college or university may also include:

Assist in advising individual and small groups of students; provide standard and routine information concerning major and minor requirements, core curriculum requirements, and institutional policies and requirements; assist students in completing forms to request change of major, application for graduation, independent study and other requests.

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CLASS CONCEPTS (cont'd)

ADMINISTRATIVE ASSISTANT II (cont'd)

Representative duties at a college or university (cont'd)

Coordinate and participate in preparation of the schedule of classes for a large academic program such as Mathematics or English, or for a smaller but more complex program such as Surgery, Counseling or Educational Psychology; collect, compile and record preliminary information from spreadsheets or other computerized files; coordinate faculty class rotation; assist in resolving conflicting requests for instructional space; relay finalized schedule to the Admissions & Records Office.

Update and maintain existing Web sites which contain information such as course materials, syllabi, manuscripts, course offerings, college or department events.

Coordinate recruitments for classified and faculty positions; prepare and type required forms, announcements or advertisements; contact applicants, make travel arrangements and schedule interviews. Assist in compiling and organizing information for course schedules; prepare addition/deletion forms; assist in assignment of instructional space as requested.

* * * * *

ADMINISTRATIVE ASSISTANT I: Positions at this level perform clerical and secretarial duties in support of a work unit or program in an assigned agency. Incumbents may specialize in word processing, data entry, telephone/reception duties, files/records maintenance, transcription or other assignments, or they may serve in a generalist capacity and perform many of the duties described in the series concept. At this level, work involves interrelated and/or recurring tasks that require following standardized, sequential steps, processes or procedures. Assignments are structured and specific guidelines are available in procedure manuals and/or written or verbal instructions. Deviations from standard practices require prior approval by the supervisor, who is generally available to answer questions and make decisions, or professional staff within the work unit. Errors generally affect immediate or surrounding work units or a particular phase of agency operations and could create inconvenience to co-workers and program clientele. Incumbents obtain factual information, resolve procedural problems and discrepancies, and explain standard procedures, program requirements and/or practices. Positions at this level may or may not supervise lower level staff.

Representative duties for ADMINISTRATIVE ASSISTANT I include:

Provide program support duties such as assisting program clientele in person and on the telephone; explain application procedures and essential eligibility requirements; review basic forms and applications for completeness and standardized criteria; send out determination notices and contact clientele regarding inconsistent or incomplete information using standard forms and correspondence; receive, receipt and account for fees and money received.

Perform secretarial duties in support of an assigned supervisor or work unit; schedule appointments; arrange internal agency meetings and travel; open, screen and route mail and respond to routine items not requiring the supervisor's attention; answer telephones, take messages and relay factual information to others as requested by the supervisor.

Retrieve and compile financial, statistical and narrative information for inclusion in recurring reports related to work unit activities; summarize data as required for ad hoc reports; search specific sites on the Internet for factual information as directed.

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CLASS CONCEPTS (cont'd)

Representative duties for ADMINISTRATIVE ASSISTANT I (cont'd)

Gather information to assist in preparing and processing documents related to payroll, personnel, budget, accounts, and other information related to agency programs and activities; complete required forms or record actions on-line in accordance with State regulations and agency policies; compile and sort documents; match and verify identifying information; check arithmetic calculations.

Receive payments, prepare receipts and match payment to receivable document; post payments to receivable accounts; prepare vouchers payable and assign accounting codes for general ledger groups and/or categories as assigned; review and compare internal accounting records to budget status reports; check account information and respond to inquiries from clients or vendors.

Type, format, produce and duplicate reports, correspondence and other documents using word processing, spreadsheet and associated business software; perform production typing from rough drafts or tapes; format documents received via disk, electronic mail or other means; check and correct spelling, punctuation and grammar as needed.

Order, receive and store office supplies, forms and equipment according to established procedures and instructions; prepare and process purchase orders, requisitions or other documentation.

Maintain unit or program related records and files in accordance with agency policies and procedures and established records retention schedules; locate and supply information requested by the public using various internal files; purge duplicate and outdated materials.

Perform data entry assignments, entering data from a variety of documents and resolving coding problems referred by lower level staff which may include illegible, incomplete or incorrect data; review and edit reports related to data entered; back up data and transfer files to host system; and schedule system maintenance.

Prepare mailings to agencies and clientele to various locations according to established distribution lists and postal regulations; package and send items via express carriers as required by time and cost constraints.

* * * * *

ADMINISTRATIVE AID: Positions at this level provide general clerical support to a work unit or program within an agency. Hiring authorities may use this class as a trainee level for Accounting Assistant, Supply Technician or other series in the Clerical & Related Services occupational group, or positions may be allocated at this level permanently when assigned duties include basic, standardized clerical tasks. Assignments at this level are routine, repetitive and fairly predictable; quickly learned and performed in accordance with clearly defined instructions; and require little decision-making.

Representative duties for ADMINISTRATIVE AID include:

File, locate and retrieve information according to alphabetical, numerical, coded or other established records maintenance systems; arrange materials for storage, disposal or preservation according to established procedures.

Record data and maintain routine records of addresses, telephone numbers, staff schedules and attendance, activity logs and subject files.

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CLASS CONCEPTS (cont'd)

Representative duties for ADMINISTRATIVE AID (cont'd)

Duplicate, collate, assemble and distribute materials according to established agency policies and procedures.

Pick up, receive, open, date stamp, sort and deliver mail and other materials to agency staff.

Type materials such as correspondence and reports; create and/or maintain non-complex databases and spreadsheets such as address lists and logs according to explicit instructions.

Enter data in computer terminal according to clearly defined instructions and criteria; review data for completeness; refer incomplete, illegible or incorrect data and documents to higher level staff for resolution; maintain production logs as assigned.

Receive, code and review applications, forms, documents and payments for completeness, correctness and compliance with clearly established requirements and regulations.

Monitor, maintain and inventory office supplies to support activities of the work unit; reorder standard office supplies and equipment from approved vendors according to clearly established procedures.

Receive, store, issue, ship and inventory stocked materials and supplies in a stores or warehouse environment; complete required documentation and maintain related records.

Perform basic clerical accounting tasks; receive invoices and verify the completeness and accuracy of specific information; code information for invoice payment based on clear-cut procedures and instructions; check arithmetic calculations; maintain petty cash fund balances; assemble, sort and batch documents and information for processing.

Perform receptionist duties and answer telephones; greet office callers and visitors and provide basic information regarding agency activities; answer general questions, send prepared brochures or informational materials to requestors, and refer callers/visitors to appropriate personnel or offices.

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.

ADMINISTRATIVE ASSISTANT IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of progressively responsible relevant work experience which included experience in one or more of the following areas: providing administrative/program support to professional staff and management;

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MINIMUM QUALIFICATIONS (cont'd)

ADMINISTRATIVE ASSISTANT IV (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

performing secretarial duties in support of a manager; coordinating communications between the manager, staff and program clientele; supervision of subordinate staff; researching information from internal and external sources; OR one year of experience as an Administrative Assistant III in Nevada State service; OR an equivalent combination of education and experience. *(See Special Requirement)*

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

Detailed knowledge of: functions and operation of an administrative office and/or program area. **Working knowledge of:** principles of supervision and training if applicable to the assignment; maintenance of budget and financial records if applicable to the assignment. **Ability to:** provide administrative assistance and secretarial support to a division administrator or the manager of a major work unit with responsibility for multiple programs and functions; analyze problems and develop creative solutions; supervise and oversee the work of subordinate staff as assigned; plan, develop and implement production goals, work performance standards and specific processes and procedures required to complete projects and ongoing assignments; manage the administrator's calendar as requested; receive and respond to inquiries involving complex and sensitive issues which directly impact agency staff, operations and activities; make operational decisions related to program activities and office management within established limits of authority; interpret, apply and explain complex laws, regulations, requirements, restrictions and standards to program clientele, representatives of external entities and other agencies, and others; research and investigate complex questions and issues requiring the review and consideration of historical data, current developments and probable outcomes; compose effective correspondence, announcements, training materials, narrative summaries and reports, proposals and recommendations and other written materials; compile and analyze records, numerical and descriptive information from forms, applications, contracts, spreadsheets, invoices and other materials; *and all knowledge, skills and abilities required at the lower levels.*

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

Detailed knowledge of: agency mission, functions, programs, activities and operating policies; eligibility requirements, enabling statutes, and agency policies related to the program to which assigned. **Working knowledge of:** State regulations and requirements related to purchasing, budget development and maintenance, and personnel administration.

ADMINISTRATIVE ASSISTANT III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of progressively responsible relevant work experience which included experience in one or more of the following areas: maintenance of complex records and files; public/customer relations including explaining detailed policies, regulations and requirements; preparation and processing of financial and statistical documents such as payroll, travel, claims and budgeting forms; and assisting staff and management with projects and activities; OR one year of experience as an Administrative Assistant II in Nevada State service; OR an equivalent combination of education and experience. *(See Special Requirement)*

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

Working knowledge of: functions and operation of an administrative office; operation and use of word processing, spreadsheet, database management and other associated business software. **General knowledge of:** principles of supervision and training if applicable to the assignment. **Ability to:** interpret and apply

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MINIMUM QUALIFICATIONS (cont'd)

ADMINISTRATIVE ASSISTANT III (cont'd)

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

complex rules, regulations, policies and procedures to specific problems and situations; receive inquiries and resolve complaints from staff and program clientele; perform specialized duties in support of program activities; coordinate communications with other work groups, both within and outside the agency; organize, coordinate and oversee the work of subordinate staff as required to meet schedules and timelines if required by the assignment; research information from a variety of departmental and external sources; compile and update information and prepare reports related to specific program/management activities; coordinate a variety of projects and assignments; assist agency staff in resolving computer hardware and software related problems and malfunctions, if applicable to the assignment; *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: agency mission, functions, programs, activities and operating policies; eligibility requirements, applicable regulations and policies related to the program to which assigned; State regulations and requirements related to purchasing, budget preparation and maintenance, and personnel administration.

ADMINISTRATIVE ASSISTANT II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of clerical and administrative support experience which included experience in one or more of the following areas: maintaining records and files; preparing a variety of materials using a personal computer or word processor; assisting customers in completing forms and applications; and/or performing secretarial duties in support of professional staff; OR one year of experience as an Administrative Assistant I in Nevada State service; OR an equivalent combination of education and experience. *(See Special Requirement)*

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

Working knowledge of: administrative support functions. **General knowledge of:** financial and statistical recordkeeping methods. **Ability to:** provide administrative support to agency/program staff and managers; apply complex agency and/or program regulations, requirements and policies to specific situations; receive, review and process a variety of documents according to established guidelines, policies, regulations and timelines; type, format and produce technical documents and/or medical/clinical transcription using a personal computer and appropriate word processing, spreadsheet and/or database management software; establish, organize and maintain complex filing systems including indexed and cross-referenced materials; organize clerical assignments and establish appropriate timelines; communicate effectively both orally and in writing; arrange and schedule meetings and appointments; prepare agendas and take minutes at meetings; train and supervise subordinate staff as assigned; compile, organize and summarize data for inclusion in reports; *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 Administrative Assistant III.)

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MINIMUM QUALIFICATIONS (cont'd)

ADMINISTRATIVE ASSISTANT I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of clerical experience which included experience in one or more of the following areas: maintaining records, answering telephones, and reviewing forms, documents and other written materials; OR six months of experience as an Administrative Aid in Nevada State service; OR an equivalent combination of education and experience. *(See Special Requirement)*

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

Working knowledge of: standard office procedures, practices and methods; word processing software; data entry techniques; recordkeeping techniques; telephone etiquette. **General knowledge of:** business English; business software including spreadsheets and database management; basic customer service skills; basic financial and statistical recordkeeping methods; clerical accounting procedures. **Ability to:** provide administrative support to agency staff in program and management activities; apply and explain rules, regulations, policies and procedures related to a specific program or service; read and understand manuals and other detailed written materials; review applications and other documents for completeness and conformance to established procedures and requirements; maintain records including manual and electronic files; process timesheets, payroll documents, purchase orders, invoices, claims, and related materials according to clearly established procedures; enter data in computer equipment and resolve data discrepancies; type, format and produce correspondence, reports and other materials using a personal computer or typewriter; compose routine business correspondence. **Skill in:** the operation and use of office equipment; typing at a rate of speed designated by the hiring authority; *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 Administrative Assistant II.)

ADMINISTRATIVE AID

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and six months of general clerical experience; OR six months of experience as a Clerical Trainee in Nevada State service; OR an equivalent combination of education and experience. *(See Special Requirement)*

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

General knowledge of: standard office procedures such as filing, typing, duplicating materials; answering telephones and taking/sending written or electronic-mail messages; distributing mail; telephone etiquette; correct English usage, grammar and punctuation; proper spelling of commonly used words; operation of computers and other office machines; word processing software; manual and computerized recordkeeping methods; basic math; reading skills sufficient to understand information and materials related to the assignment. **Ability to:** use computers, telephones, paging systems, copiers, facsimile machines and other office equipment used to perform clerical work; understand and follow oral and written directions; communicate and work cooperatively with others including co-workers, program clientele and the public; add, subtract, multiply and divide numbers accurately.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Administrative Assistant I.)

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	7/1/01P 10/4/00PC	7/1/01P 10/4/00PC	7/1/01P 10/4/00PC	7/1/01P 10/4/00PC	7/1/89P 9/27/88PC
REVISED:					7/1/89P 6/9/89-3
REVISED:					7/1/01P 10/4/00PC
REVISED:			7/1/01P 4/27/01PC		
REVISED:	7/1/05LG	7/1/05LG	7/1/05LG	7/1/05LG	7/1/05LG

STATE OF NEVADA - POSITION QUESTIONNAIRE

RECEIVED

JUL 26 2004

RECEIVED

4/10/04 2004

AGENCY ID NO. 810 DEPARTMENT MOTOR VEHICLES

POSITION CONTROL NO. 7072 AGENCY ORG.# 4715

EMPLOYEE NAME PATRICIA ANN GRAVES

CURRENT CLASS TITLE AA III
(If existing position)

REQUESTED CLASS TITLE Management Analyst II

GEOGRAPHIC LOCATION OF POSITION Carson City

FUND# 201

CLASS CODE 2211 2284 GRADE 27

CLASS CODE 7.625 GRADE 35

EMPLOYEE PHONE NO 775-684-4919

APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the information on page 1, and the statements provided in this NPD-19 are correct and complete. Changed responsibilities were/will be effected on _____

Signature of Appointing Authority or Designated Representative

Date

Signature of Employee

Date

FOR COMPLETION BY BUDGET DIVISION ONLY (Required for new positions and when NAC 284.126, subsection 3 applies.)

☒ Approved Effective Date (If change is approved by State Personnel) _____

☐ Disapproved

Signature

Date

FOR COMPLETION BY DEPARTMENT OF INFORMATION TECHNOLOGY (Required when NRS 284.172 applies)

☐ Approved ☐ Disapproved

Signature

Date

FOR COMPLETION BY STATE PERSONNEL AND BUDGET DIVISION

Agency ID.....

Position..... Effective Date 7/26/04 Expire Date..... Type.....

Action.....

Part-time (Percent).....

Class Code 2210 Title Administrative Assistant IV Grade 29

Class Option.....

Division Code M10 IFC/Legislative Approval Required? ☐ No ☐ Yes

Date Received

INSTRUCTIONS TO APPOINTING AUTHORITY

- ☐ Use the NPD-3 procedure.
- ☐ Submit Personnel Action form and refer to NAC 284....., subsection.....
Incumbent meets MQ's: ☐ Yes ☐ No
- ☐ Other.....

Study No. 024-2-05
Analyst Date 11/3/04
Approved Date 11/4/04

sent to Budget
11/5/04

1. What is prompting this request? If this is an existing position, state the significant changes in duties and responsibilities, which have been made in the position since it was established or last reviewed by State Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.

This position has transitioned from just an Admin Asst position with normal AA responsibilities such as Time and Attendance, Travel and Training, mail sorting, meeting coordination and correspondence to an MA position which include the above plus the MA functions as described.

This position is needed for budgetary and legislative activities that are currently done by other staff members of the Motor Vehicles Information Technology (MVIT) unit. This position will also be responsible for activities such as Maintenance of various excel, warehouse and IFS databases; software, hardware and equipment inventories; writing and updating of Policies and Procedures for the MVIT unit; the coordination of various Priority, Top Ticket and Time Accounting reports; monitoring and maintenance of the MVIT unit's biennial budget and program budgets; research and recommendation of software to be used within the unit. Research and tracking of Legislation impacting MVIT.

2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)

DPM II (0002)
ISS IV (0016)
AA II (7072)

3. Briefly describe the major purpose of this job.

Research and Data Collection for Project Priority lists and analysis of time accounting reports; Coordinate the Project ticket and Project Service Request (PSR) flow with other divisions and testers, reporting results; Maintain Data Bases for Software maintenance, IP addresses, and equipment; Develop, implement and maintain MVIT Policies and procedures; Assist with the development and preparation of the MVIT budget. Research and tracking of Legislation impacting MVIT.

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

See attached

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly or annual basis. If this is an existing position, please put an asterisk next to each duty that is new.

DUTY NO.	DUTY	FREQUENCY
1 *	Research and Data Collection -Upon request, researches and collects, compiles, analyzes data from a variety of sources and applies discretion when independently choosing resources to compile requested data; evaluates information and data to provide accurate and concise information. -Maintain Departmental Ticket and PSR Priority list and coordinate in a scheduled manner. -Maintain Programmer time accounting for reports and charts. Analyze time accounting for usage and projections of projects.	20%

2	Coordinator -Coordinate ticket and PSR flow with other divisions. -Coordinate Testers for UAT Batch Outputs. Deliver any User Acceptance Testing (UAT) Batch Outputs from the day before. -Email Testers notifying them of a new UAT Build. Create UAT Build summary and email Testers and Leads. -Record testing results and report results. -Coordinate and maintain MVIT contracts. -Personnel Liason	20% ₂₅
3 *	Maintain Data Bases -Maintain Software maintenance database. -Maintain IP address database. -Maintain MVIT equipment inventory control.	15% +5
4 *	Policies and Procedures -Development, implementation, and maintenance of MVIT policies and procedures. -Single point of contact for maintenance of all MVIT policies and procedures within MVIT. -Coordinate with Management Services the updating of departmental global drive with current information.	10%
5	Organizational Charts -Create and maintain the MVIT organizational chart. -Coordinate updates of MVIT organizational chart with Management Services.	5%
6 *	Budget -Assist Administrator in developing and preparing MVIT budget. -Assist in maintaining MVIT budget.	10% +5 20
7	Supervision -Assist in supervising Application Help Desk when required. -Head up Crystal Users group.	10% H1 11/23
8	Special Assignments -Perform special assignments, provide temporary coverage, etc., as assigned by Administrator.	5%
9 *	Legislative Tracking	5%

6. What duties are performed that require the incumbent to make choices, determinations or judgments? Please give examples.

The management of any project whether it's new or existing requires making many choices, determinations and judgments regarding the use of resources, the scheduling of time and the appropriate solution from among those available to successfully complete a change or enhancement. Determination is required to complete the project successfully within the time period. The use of appropriate judgment is required when working with a sensitive issue, person or agency. When resources are limited choice must be made to make the most efficient use of the resources available. This position requires its incumbent to meet with many levels of the staff and management to gather requirements and tactfully explain differences between what is being requested and what is actually needed.

- 7a. List the class titles and position control numbers of all employees that work under the supervision of this position.

Indirect support of 4 Application Help Desk staff (CST III)
 PCN #'s: SA5201, SA5200, CA5292, SA5206

- 7b. Describe the extent of supervisory responsibility exercised over these employees. (Check appropriate boxes.)

- ☒ Final selection ☒ Work assignment ☒ Performance appraisal ☐ Discipline
☒ Training ☒ Work review ☐ Other (Specify) _____

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.
 Forty (40) hours of management series classes required for supervisors
 State Supervisory Safety Training

9. List equipment, which is used that requires specialized training.

Windows, Remedy Administration, basic understanding of PC, PC software

10a. List the name, title and position control number of the position's supervisor.

Chuck Conner, DPM II (0002)

10b. Describe the type and extent of supervision received.

Under Administrative direction, the position primarily will work independently and in cooperation with projects shared with Budget Analysts and the Administrator.

11. What statutes, laws, rules, procedures or guidelines are used in performing assignments?

Nevada Revised Statutes
 Nevada Administrative Code
 State Administrative Manual
 State Purchasing Policies
 Department of Motor Vehicles Policies and Procedures
 Personnel Guidelines
 OSHA Standards
 FMLA Standards

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

<u>CONTACT</u>	<u>PURPOSE</u>
MVIT staff	Coordinate activities as described with job duties
DMV Management	Get management guidelines for new program development; provide management reports
DMV Director / Deputy Director	Get management guidelines for new program development; provide management reports
Outside Vendors	Purchasing new equipment and software
DMV Program Managers	For leadership and directions on projects

DMV Administrators

For requirements and project approval

Staff of DMV and other
State agencies

As needed for assorted responsibilities; Budget, Account Payable,
Account Receivable

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

n/a

14. Provide any additional information about the job which you consider to be important to the classification, but which have not been previously mentioned.

This position is required to have an understanding and overall knowledge of all functions. Must make determinations regarding priority levels of various tasks and have the ability to adjust priorities with little or no notice.

07/26/04

07/26/04



CLASSIFICATION STUDY CORRESPONDENCE/CONTACT AND INFORMATION LOG

Study # 024-2-05

DATE	INFORMATION GATHERED/COMMENTS	INITIALS
7/26/2004	Date Study Received	
8/2/04	Assess to Bell	DC
8/2/04	Ltr sent to Budget, Circumvent, Agency	DC
8/11	Left msg	
8/12	Left msg - app set for 8/25 '04	
	Stacke App / Org Chart -	
	each DU DMU MULT	Water G-11 10/1/04
	Pizz Myl - Mary Ann	
	Supervisor Meeting (Chuck Connors)	
10/15	Chuck - determination <u>AMU</u>	
10/20	Ltr to Dana	
11/3	Ltr Marked	
11/11	DL had a meeting with Chuck Connors at his request - Peter has requested I talk to Patricia again and take Dana along for her expertise in HA issues.	
11/23	Meet / Patty Gorman - w/Dana	
12/6	LA new info per MA - 8/12/05	
12/30	Dana spoke to Chuck still MA IV - DATE for Circumvent to	12/30/04
	TOTAL DAYS ON HOLD	



DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
www.state.nv.us/personnel/

February 17, 2005

Chuck Conner, Data Processing Manager II
Department of Motor Vehicles
555 Wright Way
Carson City, Nevada 89711

Dear Mr. Conner:

This letter is in response to your appeal regarding the determination to reclassify the position held by Patricia Graves from Administrative Assistant III, grade 27 to Administrative Assistant IV, grade 29. The original NPD-19 requested the position be reclassified to Management Analyst II, grade 35. The appeal letter requested reclassification to Management Analyst I, grade 33. My responsibility in the classification appeal process is to objectively review the classification determination for validity and accepted classification principles and to assess the use of appropriate methodology. I must consider the points in the original determination with which you disagree and the rationale for the disagreement. My review of this appeal took into consideration all the information gathered and analyzed during the classification study. This included your letter of appeal, the current NPD-19, the additional information you provided during the study, the position description questionnaire submitted during the clerical occupational group study conducted in 1999, the class specifications for the Administrative Assistant and Management Analyst series and comparisons to existing positions within state service.

Your letter noted that you felt a more appropriate position comparison should have been made to one located in a highly technical environment. Typically, when comparing positions we consider the similarity in duties being performed. In response to your request, I have reviewed a Management Analyst I, technical position in the NOMADS section of the Welfare Division as a basis for comparison.

The Management Analyst I at Welfare is responsible for ensuring systems software is designed, tested and maintained in compliance with Federal requirements; participating with

management, contractors and programmers in conducting the implementation of new or revised procedures and systems which comply with Federal and State requirements; analysis and design of data systems, interfaces and enhancements, reviewing deliverables submitted by contractors for adherence to standards and efficiency in design; assisting in the development of requirement definitions by participating in feasibility studies in order to determine the best system solutions for a given task; analyzing and implementing the identified solutions; testing of systems programs and Job Control Language prior to production implementation; analyzing, identifying and communicating results through documents of the test execution and recommending improvements to maintain standards for quality assurance. I view these duties at a higher level than those being performed by the subject position.

I would like to address the issues detailed in your letter, point by point:

Financial, statistical, and investigative reports

Review of this information indicates that before the incumbent can make any recommendation or create any report, she has to collect data from professional staff in your division or from databases that have been updated by that staff. The specific data collected varies depending on the need at the time. For example, it may be specifications on different types of software packages or the compatibility of software packages and/or equipment. This information is provided to her so she can make recommendations and/or create reports. Without assistance and advice from the professional staff, she would be unable to complete this task. This was confirmed by the incumbent during the second audit. The level of responsibility relating to this type of duty is consistent with and clearly listed in the class specifications for the Administrative Assistant III (AAIII) and IV (AAIV). The class concepts refer to duties such as analyzing and reconciling numerical data and narrative information, developing spreadsheets to facilitate data analysis, etc. In contrast, a Management Analyst would be gathering data from projects they were responsible for, not just gathering information from databases where the project data was already entered. They would also be making decisions on purchases rather than just making recommendations.

Projections for cost, statistical, and informational analysis

Maintaining databases is a common duty performed by and expected of Administrative Assistants at all levels. The class concepts for AAIII lists duties such as researching information from a variety of internal and external sources including the Internet for projects which may include unique purchases; identifying sources of information and communicating with vendors and others concerning technical aspects of the project/purchase; evaluating and comparing information and reporting findings to a supervisor. The duties being performed by the incumbent are well within those expected of an AAIV. The desk audits also verified that you, as the Data Processing Manager, are responsible for making the final determination on purchases. Management Analysts would have final authority on purchases based on their professional knowledge of the program area.

Develop, prepare, maintain, monitor and control budget

The class concept for Administrative Assistant III states: prepare reports which summarize financial and statistical information related to the work unit's budget, accounts, activities, program clientele and operations; advise management of unusual trends, funding levels and expenditures; assist with budget development by compiling information etc. The Administrative Assistant IV class concept refers to compiling, organizing and consolidating financial and statistical data required to assist in the development of the budget of a major work unit; compiling cost sheets and preparing reports and budget documents according to specific instructions from the budget office. The duties described in your letter are consistent within those detailed above.

Work flow and contracts

When this position was reviewed during the Occupational Group study (OGS) duties included user testing for the Information Request section, which required the incumbent to make determinations relating to the accuracy and the results of the application regression testing and ticket fixes; make determinations to ensure accuracy of program and database changes that are going into production by evaluating the tickets; review scripts to determine what type of data was necessary to complete transactions; analyze the results of the functional, application, and performance testing, system performance testing, reliability testing and determine when the errors originated from incorrect scripts, system failure or application failure. The workflow duties listed in your letter are consistent with those being performed at the time of the occupational study and do not provide a basis for reclassification to Management Analyst. The current NPD-19 listed several duties which included contract monitoring as being performed 20 percent of the time. These duties were not identified as new and cannot be considered to represent significant change. Typical duties of a Management Analyst would include contract writing and monitoring which would be a major portion of the position's duties.

Policies and procedures

Developing, monitoring and updating policies and procedures is a common duty performed by many positions in state service, including AAIII's and AAIV's. The percentage of time the incumbent spends performing these duties is minimal and therefore not a determining factor. Her focus is to monitor and ensure staff is updated with changes. This level of responsibility is consistent with positions in the Administrative Assistant series. In contrast, Management Analysts are responsible for the actual development and implementation of policies rather than on distribution.

Legislative tracking

This duty is consistent with the recommended class of AAIV. The class concept for AAIV states: maintain records and track the progress and outcome of legislative proposals,

grievances, contracts, personnel and project activities; develop and implement effective and efficient record keeping systems and ensure that information is logically organized, appropriately cross-referenced, and accessible to users. Positions allocated to the Management Analyst level are involved in writing fiscal notes, bill drafts etc.

Immigration and Naturalization Services

The information gathered during the second audit with the incumbent determined there are only 10 employees involved in this process. The incumbent has to ensure all deadlines are met and required paper work is complete to guarantee timely recertification for non-citizen employees. Although this can be time consuming, this duty is not reflective of a higher level and still falls within the concept of the Administrative Assistant.

I would like to clarify that the purpose of the classification process is to objectively analyze the duties being performed and align them to a classification with similar duties. The fact that an employee possesses the knowledge, skills, abilities and qualifications required for a higher-level class; carries out the duties enthusiastically and professionally; or handles a fluctuating volume of work cannot be considered during this process. The classification level must reflect the duties and responsibilities assigned the position; personal attributes are not considered.

In conclusion, I have determined that the preponderance of this position's duties fall within those of the class concept for Administrative Assistant IV, grade 29, as originally determined. AAIV's are expected to provide administrative support to the administrator of a complex division such as yours. I do not find the significant change in the level of duties being performed warrants reclassification to a Management Analyst. We would like to thank both you and Ms. Graves for your cooperation during this process. If you would like to appeal this determination to the Personnel Commission, you must do so within 30 days per NAC 284.152.

Sincerely,

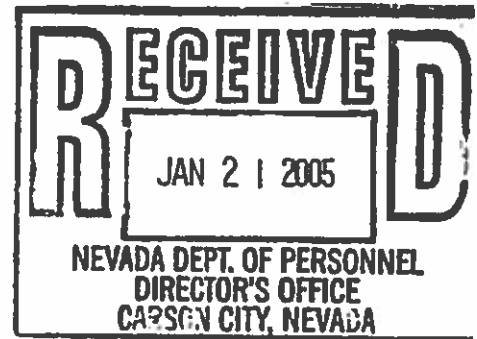


Jeannie Greene
Director

JG:sq

MEMORANDUM

January 11, 2005



To: Jeanne Greene, Director
Department of Personnel

From: Chuck Conner, DPM II
Department of Motor Vehicles

RE: Reclassification request – position #7072

05-106

Per NAC 284.152, "Appeal of allocation of position or change in classification", the Department of Motor Vehicles – Information Technology (DMV – MVIT) is requesting the Director of the Department of Personnel to re-evaluate the decision to not reclassify the NPD-19, submitted on July 26, 2004 and responded to via telephone on December 30, 2004, to the level of Management Analyst II from an Administrative Assistant III.

The initial Reclassification letter (see attached) from the Department of Personnel dated November 03, 2004, compares Position #7072 to a Management Analyst II position allocated to the Department of Conservation and Natural Resources Director's office. This comparison, while within the same Class Specification, is not a true comparison. While it is noted the Department of Conservation and Natural Resources maintains a larger overall budget than MVIT, the functions are different and the level of expertise and knowledge required of MVIT staff within the area of technology and the development of Information Technology based systems is that of exceeding quality and flexibility, to include all Administrative positions. I realize that while the #7072 position was compared to this Management Analyst II position a more logical comparison might be to a Management Analyst I position in a highly technical environment because of the transition of this position from the Admin Asst series. Also, it should be noted that in the NPD-19 of 1999 related to in the above letter (see attached) item 2 states that a Management Analyst II previously performed these duties.

As a point of information MVIT staff is an Information Technology leader and must be on the cutting edge of Technology as it applies to the Department of Motor Vehicles and the State of Nevada. Because of the constant state of change MVIT employees are continually tasked with changes in their job functions. MVIT has a budget of \$8,461,814.00 and helps collect approximately \$1.1 billion annually for the State that is distributed to cities, counties and schools. MVIT is responsible for I.T. related issues in 22 DMV offices, 6 Assessor's office, 1 auxiliary office (opened once a month) throughout Nevada and the work stations

for approximately 1,174 DMV employees, 1,100 computers, 800 printers, 45 servers, 10 program areas (Vehicle Registration, Drivers License Renewal, Titles, Insurance Verification, Motor Carrier, Occupational and Business Licenses, Records Management, Plates, Mail-In Renewals, Revenue), communication lines to and within all sites, continual maintenance and upgrading of the DMV application, and maintaining the security of the entire DMV Network. In addition, because of the security aspect, DMV data is accessed by multiple Public Safety agencies, multiple federal agencies and most State and city agencies.

As per and in relation to the letter of November 03, 2004, Position #7072 is tasked with the following areas of responsibility:

1) Financial, statistical and investigative.

This position is responsible for maintaining multiple statistical reports that include but are not limited to: 1) the Departmental Problem Ticket list, 2) the Project Service Request (PSR) Priority list, 3) Application Time Accounting, 4) Reporting, Network Time Accounting and Reporting, 5) Operation Batch Control Success rate, 6) Research and recommendation of proposed software, 7) Research and recommendation of proposed hardware to be utilized by the MVIT division. The collection of the data used for reports come from numerous sources. Such sources include but are not limited to MVIT staff, DMV Program Managers and Administrators, vendors, Internet and databases. Position #7072 must know what the parameters of the required report are and understand, analyze and accurately interpret the information collected.

Example:

Software

Must have the ability to understand the requirements of MIVT staff for project(s). Must research the Product listing, Licensing requirements, product warranty, and compatibility to current DMV operational system (i.e.: server availability and compatibility). Recommend software package. Order software package accordingly. Inventory package. Should a software package not be recommended, must accurately report findings and arguments to management and / or staff.

2) Projections for costs, statistical and informational analysis:

This position is responsible for maintaining various databases that include: 1) Software inventory, 2) hardware inventory, 3) Equipment, 4) Personnel, and 5) Training.

Example:

Software

Must review all software purchases within the DMV for standards, need, usage and compatibility. Upon approval by the Administrator, must place Purchase Requisition with DMV Purchasing department. Upon receipt, note in Software Database expiration date (if applicable), purchasing information (i.e.: purchase order number,

purchasing division, quantity, contract and / or agreement information, cost of software), and software contact information. For departmental inquiries, must be able to provide requested information to appropriate staff.

3) Preparation, monitoring and maintenance of the division Budget:

This position is responsible, with the Administrator, in the development, preparation, control and maintenance of the MVIT Budget. Position #7072 must understand the needs and demands of the division budget, the proposed program and program requirements, and budget process. This position is also responsible for ongoing monitoring and maintenance of current total Fiscal Budget.

A. Example:

i. Development

1. Continually review declining balances from current and previous fiscal years
2. Items showing continual expenditures and / or items purchased in current fiscal year, determine if expenditure is ongoing or one-time, maintenance renewal, supplies, or customer support
3. If continued, obtain budgetary quote from vendor(s)
4. Review as needed
5. Review State Budget for accuracy.

ii. Preparation

1. Review listed items with associated quotes
2. Determine if item is categorized by the Budget Division as a Maintenance item or an Enhancement Unit
 - a. Create appropriate supporting documentation for presentation (i.e.: TIR, M document, NPD-19 for newly requested positions, Equipment Request form, Travel Training form, etc.)
3. Assign appropriate Category and GL number as provided by State of Nevada Budgeting
4. Prepare items for presentation to Administrator
5. If approved by Administrator, and upon request by Budget Analyst, forward items for review by DMV Administrators
6. Update as needed

iii. Maintenance

1. Gathers updated quotes and vendor information needed for the budgetary process as needed or requested by the Budget office
2. Monitors the expenditures associated with the MVIT budget and make recommendations with proposed expenditures
3. Verify need for item to include Agency requested and Legislatively Approved items

In addition to responding to the letter of Nov. 03, following are requirements of the position which are listed in the Class Spec for the Management Analyst.

Workflow and contracts:

This position is responsible for monitoring the MVIT workflow with other divisions within the DMV, notify appropriate personnel of Builds to the User Acceptance Testing (UAT) and Production environments, maintain and coordinate MVIT software and hardware contracts, purchasing for division to include supplies and equipment (software, hardware, ergonomic needs of staff members), payment of division responsibilities, vehicles and fuel card tracking, and act as Personnel Liaison. This coordination also consists of staff from all areas of the DMV. Must have the ability to accurately relay needs, demands, and requirements between DMV staff and MVIT staff.

Example: Contracts

Must know divisional and departmental needs. Must know state requirements regarding contracts and service agreements. Must be able to understand, interpret, and communicate needs. Must be able to negotiate contracts on an occasional basis. Must be able to read, understand and interpret contracts and contractual requirements.

Opened bid for "Support Services" for installation and training of program on server. Applied all aspects of the State of Nevada requirements during bid process to include: opening bid process to four vendors approved by software company for this service, insurance requirements by State of Nevada, MVIT requirements, durations of open bid process, review of bid(s) received, and award of contract.

Policies and Procedures:

This position is responsible for/or the point of contact for the investigation, development, and maintenance of MVIT Policies and Procedures. This is to include the coordination with departmental staff the posting of Policies and Procedures, and interpretation of applicable NRS, NAC, SAM, and DMV Policies and Procedures. MVIT Policies and Procedures are accessible to all MVIT staff. Updates to established Policies and Procedures made as necessary.

**Example: MVIT Code of Ethics
May 20, 2003**

Reviewed, interpreted and understand various guidelines as set forth by the State of Nevada as found in NRS, NAC, SAM, and DMV Policies and Procedures. Outlined guidelines in a written document, in approved format. Upon Administrative approval, as required by the DMV policy, advised all MVIT staff of document, provided copies of document to all staff, requesting acknowledgement returned for employee files. Posted on computer divisional drive.

Legislative Tracking

This position is responsible for Legislative Tracking for the division. Items tracked include, but not limited to, proposed Bill Draft Requests (BDR), Actual Bills with brief summary, House of Origin, MVIT Fiscal impact estimates, and Governors approval / rejection. Upon bill approval, create a Project Service Request (PSR) in the MVIT system for tracking, assignment, progress, and completion of the project.

Below is a special requirement of this particular position.

Immigration and Naturalization Services

This position is responsible for processing and maintaining all paperwork for staff members whom work for the Department of Motor Vehicles – Information Technology Division on a work Visa. This position is responsible for working with the Department of Labor, Department of Justice, INS for Alien Status, and Visa and Visa applications for prompt processing of all paperwork and payments incurred. Position #7072 will maintain complete copies of all paperwork provided to the various agencies and insure proper paperwork handling as outlined by the Department of Labor.

I feel that because of the fact that my particular division doesn't have the required funding to support an Admin Asst position and a Management Analyst position, and Patricia is forced into the position of doing both functions. The Personnel department is penalizing the employee for just that, doing both functions. While the majority of the work of the actual position resides in the Management Analyst area the Personnel people just see the fact that some of the functions are Admin Asst functions and stop there. The reality is that 70-80% of the overall function is analysis, research, budgeting, fiscal monitoring, projections, and statistical reporting. Reading the Class specs for the Management Analyst and the Admin Asst, I for one see far more relationship between our position and the Management Analyst I than even the Admin Asst IV. Additionally in written testimony provided to the LCB for the Transportation Committee, Patricia is listed as an Analyst in the Department along with all the other Analysts(see attached). This is because in meetings, where Patricia was involved, she always functions in the Analyst capacity.

Finally, seeing job functions is very subjective, while one individual can point at one Management Analyst in a Department and make the statement that this Analyst spends 70% of their time in Data Analysis, another individual can look at another Analyst in the same Department and see where Analysis is only 10% of their function with 70% as policy and procedure. So functions can vary dependant on Division and evaluator. Looking at the Admin Asst specs versus the Management Analyst specs there is a gray area of where the transition actually happens from one Class to the other and can be interpreted in multiple ways. (This has even been acknowledged by members of the State Personnel staff.) But penalizing an employee, that is a critical part of my Division, is not something that I would like to see happen. I hope that we can negotiate on a change to the Management Analyst I position.

Thank you for your time in this matter.



DEPARTMENT OF PERSONNEL


209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150

www.state.nv.us/personnel/

MEMORANDUM

Date: November 03, 2004

To: Patricia Graves, Administrative Assistant III
Department of Motor Vehicles

From: Beverly Ghan, Personnel Analyst 
Department of Personnel

Re: Reclassification request- position # 7072

I have completed the study on your position following a review of the current NPD-19 and the position questionnaire submitted in 1999, which is the last time this position was reviewed; a desk audit with you, a meeting with your supervisor, Chuck Connors; review of class specification for the Administrative Assistant series and the Management Analyst series and comparisons with other positions in state service with similar duties. From the information gathered it is our determination the position should be reclassified to Administrative Assistant IV, grade 29.

The NPD-19 process is limited by regulation to analysis of significant change in the duties of a position since it was last reviewed. A position may only be reclassified when there is significant change in the duties and responsibilities of the position that push the position's overall complexity beyond the parameters of its current classification. To add or increase duties and responsibilities to a position that is similar in nature and represent a level of complexity at or below the class to which a position is currently assigned, does not provide a basis for upward reclassification.

The NPD-19 requested the position be reclassified to Management Analyst II, grade 35. The Management Analyst series concept describes typical duties and responsibilities as performing statistical and informational analysis; conducting financial, statistical or investigative studies; participating in the preparation, monitoring and maintenance of the work unit's biennial budget; making projections for future costs; preparing and presenting budget and/or justifications to the legislature; and monitoring fiscal transactions to ensure expenditures are in conformance with State and department rules and budgetary limit.

Typical of the level of duties and responsibilities of a Management Analyst II can be found in the Department of Conservation and Natural Resources Director's Office, Fiscal Services Division. This position has both program and fiscal responsibilities for a \$200 million dollar fund to Protect Natural Resources, in addition to the overall fund management and program coordination of the program. Additionally, this position is responsible for assisting in the development of written policies and procedures that govern the entire fund; budget preparation and monitoring; coordinating with the Controller's Office on arbitrage liabilities; and because this is a multi-agency program the position is tasked with all inter-agency program coordination. These duties are greater in complexity and scope of responsibilities than those of the subject position.

Your request to reclassify your position was prompted by the following duties listed as new on the current NPD-19: research and data collection, 20 %; maintaining data bases, 15 %; policies and procedure development and implementation, 10 %; budget assistance to the Administrator 10 %; and legislative tracking 5%. The majority of the duties currently being performed compare favorably to the current class specification for Administrative Assistant IV, grade 29.

The class specifications for Administrative Assistant IV states positions at this level provide secretarial, clerical, and administrative support to the administrator of a complex division. Representative duties at this level are developing and producing informational materials as requested by the supervisor; ensuring program activities conform to established goals and policies; assisting professional staff in developing fiscal, operational and procedural program plans; developing, revising and maintaining specific procedures and manuals; compiling, organizing and consolidating financial and statistical data required to assist in the development of the budget for a major work unit; analyzing and reconciling numerical data and narrative information; developing spreadsheets to facilitate data analysis; compiling cost sheets; preparing reports and budget documents; maintaining records and tracking the progress and outcome of legislative proposals, grievances, contracts, personnel and project activities; developing and implementing effective and efficient recording keeping systems and ensuring that information is logically organized, appropriately cross-referenced, and accessible to users; and ensuring confidentiality of information which is not part of the public record. Your current duties align well with this concept.

An example of the level of responsibility required of an Administrative Assistant IV can be found at the Department of Transportation. Responsibilities include assessing, setting and modifying procedures used for administrative and contract compliance; writing, revising the Architecture procedural manual; creating, drafting and evaluating on-call task orders, amendments and/or agreements to be sent to the legal division for approval; monitoring status of all agreements and task orders determining when extensions are needed and ensuring compliance with contracts; administering the certified payroll for the division including contractors and sub-contractors; and approving sublet and sub-contract agreements ensuring contract compliance. Duties also include training staff in the following requirements: Requests to Sublet, Sub-contract agreements and Certificate

of Liability, in Certified payroll procedures, creating legal drafts for agreements, task orders and/or amendments. Additional duties include compiling data, effectively inputting, retrieving and manipulating data to provide possible solutions as requested; supervising the compilation of accounting spreadsheets including updating work program databases and financial controls sheets for approved projects; maintaining spreadsheets for balancing six budgets and generating reports for department's information system; and creating charts/graphs as requested on all projects. There is close alignment in these duties, the class concepts for Administrative Assistant IV, and your position.

In conclusion, although your position has experience significant change, we do not find it functioning at the level that warrants upward reclassification to Management Analyst II, grade 35. Based on the scope of responsibility, authority to act, independence, consequence of error, and the knowledge required to function a majority of the time in your job, reclassification to Administrative Assistant IV, grade 29 is recommended at this time.

I do want to thank your for your corporation in this process. If you should have any questions please feel free to call me.

cc: Chuck Connors, Data Processing Manager II
Department of Motor Vehicles
Renee Travis, Personnel Analyst
Department of Motor Vehicles

HR Data Warehouse

State of Nevada

Warehouse current as of February 06, 2019 11:40 PM

Position History

Position History - Incumbents

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810	4715	CC7072	02.211	27	ACTPM	02/28/2008		039462		MASKALY	KATHLEAN	09/17/2012			06 04 21
										VACANT		07/04/2012	09/16/2012		00 02 13
								041001		WHITE	DEBORAH	04/14/2008	07/03/2012		04 02 20
										VACANT		03/03/2008	04/13/2008		00 01 11
								023278		GRAVES	PATRICIA	02/28/2008	03/02/2008		00 00 04
810	4715	CC7072	02.210	29	ACTPM	07/26/2004	02/27/2008	023278		GRAVES	PATRICIA	07/26/2004	02/27/2008		03 07 02
810	4715	CC7072	02.211	27	ACTPM	09/23/2003	07/25/2004	023278		GRAVES	PATRICIA	09/23/2003	07/25/2004		00 10 03
810	4715	CC7072	02.211	27	NEWPM	07/01/2003	09/22/2003	023278		GRAVES	PATRICIA	07/01/2003	09/22/2003		00 02 22

[illegible]

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State of Nevada

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810	4722	CC4017	07.625	35	ACTPM	09/20/2007		067520		NEESE	JOHN	01/14/2019		00 00 30
										VACANT		10/22/2018	01/13/2019	00 02 23
								045741		FRIEND	MORGAN	10/26/2015	10/21/2018	02 11 27
										VACANT		05/30/2015	10/25/2015	00 04 27
								004307		BAUDER	STEVEN	06/07/2010	05/29/2015	04 11 23
								025492		FUSCO	GLORIA	02/26/2010	06/04/2010	00 03 07
										VACANT		02/17/2010	02/25/2010	00 00 09
								043865		ROTH	CARL	10/05/2009	02/16/2010	00 04 12
										VACANT		07/11/2009	10/04/2009	00 02 25
								004307		BAUDER	STEVEN	09/20/2007	07/10/2009	01 09 21
810	4722	CC4017	07.625	35	NEWPM	07/01/2007	09/19/2007	004307		BAUDER	STEVEN	07/01/2007	09/19/2007	00 02 19

HR Data Warehouse

State of Nevada

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Roster as of: 02-14-2019

Title: 07.625 MANAGEMENT ANALYST 2

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030	1030	HR-ATTY GENERAL ADMIN ACCOUNT	1	1.0000	1	1.0000
030	1037	HR-AG MEDICAID FRAUD	1	1.0000	1	1.0000
060	1130	HR-CONTROLLER GENERAL ACCOUNT	1	1.0000	1	1.0000
015	1325	HR-INFORMATION TECH PROJECT	1	1.0000	1	1.0000
087	1337	HR-DIRECTOR'S OFFICE	1	1.0000	1	1.0000
950	1338	HR-PUBLIC EMPLOYEES HLTH PROGR	2	2.0000	2	2.0000
082	1349	HR-BUILDINGS & GROUNDS	1	1.0000	1	1.0000
083	1358	HR-PURCHASING	1	1.0000	1	1.0000
070	1363	HR-HUMAN RESOURCE MANAGEMENT	1	1.0000	1	1.0000
086	1371	HR-ADMINISTRATIVE SERVICES	1	1.0000	1	1.0000
101	1522	HR-COMMISSION ON TOURISM	2	2.0000	1	1.0000
130	2361	HR-DEPARTMENT OF TAXATION	2	2.0000	2	2.0000
240	2561	HR-OFFICE OF VETERANS SERVICES	2	2.0000	2	2.0000
300	2709	HR-OFFICE OF EARLY LEARNING DV	1	1.0000	1	1.0000
300	2712	HR-STUDENT & SCHOOL SUPPORT	1	1.0000	1	1.0000
300	2720	HR-DEPARTMENT SUPPORT SERVICES	1	1.0000	1	1.0000
409	3145	HR-CHILDREN/YOUTH/FAMILY ADMIN	5	5.0000	4	4.0000
402	3151	HR-AGING FEDERAL PROG & ADMIN	2	2.0000	1	1.0000
403	3158	HR-HEALTH CARE FIN & POLICY	19	19.0000	19	19.0000
406	3161	HR-SO NEV ADULT MENTAL HEALTH	2	2.0000	2	2.0000
406	3162	HR-NNV ADULT MENTAL HEALTH SVC	2	2.0000	2	2.0000
406	3168	HR-BEHAVIORIAL HEALTH ADMINSTR	2	2.0000	2	2.0000
406	3170	HR-BEHAVIORAL HEALTH PREV & TR	1	1.0000	1	1.0000
709	3187	HR-MATERIALS MNGMT CORRTV ACTN	1	1.0000	1	1.0000
402	3208	HR-EARLY INTERVENTION SVCS	1	1.0000	1	1.0000
406	3213	HR-IMMUNIZATION PROGRAM	1	1.0000	1	1.0000
406	3214	HR-WIC FOOD SUPPLEMENT	1	1.0000	1	1.0000
406	3215	HR-COMMUNICABLE DISEASES	1	1.0000	1	1.0000
406	3216	HR-HEALTH CARE FACILITY REG	1	1.0000	1	1.0000
406	3218	HR-HEALTH ALERT NETWORK	1	1.0000	1	1.0000
406	3219	HR-HHS HD BIOSTATS & EPIDMILG	1	1.0000	1	1.0000
406	3220	HR-CHRONIC DISEASE	1	1.0000	1	1.0000
406	3222	HR-MATERNAL CHILD HEALTH SRVC	2	2.0000	1	1.0000

406	3223	HR-OFF OF STATE HEALTH ADMIN	6	6.0000	6	6.0000
407	3228	HR-WELFARE ADMINISTRATION	6	6.0000	5	5.0000
901	3268	HR-REHABILITATION ADMIN	1	1.0000	1	1.0000
901	3269	HR-DISABILITY ADJUDICATION	1	1.0000	1	1.0000
908	3272	HR-DETR ADMIN SERVICES	3	3.0000	3	3.0000
908	3273	HR-RESEARCH & ANALYSIS	1	1.0000	1	1.0000
402	3279	HR-DESERT REGIONAL CENTER	1	1.0000	1	1.0000
409	3646	HR-SO NEV CHILD & ADLSCNT SVCS	1	1.0000	1	1.0000
406	3648	HR-HHS DPBH RURAL CLINICS	2	2.0000	2	2.0000
431	3650	HR-MILITARY	3	3.0000	3	3.0000
654	3675	HR-OFFICE OF HOMELAND SECURITY	1	1.0000	1	1.0000
440	3710	HR-DIRECTOR'S OFFICE	1	1.0000	0	.0000
652	3740	HR-PAROLE AND PROBATION	2	2.0000	2	2.0000
741	3813	HR-INSURANCE REGULATION	3	3.0000	3	3.0000
054	3815	HR-UNCLAIMED PROPERTY	1	1.0000	1	1.0000
751	3922	HR-NV TRANSPORTATION AUTHORITY	1	1.0000	1	1.0000
749	3952	HR-ATHLETIC COMMISSION	1	1.0000	1	1.0000
750	4130	HR-TAXICAB AUTHORITY	2	2.0000	2	2.0000
704	4162	HR-STATE PARKS	1	1.0000	1	1.0000
130	4207	HR-MARIJUANA REG & CNTRL ACCT	1	1.0000	1	1.0000
703	4285	HR-OHV COMMISSION	1	1.0000	1	1.0000
702	4460	HR-WILDLIFE DIRECTOR'S OFFICE	2	2.0000	2	2.0000
550	4554	HR-AGR ADMINISTRATION	1	1.0000	1	1.0000
800	4660	HR-TRANSPORTATION ADMIN	8	8.0000	6	6.0000
740	4677	HR-OFFICE OF BUSINESS AND PLAN	1	1.0000	1	1.0000
742	4680	HR-INDUSTRIAL RELATIONS	1	1.0000	1	1.0000
740	4681	HR-BUSINESS & INDUSTRY ADMIN	3	3.0000	3	3.0000
742	4682	HR-ENFORCEMENT-INDUSTRIAL SFTY	1	1.0000	1	1.0000
741	4684	HR-SELF INSURED WORKERS COMP	2	2.0000	1	1.0000
658	4688	HR-HIGHWAY SAFETY PLAN & ADMIN	1	1.0000	1	1.0000
650	4706	HR-DIRECTOR'S OFFICE	1	1.0000	1	1.0000
655	4709	HR-CRIMINAL HISTORY REPOSITORY	1	1.0000	1	1.0000
651	4713	HR-NEVADA HIGHWAY PATROL	5	5.0000	5	5.0000
810	4715	HR-AUTOMATION	1	1.0000	0	.0000
810	4722	HR-MOTOR VHCL POLLUTION CONTRL	1	1.0000	1	1.0000
810	4735	HR-DMV FIELD SERVICES	1	1.0000	1	1.0000
659	4736	HR-JUSTICE GRANT	1	1.0000	1	1.0000
810	4742	HR-MANAGEMENT SERVICES	2	2.0000	1	1.0000
810	4744	HR-DIRECTOR'S OFFICE - DMV	1	1.0000	1	1.0000
810	4745	HR-ADMINISTRATIVE SERVICES	1	1.0000	1	1.0000
902	4770	HR-EMPLOYMENT SECURITY	2	2.0000	2	2.0000
011	4868	HR-STATE OFFICE OF ENERGY	1	1.0000	0	.0000

STATE OF NEVADA - POSITION QUESTIONNAIRE

☐ New Position
☒ Existing Position

AGENCY ID NO. 2361 DEPARTMENT Taxation

DIVISION Assessment Standards

POSITION CONTROL NO. 1088

EMPLOYEE NAME Lew DeWeese

CURRENT CLASS TITLE Management Analyst II
 (If existing position)

CLASS CODE 7.625 GRADE 35

REQUESTED CLASS TITLE Management Analyst III

CLASS CODE ~~7.625~~ 7.624 GRADE 37

GEOGRAPHIC LOCATION OF POSITION Carson City, NV

EMPLOYEE PHONE NO 775-684-2038

APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the information on page 1, and the statements provided in this NPD-19 are correct and complete.
 Changed responsibilities were/will be effected on _____

RECEIVED

AUG 31 2004

Signature of Appointing Authority or Designated Representative

Date

Signature of Employee

Date

NEVADA DEPT. OF PERSONNEL
 CARSON CITY, NEVADA

FOR COMPLETION BY BUDGET DIVISION ONLY
 (Required for new positions and when NAC 284.126, subsection 3 applies.)

☐ Approved Effective Date (If change is approved by State Personnel).....
☐ Disapproved

Signature

Date

FOR COMPLETION BY DEPARTMENT OF INFORMATION TECHNOLOGY
 (Required when NRS 284.172 applies)

☐ Approved ☐ Disapproved

Signature

Date

FOR COMPLETION BY STATE PERSONNEL AND BUDGET DIVISION

Agency ID.....T05.....

Position.....

Effective Date 8/31/04 Expire Date..... Type.....

Action.....

Part-time (Percent).....

Class Code.....7.624.....

Title Management Analyst III Grade 37

Class Option.....

Division Code.....

IFC/Legislative Approval Required? ☒ No ☐ Yes

Date Received

INSTRUCTIONS TO APPOINTING AUTHORITY

☐ Use the NPD-3 procedure.

☒ Submit Personnel Action form and refer to NAC 284.121, subsection 1.2...
 Incumbent meets MQ's: ☒ Yes ☐ No

☐ Other

Study No. 035-2-05

Analyst Kim Sela Date 9/22/04

Approved D. Brown Date 9/22/04

sent to Budget
 9/28/04

1. What is prompting this request? If this is an existing position, state the significant changes in duties and responsibilities which have been made in the position since it was established or last reviewed by State Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.

Since about 1998, two management analyst positions have been created within the Division (a management analyst I and II) to accommodate additional workload from the various sections within the Division. The MA I currently reports to the Chief; the MA II reports to the Centrally-assessed Section supervisor. The Division desires to reorganize such that the MA I and Administrative Assistant II report to the proposed Management Analyst III. The reason for the proposed reorganization is to better coordinate the services of these employees among the competing requests for research and analysis from the four other sections of the Division.

In addition, the Division has been greatly impacted by the doubling of the caseload with regard to the State Board of Equalization for the last two years. The caseload is not expected to diminish greatly in the near future. The Chief now writes the initial draft decisions for the State Board which was formerly performed by the Attorney General's office. The increase in the Chief's workload means that more of the analysis and evaluation of property tax laws, policies, and procedures normally performed by the Chief must be shifted to this position. Also, the volume of regulatory workshops has increased significantly, creating additional workload requirements for the Chief, the Coordinator (position control number 0515), and this position.

As a Management Analyst III, other reports formerly produced by other sections, such as the Net Proceeds Projections Report, the Centrally-assessed Tax Roll, and Agricultural Land Bulletin would be assigned to the work unit supervised by this position.

Because of the reorganization proposed by the Division in which supervisory responsibilities would be required of the position and because of the depth and breadth of knowledge required to generate additional reports, the most appropriate grade in the management analyst series would be Management Analyst III.

2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)

Supervisory responsibilities that would be assigned to this position are currently split among the following:

Chief, Division of Assessment Standards, Class 7.418, Position Control Number 0500;

Management Analyst I, Class 7.637, Position Control Number 0529.

Certain reports would be assigned to this position which are currently produced by Utility Valuation Analyst, PC # 0513 or 0514.

3. Briefly describe the major purpose of this job.

The major purpose of this job is to supervise the work unit; design and conduct a variety of studies, research and analyses related to property tax issues; recommend courses of action for the Department to take concerning property tax issues; prepare and publish reports of the Division; and administer the appraiser certification and continuing education program.

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

See Attached.

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly or annual basis. If this is an existing position, please put an asterisk next to each duty that is new.

DUTY NO.	DUTY	FREQUENCY
1	*Supervise the work unit assigned to conduct research, review, and analyses related to property tax issues. Supervision includes the selection, work assignment and review, training, performance appraisal and recommendation of disciplinary action of staff.	15%
2	*Research; develop, and analyze financial and statistical data concerned with property tax and net proceeds of minerals taxes, including capitalization rate studies applied to utility, agricultural, and mineral properties; net proceeds of minerals tax projections; develop reports requested by the Legislature and others; manage the appraiser certification program formerly administered by the Coordinator (grade 36).	45 %
3	*Oversee the production of, review and publish the DOAS Annual Report, Net Proceeds Bulletin, Centrally-Assessed Properties Tax Roll, Segregation Reports, Statistical Analysis of the Roll; Legislative Overview.	25%
4	*Oversee the development and/or implementation and maintenance of computer-assisted mass appraisal software for appraisal and assessment administration, including the mine property inventory and valuation program; and the net proceeds and utility billing programs.	15%

6. What duties are performed that require the incumbent to make choices, determinations or judgments? Please give examples.

Virtually every research project, study and analysis of management and administrative areas such as financial analysis, requires the collection, development and analysis of data. The incumbent must determine the design and scope of the research project to eliminate the development and analysis of unnecessary data and to focus on the appropriate data to be analyzed. For instance, in capitalization rate studies, the incumbent must determine the companies which are comparable to the subject company and determine what market, accounting, and financial data should be used to develop a utility and/or mining capitalization rate. The incumbent will have to make choices and determinations about appropriate forms, policies and workflow. Conduct and/or assist in conducting financial, statistical or investigative studies; compile and analyze data; prepare and present reports summarizing study results/conclusions; may make recommendations regarding policies, procedures, the department's position on issues or future course of action, and the development of new programs or services based upon study findings.

The incumbent will have to determine whether the work products of staff fulfill the report requirements of the sections within the Division.

- 7a. List the class titles and position control numbers of all employees that work under the supervision of this position.

The proposed reorganization would have the following positions report to the incumbent:
Management Analyst I, Class 7.637, Position Control Number 0529;
Administrative Assistant II, Class 2.212, Position Control Number 1089.

- 7b. Describe the extent of supervisory responsibility exercised over these employees. (Check appropriate boxes.)

☒ Final selection ☒ Work assignment ☒ Performance appraisal ☒ Discipline
☒ Training ☒ Work review ☐ Other (Specify)_____

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

None by law

9. List equipment which is used that requires specialized training.

Computers. The position also requires skill in application software such as Excel; Word; and custom software developed to maintain the Division's databases.

- 10a. List the name, title and position control number of the position's supervisor.

Currently: Bruce Gustafson, Supervisor, Centrally Assessed Section, Class 7.425, Position Control Number 0540;

Proposed: Terry Rubald, Chief, Division of Assessment Standards, Class 7.418, Position Control Number 0500.

- 10b. Describe the type and extent of supervision received.

This position is expected to perform the day-to-day assignments with a high degree of independence; minimal supervision is required except to provide goals and objectives; guidance when necessary.

11. What statutes, laws, rules, procedures or guidelines are used in performing assignments?

Generally, NRS Chapters 360, 361, and 362 and NAC chapters 360, 361 and 362.

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

Taxpayers are routinely contacted for additional information regarding corporate financial information. County assessors and other state and local officials inquire and are contacted in return about property tax issues; continuing education and certification requirements. Professionals in other agencies, including university professors, as well as colleagues in other states, are contacted with regard to information necessary for research. Presentations are made and expert testimony given before county boards of equalization; the Nevada Tax Commission and the State Board of Equalization.

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

Some travel within the state may be required. The job does not have unusual physical demands or working conditions.

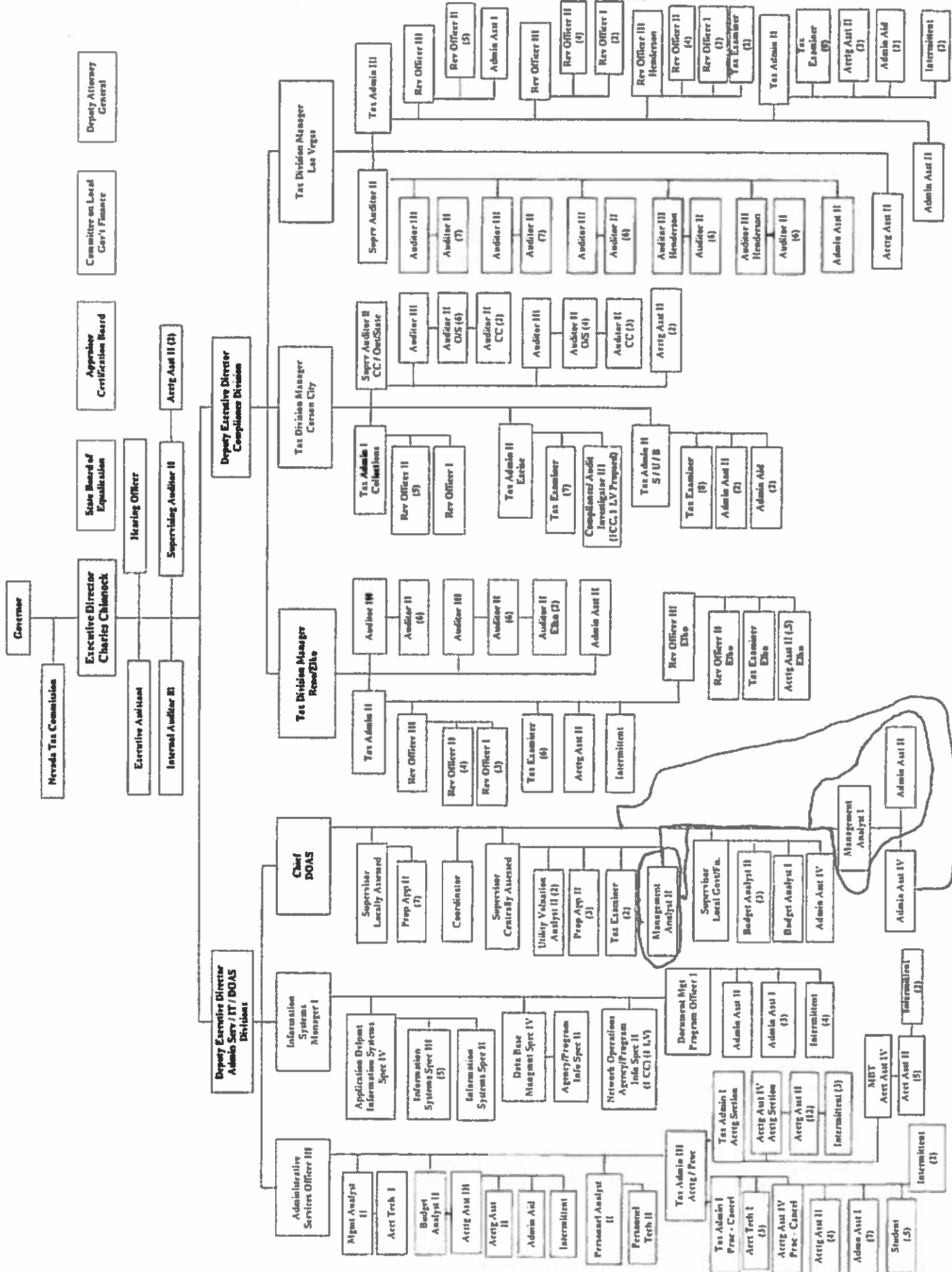
14. Provide any additional information about the job which you consider to be important to the classification, but which have not been previously mentioned.

The level of knowledge, skill, and abilities required of this position is comparable, at a minimum, to the coordinator position, class 7.419, grade 36, position control number 0515. In addition, the Management Analyst III has supervisory duties which the coordinator position does not have.

All the duties listed under Part 5 above are new since the last NPD-19 creating the position was made. This is because it became necessary to move the position from the Local Government Finance Section to the Centrally-Assessed Properties Section within the Division in order to keep up with the increasing workload in the Centrally-Assessed Section. The job duties are considerably more difficult in the Centrally-Assessed Section than they were in the Local Government Finance Section. With this change to a proposed MA III, the position will also be assigned projects emanating from the other sections besides the Centrally-Assessed Section. For instance, under "Job Duties" #2, research on agricultural cap rates and the appraiser certification program were part of the locally-assessed section and would be assigned to the new section.

Department of Taxation

December 1, 2003



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MEMORANDUM

TO: File

FROM: Kara Sullivan, Personnel Analyst
Department of Personnel

DATE: September 22, 2004

SUBJECT: Reclassification request from Management Analyst II to Management Analyst III, Position Control #1088, Study #035205

The request made is to reclassify position #1088, Lew DeWeese at the Department of Taxation, Division of Assessment Standards from Management Analyst II, grade 35 to Management Analyst III, grade 37.

The major purpose of the position is to design and conduct a variety of financial studies, research, and analyses related to property tax issues; recommend courses of action for the Department of Taxation to take concerning property tax issues; prepare and publish reports for the Division; and defend determinations made by the Department at a variety of hearings. The position, pending reclassification, will also be responsible for the supervision of a Management Analyst I and Administrative Assistant II and administering the appraiser certification and continuing education program.

The duties listed on the current NPD-19 are to perform financial and statistical research, analysis, and development; perform capitalization rate and net process studies and projections; develop reports for the Legislature and others; oversee the production of the DOAS Annual Report, Net Proceeds Bulletin, Centrally-Assessed Properties Tax Roll, Segregation Reports, Statistical Analysis of the Roll; Legislative overview; and overseeing the development and implementation of software designed for appraisal and assessment administration.

The noted change in the responsibilities is the complexity of the reports and forecasting being produced; the revision of policies, procedures, and NAC; and the administration and production of a variety of financial reports including the Annual Report and Net Proceeds Bulletin. The pending supervisory responsibilities and management of the appraiser certification program will also be new.

The concepts for the Management Analyst III series states, incumbents perform technically complex assignments critical to agency operations. They conduct more complex, sensitive, investigative and analytical studies that may involve any aspect of the agency's operations such as planning, research, policy development, budgeting, legislative drafting and systems design. Additionally, positions in this class typically serve as first line supervisors for lower level

Management Analysts or other professional staff and are singularly expert in their program or discipline area.

The current duties fall within the expectations of a Management Analyst III, grade 37.

The recommendation made is to reclassify this position to Management Analyst III, grade 37.

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

- ☐ New Position
☐ Vacant Position
☒ Filled Position

DEPARTMENT: State Public Charter School Authority		NOV 30 2017 DIVISION OF HUMAN RESOURCE MANAGEMENT NOV 30 2017 COMPENSATION, CLASSIFICATION RECRUITMENT DIVISION CARSON CITY, NEVADA	
DIVISION: N/A			
GEOGRAPHIC LOCATION OF POSITION: Carson City			
AGENCY ID# (3 digits): 315	FUND# (3 digits): 101		
AGENCY ORG/BUDGET# (4 digits): 2711	POSITION CONTROL#: 0070		
CURRENT CLASS TITLE (If vacant or filled position): Management Analyst II		CLASS CODE: 7 625	GRADE: 35
REQUESTED CLASS TITLE: Management Analyst III		CLASS CODE: 7.624	GRADE: 37
EMPLOYEE NAME: Katie Baldwin	PHONE#: 775 687-9165	EMAIL: kbaldwin@sosca.nv.gov	
SUPERVISOR NAME: Jennifer Bauer	PHONE#: 775 687-9149	EMAIL: jbauer@sosca.nv.gov	

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION			
CERTIFICATION I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.			
28 2017 RECEIVED NOV 30 2017 GOVERNOR'S FINANCE OFFICE BUDGET DIVISION	Changed responsibilities were/will be effected on Appointing Authority or Designated Representative signature: <i>[Signature]</i>		Date: 7/10/17
	Employee signature: <i>[Signature]</i>		Date: 11/10/17
	Is this request being submitted with agency approval or knowledge? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		
3a. FOR COMPLETION BY BUDGET DIVISION ONLY			
Required for new positions and when NAC 284.126 (3) applies.			
<input type="checkbox"/> Approved effective date (if change is approved by DHRM)		Date:	
<input checked="" type="checkbox"/> Approved - date to be determined and change to be approved by DHRM			
<input type="checkbox"/> Disapproved			
Part-time (%)		Expiry date	
Signature: <i>[Signature]</i>		Date: 12/4/17	
3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY			
Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services Information Technology subgroup			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
Signature		Date	
4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY			
Dept code 315	Effective date 11/13/17	Expiry date	
Division code 2711	11/28/17		
Class code 7.624	Title: Management Analyst III		Grade 37
Class option	IF C/Legislative approval required? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes date approved		
INSTRUCTIONS TO APPOINTING AUTHORITY			
Incumbent meets MQ's: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		Study#: 200-18	
<input type="checkbox"/> Other		Analyst: <i>[Signature]</i> Date: 12/14/17	
		Supervisor: <i>[Signature]</i> Date: 12/15/17	

1. **What is prompting this request? If this is an existing position, state the significant changes (as defined in NAC 284.126) in duties and responsibilities which have been made in the position since it was established or last reviewed by the Department of Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.**

The State Public Charter School Authority has seen significant growth since the inception of this position as the agency has become more diverse and complex. When this position was approved in SFY 2013, the agency reported sponsorship of 16 schools with an estimated 12,500 pupils. The current school year has authorized sponsorship of 28 schools, with 58 campuses, and more than 30,000 pupils throughout the state, including several individual charter schools with revenue that exceeds our state's median school district. In SFY 2013, the agency assumed the role of a Local Education Agency (LEA) for purposes of managing and disbursing grant funding to sponsored schools. This growth demonstrates agency oversight of federal and state funding to sponsored schools which totals in excess of \$11,000,000. In addition to the growth stated above, additional responsibilities placed on the organization include, but are not limited to, the implementation and administration of a mandated statewide student information system as well as a specialized performance management system.

As a result of the growth of the agency the overall, the duties and responsibilities of this position have greatly increased which has required the position to manage more complex and high level functions. The major purpose of this position when originally established was to facilitate of the collection, disbursement, compliance, accounting and reporting a federal program with an award amount totaling less than \$500,000. It is important to note that when this position was established, the agency was paying a cost allocation to the Department of Education to manage and disburse funding for the other federal programs. This position has since assumed the responsibility of disbursing funds for all the federal and state programs. This position now oversees the cash draws and sub-granting of funds for 8 state and federal grant programs which totals approximately \$11,000,000 annually. This position now also acts as the agency's primary certified contract manager. This role includes, but is not limited to: drafting scopes of work; developing and monitoring Requests for Proposal (RFP); developing and preparing informal competitive solicitations; negotiating terms favorable to the State; executing amendments as necessary; and managing the ongoing contractual relationships. The agency currently has 17 contracts that total approximately \$3,600,000 in value. But contracts management is not the sole or primary responsibility of this position. The incumbent supervises an Accounting Assistant III; administers the revolving loan account; oversees the accounts payable and accounts receivable processes; performs annual reconciliation and closing of the fiscal year; assists in preparing the biennial budget; and acts as the agency's personnel and payroll liaison for the daily personnel functions.

This position is required to make and make independent decisions, make long range plans; organize and manage multiple, complex programs; and implement departmental policies. This position has significant consequence of error based on the responsibility for management of all agency federal funding, contract management, and the preparation and monitoring of the central budget to the State's 3rd largest school system.

2. **What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)**
The additional duties were either not performed or the Department of Education performed some of them.

3. Briefly describe the major purpose of this job.

Under general direction of the Administrative Services Officer III, this position is responsible for budgeting and fiscal management of the agency's state budget and federal awards. This position maintains expenditure projections; identifies potential funding shortages; prepares work programs and closing documents; and approves all expenditures for accuracy and appropriateness. The position tracks and reports 8 eight federal and state grants, oversees the accounting functions of the sub-grant agreement process, and acts as the fiscal liaison for all federal programs with the sponsored charter schools. This position oversees the agency's purchasing functions; acts as the contract manager; coordinates leasing needs for the two leased offices; and provides personnel and payroll support services.

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

See attached

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.

DUTY#	DUTY	FREQUENCY
1	<p>Fiscal Management:</p> <ul style="list-style-type: none">• Assist with building agency budgets and preparing fiscal notes.• Monitor the approved agency budget - prepare and submit all work programs to the ASO III for final review and approval.• Manage the agency's revolving loan program.• Conduct analysis and interpretation of monthly reports and cost projections for budget accounts with multiple funding sources.• Formulate responses to various Budget Office and Legislative Council Bureau questions and submit to the ASO III.• Oversee SPCSA's accounting functions: accounts payable, accounts receivable, federal cash draws, federal cash disbursements, purchasing, travel reimbursement, payroll special pay documents, journal vouchers, etc.	45%

2	<p>Grant Management:</p> <ul style="list-style-type: none"> • Disburse all agency sub-grant awards to sponsored charter schools. • Track grant spending of sub-grant awards and work with schools to ensure the awarded allocations are spent within the grant period. • Manage the re-allocation of funds and issue all sub-grant amendments to ensure proper spending of sub-grant awards. • Apply final grant approval of all requests for reimbursement of federal and state programs, ensuring federal and state budget authority, as well as expenditure compliance with multiple programs. • Review all determinations made by the Education Programs Professional assigned to the fiscal team for compliance with administrative and financial rules. • Prepare and submit all federal draw requests for pass-through federal funding, ensuring compliance with approved budgets and sufficient agency cash-flow. • Conduct the fiscal aspect of mandatory annual grant management training for all sponsored charter schools in multiple locations in order to provide technical assistance on agency policy and federal compliance requirements. 	30%
3	<p>Contract Management:</p> <ul style="list-style-type: none"> • Acts as the agency's primary certified contract manager. • Develop and prepare RFPs; conduct RFP process for the agency or coordinate with the Purchasing Division, if required; negotiate RFP terms. • Draft scopes of work; complete informal solicitations; award contracts to vendors with demonstrated best value to the agency. • Negotiate terms favorable for the State • Manage contract expiration and amendment process. • Manage ongoing contractual relationships with current contractors. • Manage compliance failures with contractors. • Track and approve all contract expenditures to ensure payments are made within the contract parameters and are for quality services performed. 	15%
4	<p>Personnel and Payroll Management:</p> <ul style="list-style-type: none"> • Manage the agency's payroll functions including, but not limited to: ensuring proper coding of time, pay, and leave events; approving special pay documents, approving LEAV documents; and approving various payroll related reconciliations. • Manage the agency's day to day personnel functions including, but not limited to: completing Request to Fill forms; ensuring all agency personnel documentation is completed accurately and timely; tracking appraisal due dates; and tracking required training. 	10%

6. What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.

In duty #1, choices, determinations, and judgment are used to decide whether or not fiscal and operation processes adhere to all state and federally mandated processes and procedures. The position is provided a level of independence in which the incumbent is required to make independent decisions on her or her own on a daily basis based on information at hand and thorough independent research. Situations often arise that require the incumbent to provide solutions to unprecedented circumstances. This requires immediate re-evaluation and planning provided solely by the determination of the incumbent. An example of this is when the agency became the LEA, the current incumbent applied state and federal requirements to create a process by which schools are required to submit billings (including designing new forms); implement a three-step review process prior to expenditure; and the final payment process. It is important to note that the incumbent is solely responsible for this process; expenditures are generally not submitted to the ASO III for final approval. Different scenarios present themselves daily in payment to schools which requires the incumbent to research guidelines and allowances to make the best judgment in issuing payment. Errors could result in schools not receiving all entitled funding or the agency not receiving sufficient reimbursement.

In duty #2, choices, determinations, and judgment are used to decide whether or not the grant procurement and management process is being followed in the best interest of the agency and the schools while ensuring compliance with the conditions of the grant. The position is provided a level of independence in which the incumbent is required to make independent decisions on her or her own on a daily basis based on information at hand and thorough independent research. Situations often arise that require the incumbent to provide solutions to unprecedented circumstances. This requires immediate re-evaluation and planning provided solely by the determination of the incumbent. An example of this is when the current incumbent had to address changes made by the Department of Education regarding SB390 funding that warranted the incumbent creating a new method of measurement for grant compliance by the schools. The incumbent had to develop a new compliance requirement and reporting form for submission by the schools. The incumbent also compiled the information reported and developed a new method of monitoring the performance throughout the year.

In duty #3, the incumbent must make choices, determinations and judgements in managing the agency's contracts to ensure compliance with law, regulation, and best practices in contract management. This requires thorough knowledge of the State's contracting process and the fundamentals of contract law. The incumbent must be well-informed of the agency's short term and long range goals and objectives. An example of this is when the current incumbent redesigned the procurement of external reviewers. The incumbent used best practices in developing a bid process that allows the agency to continuously seek qualified individuals for charter document reviews. This expanded the pool of reviewers which greatly helped the agency in growing a very valuable resource.

In duty #4 the incumbent must make choices, determinations and judgements in managing the agency's personnel events to ensure compliance with law, regulation, and policy. This requires thorough knowledge of the State's personnel process and the needs of the agency. An example of this is when a recent employee resigned from the agency. The incumbent calculated the terminal leave payout for the employee; projected the impact on the agency budget and whether sufficient funds exist to make the payment; and directed the subordinate Accounting Assistant III to process the special pay document. It is important to note that the incumbent is solely responsible for this process; expenditures are generally not submitted to the ASO III for final approval.

7a. List the class titles and position control numbers of all employees that are supervised by this position.

Administrative Assistant III – PCN 0028

7b. Describe the extent of supervisory responsibility exercised over these employees.
(Check appropriate boxes.)

☒ Final selection

☒ Work assignment

☒ Performance appraisal

☒ Discipline

☒ Training

☒ Work review

☒ Other (specify):
Coaching and mentoring

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

N/A

9. List equipment which is used that requires specialized training.

This position requires training for in state applications such as NEATS, NEBS, CETS, DAWN, in addition to all agency specific programs such as Infinite Campus, Epicenter, and ePage. The incumbent is trained to operate all of the above items as well as provide technical assistance for these programs to both internal and external users.

10a. List the name, title, and position control number of the position's supervisor.

Jennifer Bauer, Administrative Services Officer III, PCN 0010

10b. Describe the type and extent of supervision received.

This position works under general direction of the Administrative Services Officer III.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?

This position functions under all applicable state and federal law, regulation, and policy including, but not limited to: NRS Chapters 277, 284, 333, 353, 388A; NAC Chapters 284, 333, 353A, 388A; and the State Administrative Manual.

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

SPCSA Board - prepare presentations; provide updates; provide evidence to support staff recommendations for the ASO III

Charter schools - provide training regarding compliance guidelines/procedures and technical assistance; and make determinations of compliance

Legislature and Executive Budget Office – assist in developing agency budgets; providing justification for work program requests; provide evidence to support presentations for the Legislature and the Board of Examiners

Audits - provide evidence to support responses for internal and external audits conducted of state or federal financial transactions

Other agencies/stakeholders - work collaboratively with the Department of Education and other federal, state or local agencies, vendors, and contractors

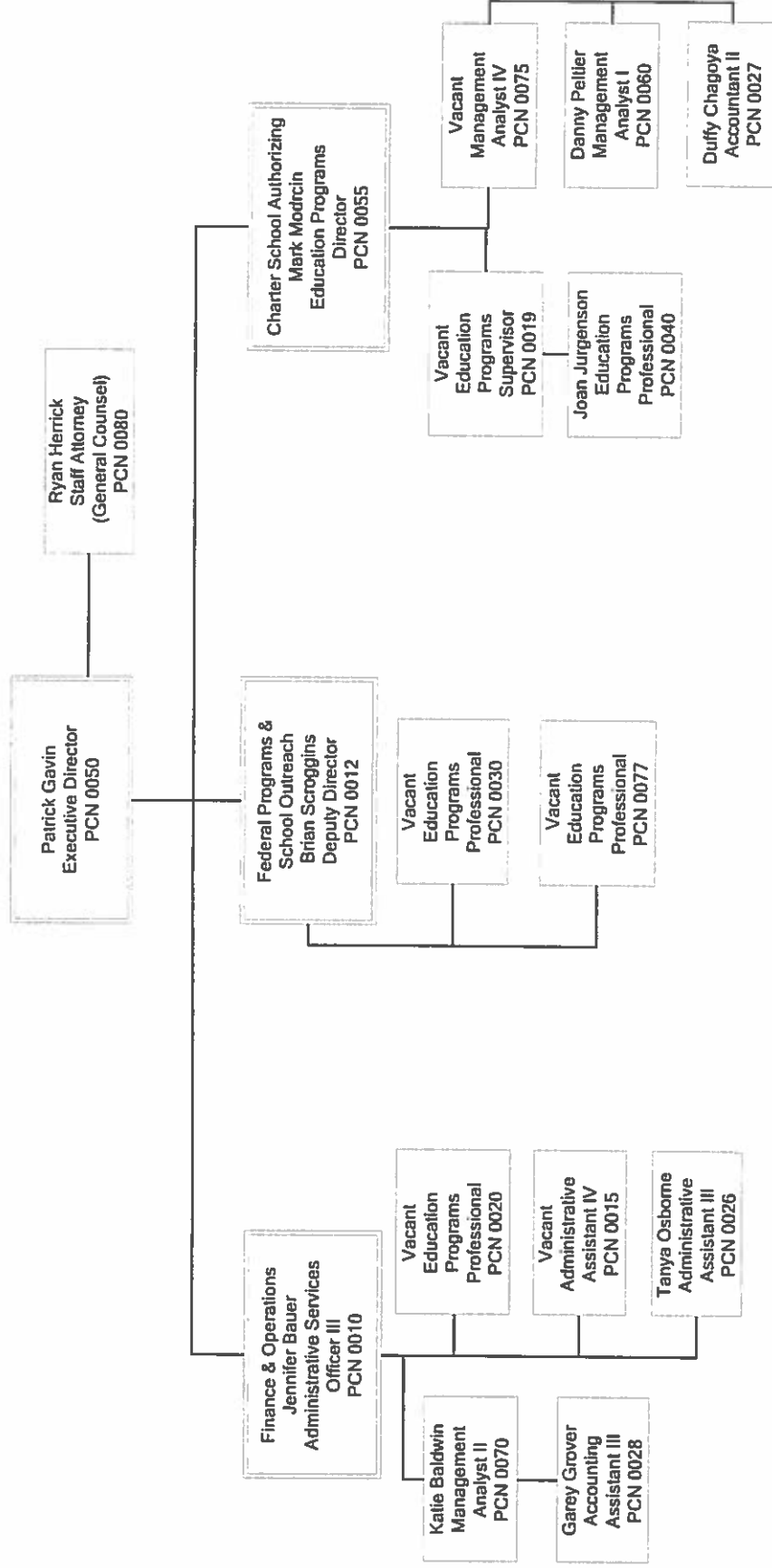
13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

N/A

14. Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.

The position requires a thorough understanding of the hierarchy of state government, the services provided by state agencies, the legislative process, and the budget process. The incumbent must be able to successfully work within the constraints of these processes to further the agency's long range goals and objectives. This position requires a wide array of skills across multiple areas and requires the ability to creatively resolve complex problems, as the SPCSA continues to grow and evolve as the sponsor for charter schools statewide. This position requires an individual with high adaptability, flexibility, drive and attention to detail. Due to the nature of the work performed by this position, the consequence of error is high. Not only does the work involve large dollar amounts of federal/state funds, but also the schools rely upon accurate and timely disbursement of these funds to ensure continued operation. In addition, this position is expected to research and identify, independent of the supervisor, issues and risks within the agency.

Nevada State Public Charter School Authority



As of 11/29/2017

CLASSIFICATION STUDY CORRESPONDENCE/CONTACT AND INFORMATION LOG

STUDY # 200-18		
DATE	INFORMATION GATHERED/COMMENTS	INITIALS
11/30	DATE STUDY RECEIVED - Deputy Asst to review	
11/30	Rec. from Administrator - full copy to budget	
12/4/17	Rec. from budget - SPA to assign assigned to Keisha	
11/6/17	email to incumbent/sup/agency	
12/6/17	file received	KIH
12/8/17	Conducted phone desk audit with incumbent Katie Baldwin	KIH
12/14/17	Completed recommendation memo	KIH
12/15/17	Sent MPD-19 & recommendation memo to Classification supervisor file to GO	KIH
12/15/17	2 copies 1a cover to budget email to incumbent/agency & Supr	
1/21	new cover to budget - change effective date	

CM

MEMORANDUM

TO: File

FROM: Keisha Harris, Personnel Analyst
Human Resource Management
Compensation, Classification and Recruitment

DATE: 12/14/2017

SUBJECT: Request for Reclassification, Study 200-18; PCN 0070

The State Public Charter School Authority has requested the reclassification of position control number (PCN) 0070, Management Analyst II, 7.625, grade 35 to a Management Analyst III, 7.624, grade 37. The agency is requesting the reclassification as the result of increased duties, responsibility and consequence of error. The position will be responsible for analyzing data; preparing reports; participating in the development of the agencies budget; fiscal, grant and contract management; and managing the daily activities of the agencies accounting, personnel and payroll functions.

Position Analysis

The major purpose of this position at its inception in 2012, study 123-13, was to *"facilitate the collection, disbursement, compliance, accounting and reporting of federal or State categorical grant programs."* The grant awards at that time totaled \$500,000. The position continues to perform its original duties at an increased and more complex level. The position is now responsible for all federal and State grants previously managed by the Nevada Department of Education (NDE). The grant awards now are in excess of \$11,000,000. Additionally, the position is now responsible for all of the agency's accounting, payroll and personnel functions, revolving loan account, assisting with the biennial budget, reconciling the closing of the fiscal year, contract management (17 contracts valued at \$3,600,000) and supervision of an Accounting Assistant III.

Upon review of the submitted NPD-19, verified by the Administrative Services Officer III, Jennifer Bauer, it has been determined that the duties assigned to PCN 0070 include, but are not limited to, the following:

Duty 1. Fiscal Management: assist with building the agency budgets and preparing fiscal notes; monitor the approved agency budget; prepare and submit work programs to the Administrative Services Officer III for final review and approval; manage agency's revolving loan program; conduct analysis and interpretation of monthly reports and cost projections for budget accounts with multiple funding sources; formulate responses to various Budget Office and Legislative Council Bureau questions and submit to the Administrative Services Officer III; oversee agency's accounting function, including accounts payable, accounts receivable, federal cash draws, federal cash disbursements, purchasing, travel reimbursement, payroll special pay documents and journal vouchers; and recommend solutions to unprecedented circumstances. (45%)

Duty 2. Grant Management: disburse all agency sub-grant awards to sponsored charter schools; track grant spending of sub-grant awards and work with schools to ensure the awarded allocations are spent within the grant period; manage the re-allocation of funds; issue all sub-grant amendments;

research and make independent decision of course of action; apply final grant approval of all requests for reimbursement of federal and State programs; ensure federal and State budget authority and expenditures are in compliance with the multiple programs; review all determinations made by Education Programs Professional for compliance with administrative and financial rules; prepare and submit all federal draw requests for pass-through federal funding; ensure compliance with approved budgets and sufficient agency cash-flow; conduct fiscal aspect of mandatory annual grant management training for all sponsored charter schools; provide technical assistance on agency policies and federal compliance requirements; compile information and develop new methods and work flow. (30%)

Duty 3. Contract Management: act as the agency's primary certified contract manager; develop and prepare Requests for Proposals (RFP); conduct RFP process; coordinate with the Purchasing Division; negotiate RFP terms; manage contract expiration and amendment process; manage ongoing contractual relationships with current contractors; manage compliance failures with contractors; track and approve all contract expenditures; ensure payments are made within contract parameters; ensure quality services are performed by contractors. (15%)

Duty 4. Personnel and Payroll Functions: manage the agency's payroll function, including proper coding of time, pay and leave events; approve special pay documents; approve LEAV documents; and approve various payroll related reconciliations; manage the agency's day-to-day personnel functions, including completing requests to fill forms; ensuring personnel documents are completed accurately and timely; tracking appraisal due dates; tracking required training; and submitting documents to the appropriate agency. (10%)

Class Specification

A preponderance of the duties assigned to PCN 0070 align with the Management Analyst III class as described in the class concept. The class concept states that incumbents, *"under general direction, ... perform technically complex assignments critical to agency operations ... conduct the more complex, sensitive, investigative and analytical studies that may involve any aspect of the agency's operations such as planning, research, policy development, budgeting and legislative drafting ... typically serve as first line supervisors for lower level Management Analysts or other professional staff and are singularly expert in their program or discipline area ... is distinguished from the Management Analyst II class based upon the level of technical complexity involved in work assignments and the specialized knowledge, skills and abilities required to perform these duties."*

Comparable

The requested classified position performs comparable duties as Management Analyst III, 7.624, grade 37 personnel within other state agencies (refer to study 466-16, 108-14, 095-13, 021-11 and 197-2-98), and should be classified as such.

Position Determination

In agreement with the requesting agency and in line with all the information gathered, it is therefore established that Management Analyst III, 7.624, grade 37, is the appropriate classification for the duties assigned to PCN 0070.

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☐ New Position
☐ Vacant Position
☒ Filled Position

RECEIVED
 State of Nevada
 Department of Administration
 DIVISION OF HUMAN RESOURCE MANAGEMENT

JUL 15 2013

COMPENSATION, CLASSIFICATION
 RECRUITMENT DIVISION
 CARSON CITY, NEVADA

DEPARTMENT: Department of Health and Human Services		RECEIVED State of Nevada Department of Administration DIVISION OF HUMAN RESOURCE MANAGEMENT JUL 15 2013 COMPENSATION, CLASSIFICATION RECRUITMENT DIVISION CARSON CITY, NEVADA	
DIVISION: Aging and Disability Services Division			
GEOGRAPHIC LOCATION OF POSITION: Las Vegas			
AGENCY ID# (3 digits): 402	FUND# (3 digits):		
AGENCY ORG/BUDGET# (4 digits): 3151	POSITION CONTROL#: 0024		
CURRENT CLASS TITLE (If vacant or filled position): Management Analyst II		CLASS CODE: 7.625	GRADE: 35
REQUESTED CLASS TITLE: Management Analyst III		CLASS CODE: 7.624	GRADE: 37
EMPLOYEE NAME: Jeffrey S. Doucet	PHONE#: 702-486-3367	EMAIL: jsdoucet@adad.nv.gov	
SUPERVISOR NAME: Cherrill Cristman	PHONE#: 775-887-0520	EMAIL: cccristman@adad.nv.gov	

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.

Changed responsibilities were/will be effected on:

Appointing Authority or

Designated Representative signature:

May [Signature]

Date:

Date:

Employee signature:

Date:

Is this request being submitted with agency approval or knowledge? ☐ No ☒ Yes

3a. FOR COMPLETION BY BUDGET DIVISION ONLY

Required for new positions and when NAC 284.126 (3) applies.

☒ Approved effective date (if change is approved by DHRM)

☐ Approved - date to be determined and change to be approved by DHRM

Date: 7-1-13

☐ Disapproved

Part-time (%):

Expire date:

Signature:

Liz O'Brien

Date:

Notes:

2013 Session - Dec. Unit E807

3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY

Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services: Information Technology subgroup.

☐ Approved ☐ Disapproved

Signature:

Date:

4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY

Dept code: 402

Effective date:

Expire date:

Division code: 3151

7-1-13

Class code: 7.624

Title: MANAGEMENT ANALYST III

Grade: 37

Class option:

IFC/Legislative approval required?

☒ No

☐ Yes, date approved:

INSTRUCTIONS TO APPOINTING AUTHORITY

Incumbent meets MQ's:

☐ No ☒ Yes

☐ Other:

Study#:

Analyst:

Supervisor:

105-14

Heather A. Vapich

Date: 2/3/14

Date: 2/4/14

1. **What is prompting this request? If this is an existing position, state the significant changes (as defined in NAC 284.126) in duties and responsibilities which have been made in the position since it was established or last reviewed by the Department of Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.**

The Aging and Disability Services Division is requesting this reclassification, because the incumbent's essential role and responsibilities have increased and now exceed the position's current classification. Over the previous three years, this position's authority and autonomy in decision making has increased in both scope and complexity so that most of its responsibilities match the Management Analyst III criteria.

The following describes the major changes of duty and authority of this position:

- Previously wrote and submitted grant applications under close supervision. It now performs with a high level of authority and autonomy, to independently forge and negotiate grant funding for major grant partnerships with other state agencies, universities and community based partners for highly complex grant applications and program implementations. These programs require specialized knowledge in the health sciences. In addition, the position independently negotiates with federal funders on project outcomes and deliverables, for instance when requested funding amount varies or when the federal agencies are requesting unrealistic target outcomes, i.e. the Medicare Improvements for Patients and Providers (MIPPA) grant. This involves decision making on what Nevada partners can produce within the modified scope of work, or to adjust time frames or funding for deliverables.
- Ongoing development of rates for services relevant to fee-for-service grants, such as Nutrition Services. Additionally, works with grantees to develop appropriate cost-share parameters for various tiers of client income. The Older Americans act allows grantees to cost-share in a number of service areas to boost their program revenues.
- Position previously had no programmatic or supervisory responsibility, but now:
 - Supervises the Taxi Assistance Program, a Management Analyst I, an Administrative Assistant (AA) II and four AA I positions
 - Supervises and leads the Special Projects Team, including two AAIII positions:
 - Researches, develops and organizes high profile documents and reports of the agency.
 - Manages training, data entry of 75 grantees for 250 programs, into the agency's client tracking system – Social Assistance Management System (SAMS).
 - Conducts statistical data analysis for legislative and federal reporting, and to enable funding decisions that help ensure funds are administered appropriately statewide and targeted to areas and individuals most in need.
 - Manages the ADSD SAMS HELP desk to resolve grantee user problems.
 - Consolidates the Division's quarterly financial reports for fiscal monitoring of grantees.
 - Supervises the Health Promotion contractor for achievement of objectives under federal grants, MIPPA and the Chronic Disease Self Management Program (CDSMP) grant.
- Leads grant activities across agencies that require specialized knowledge in the health sciences, such as Alzheimer's Disease Evidenced Based Programming – CarePRO. This requires leading and reporting on the grant activities of Arizona State University, the Cleveland Clinic Lou Ruvo Center for Brain Health, the Alzheimer's Association of Northern Nevada and Northern California, and the Alzheimer's Association – Desert Southwest. The federal Chronic Disease Self Management Program grant partners are the Nevada State Health Division, St. Rose Dominican Hospitals, the Southern Nevada Health District, and now the Great Basin Primary Care Association as the program is institutionalized into Rural Nevada. This includes granting out funding, modifying funding amount to ensure objectives are met, and spending or obligating the ADSD portion of funding. In addition, this may also require the movement of funding between federally approved categories, or requesting modification from the original intent from the federal agency.

2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)

These additional duties were not previously performed by other staff. They have been added as grant opportunities have expanded into broad based areas that require partnerships and collaborations for the agency to achieve its mission. They have also been added with the transition of the Division from the Division for Aging Services to the Aging and Disability Services Division, which requires planning and problem solving across the age spectrum and a broader understanding of available funding opportunities.

3. Briefly describe the major purpose of this job.

The Aging and Disability Services Division receives up to \$18 million in funding from a number of complex funding streams. To help secure, sustain and augment this funding, the Division depends on this position for current and future funding, to enhance the agency's capacity to serve a growing population of seniors and meet its mission. Securing the level of grant funding required, means the position must have a high level skill set and a knowledge base to gain the confidence of major potential partners for grant applications and implementation, as well as the confidence of federal funding partners. Additionally, this position supervises a number of staff for essential activities in securing and sustaining grant funds, successfully achieving grant objectives and to manage the Taxi Assistance Program.

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.

DUTY#	DUTY	FREQUENCY
1	<p data-bbox="300 583 1201 688">Identify, secure and sustain federal, state and foundation funding opportunities to support ADSD in achieving its mission. (All but the first activity are new)</p> <ul style="list-style-type: none"> <li data-bbox="341 724 1274 819">• Research grant funding opportunities, to determine those that are critical to ADSD achieving its mission and goals, and develop grant applications. <li data-bbox="341 798 1218 903">• * Conduct independent analysis to develop appropriate rates for fee-for-service grants, such as Nutrition Services, to help grantees sustain programming. <li data-bbox="341 892 1193 997">• * Develop appropriate cost-share parameters for various tiers of client income, to help grantees sustain programming with added revenues. <li data-bbox="341 976 1226 1050">• * Independently forge grant partnerships with state agencies, universities, and local community organizations. <li data-bbox="341 1039 1242 1186">• * Lead grant application planning, development and program implementation for multi-year project and program systems development, while adhering to the complex requirements of the grant guidance and funding parameters. <li data-bbox="341 1176 1193 1281">• * Independently develop grant budgets and negotiate with other state agencies and community partners to determine funding allocations for each partner. <li data-bbox="341 1270 1226 1417">• * Serve as the principal investigator and/or program director for awarded grants; identify and coordinate research needs and problems, and develop and coordinate the implementation of diverse, complex work plans. <li data-bbox="341 1396 1193 1459">• * Develop all reporting materials, including complex technical reports. <li data-bbox="341 1449 1104 1512">• * Convene meetings with partners and develop and deliver oral presentations on the status of grants activities. <li data-bbox="341 1501 1226 1606">• * Host and coordinate federal site visits; represent ADSD at national grantee meetings, to discuss pending and future funding opportunities with federal project officers. <li data-bbox="341 1596 885 1648">• * Supervise the Health Promotion Contractor. 	60%

2	<p>* Administer the Taxi Assistance Program (TAP), to ensure its efficient operation. (All activities are new)</p> <ul style="list-style-type: none"> • Supervise six (6) TAP staff, a Management Analyst 1, an Administrative Assistant (AA) 2 and four AA 1 positions. • Develop and implement policy. • Develop recommendations and legislative proposals. • Conduct ongoing financial analysis of TAP to ensure accurate forecasting and budget management, so that program operates within its funding parameters. • Develop statistical data reports for the Department of Health and Human Services and the Nevada Legislature. 	20%
3	<p>* Supervise and Lead the Special Projects Team (all activities are new)</p> <ul style="list-style-type: none"> • Supervise two (2) AA 3 positions. • Researches and develops high profile documents and reports of the agency. • Manages training, data entry of 75 grantees for 250 programs, into the agency's client tracking system – Social Assistance Management System (SAMS). • Conducts statistical data analysis for legislative and federal reporting, and to enable funding decisions that help ensure funds are administered appropriately statewide and targeted to areas and individuals most in need. • The HELP desk to resolve user problems with SAMS. • Consolidates the Division's quarterly financial reports for fiscal monitoring of grantees. 	20%

6. What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.

Position has the authority to:

1. Develop and submit discretionary grant budgets across multiple agency program units for federal funding:
 - a. Aging and Disability Resource Center, Legal Services, Elder Rights, RD Special Projects, DS-Lifespan Respite.
 - b. Identify and develop how funding will be spent for project period, which in effect commits ADSD to the project and the expenses.
2. Develop and conceptualize projects for federal approval - in effect commit ADSD to a specific project or direction.
3. Review scientific studies and select evidenced based program to implement with grant funded opportunities.
4. Make determinations regarding fees grantees may be reimbursed for fee-for-service grants, and and cost-share amounts grantees can appropriately request in donations for identified services, to increase program revenues.
5. Evaluate and develop partnerships for federal grant projects, including specific partners for potential funding based on their expertise. In effect, choose who is able to receive funding and also negotiate and determine how much funding the partner will receive or modify funding based on performance.
6. Expend federal funding to ensure program outcomes. The position makes decisions, within the internal controls, on how to spend federal money for discretionary grant projects. The incumbent closely monitors grant spending, moves funding between internal and external partners to ensure that grant objectives are achieved, that all grant funds are maximized for project benefits, and that federal funding is spent allowable, allocable, and reasonably.
7. Negotiate outcomes from grants based on funding. MIPPA funding needed more outcome units. Incumbent independently negotiated with federal project officers, AoA and CMS to reduce the outcomes for the MIPPA 2009 grant.
8. Negotiate timeframes and other program requirements for projects, both before, during and after the program period. For example, the incumbent negotiated the no-cost extension for the Evidenced Based Alzheimer's Disease Supportive Services Program grant in summer 2012, for an extension to summer of 2013.
9. Advises other grant units (DS, ADRC, Legal, etc) on how and what to do relevant to federal grant applications or project outcomes.
10. Report outcomes to the feds from the grants. This involves direct independent decision making as it relates specifically to the project and the spending on the projects.

- 7a. List the class titles and position control numbers of all employees that are supervised by this position.**

Kevin Vaughn – Management Analyst I, PCN 1081
Lisa Williams – Administrative Assistant (AA) III, PCN 0012
Stephanie Petersen – AA III, PCN 0090
Donald Matthew – AA II, PCN 0037
Edgar Sarino – AA I, PCN 0025
Kathleen Parris – AA I, PCN 1080
Roberta Charlie – AA I, PCN 0008
Tangi Scott – AA I, PCN 0145

- 7b. Describe the extent of supervisory responsibility exercised over these employees.
(Check appropriate boxes.)**

<input checked="" type="checkbox"/> Final selection	<input checked="" type="checkbox"/> Work assignment	<input checked="" type="checkbox"/> Performance appraisal	<input checked="" type="checkbox"/> Discipline
<input checked="" type="checkbox"/> Training	<input checked="" type="checkbox"/> Work review	<input type="checkbox"/> Other (specify):	

- 8. List any licenses, certificates, degrees, or credentials that are required by law for this job.**

The incumbent must successfully complete a written Management Analyst examination with the State of Nevada.

- 9. List equipment which is used that requires specialized training.**

Proficiency with various computer software and programs to conduct surveys and achieve computer data analysis. Ability to learn and report on proprietary software developed by federal agencies or federal liaison agencies.

- 10a. List the name, title, and position control number of the position's supervisor.**

Cherrill Cristman, Social Services Chief I, PCN 0002

- 10b. Describe the type and extent of supervision received.**
General Direction; position functions with a high level of authority and autonomy.

- 11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?**

- Older Americans Act Titles III, IV (varies with grant opportunity), VI and VII;
- Several OMB Circulars, specifically but not limited to: a-110; A-122; A-133; A-87; A-102.
- Several NRS, including but not limited to: NRS 427A; and 439.630.
- ADSD Nevada Provider Instructions for grantees relevant to fiscal matters.
- The Medicare Improvements for Patients and Providers Act.
- The Code of Federal Regulations (45 CFRs), specific to various grants.
- Familiarity with the Affordable Care Act for funding opportunities. Also, based on the various grants, the position must read, understand, and interpret, federal laws or regulations to secure grant funding. Most recently, this was applicable with the Lifespan Respite grant and Public Law 109-442.
- ADSD Policies and Procedures.
- DHHS Prohibitions and Penalties.
- State Administrative Manual (SAM).
- Nevada State Personnel Procedures.

- 12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.**

The incumbent has contact with federal grant project officers, Congressional staff, physicians, university researchers, hospital program directors, state agency program directors and nonprofit organization directors. This requires excellent interpersonal communications skills, because these contacts are made to negotiate and achieve grant partnerships, funding, activity reporting and objectives. For the Taxi Assistance Program, contacts include the Taxicab Authority Administrator, relevant to budget issues, and policy and procedures of the Taxi Assistance Program.

Additionally, the position conducts outreach and makes high level presentations. For example, the incumbent has made presentations at the Cleveland Clinic Lou Ruvo Center for Brain Health. He also presented at a Nevada State Health Division statewide conference, *Making a Difference in Chronic Disease Prevention and Health Promotion* (<http://www.nvcompcomm.com/HSHD/agenda.html>). The incumbent has been active with various statewide efforts for aging related issues. He provides support for the Strategic Plan and Accountability Committee (SPAC), The Nevada Chronic Disease Advisory Council, the Commission on Aging (COA) Legislative Subcommittee, and the COA SB 421 Subcommittee. The incumbent is also a member of the statewide Lifespan Respite Coalition.

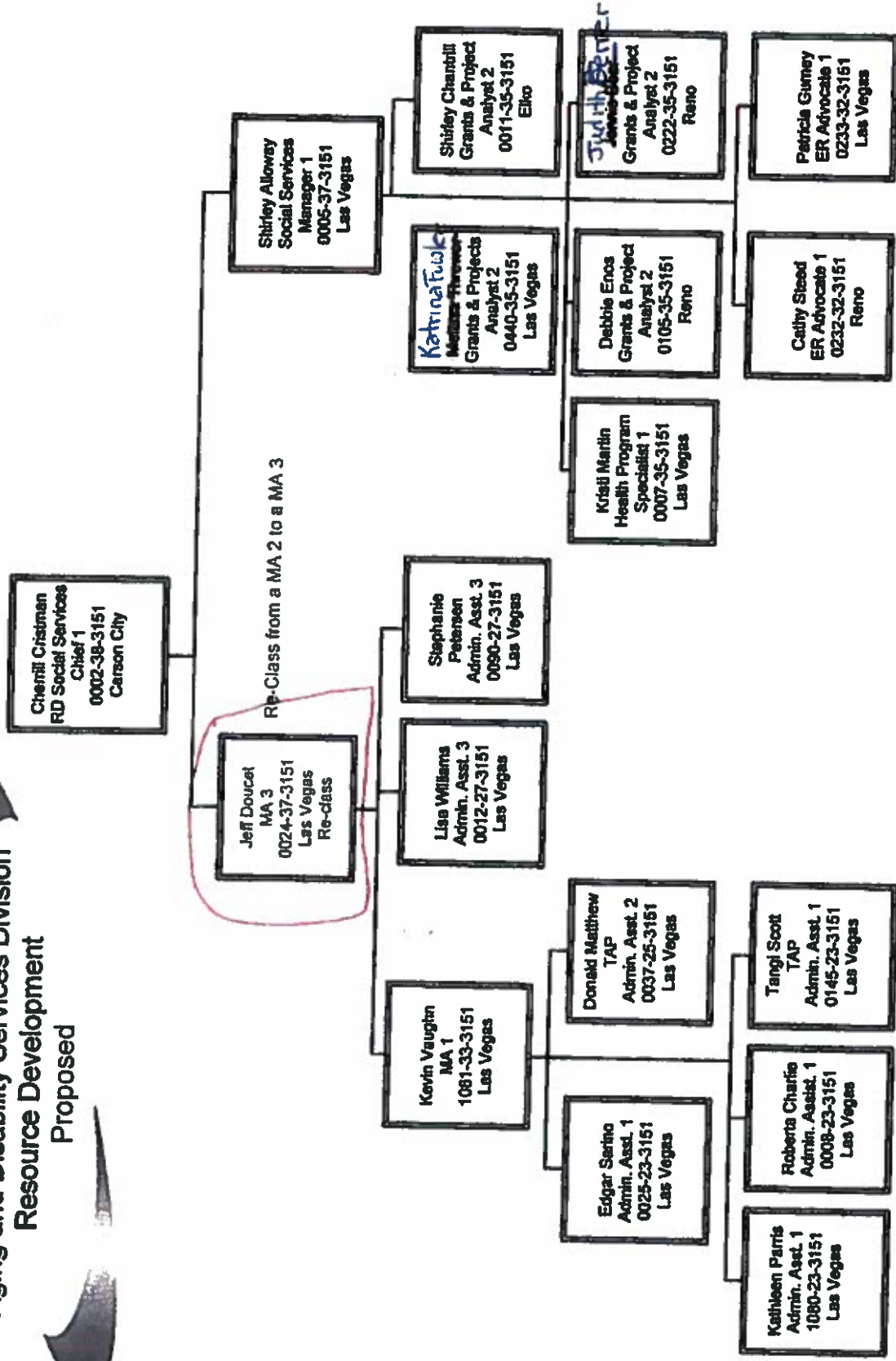
- 13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc. Position requires frequent statewide and national travel to represent the agency and programs and to ensure project partners performance and outcomes**

- 14. Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.**

The position recommends funding, to ensure the state can sustain and embed federal project initiatives once federal funding expires. Example - NSS Geriatric Assessment Program to sustain and embed CDSMP into the state structure funding for the Health Promotion Disease Prevention contractor out of III-D.

The position develops new processes for ADSD- GPF form, Travel Form, Internal Control Documents, etc. and makes recommendations on agency policy changes and direction.

Aging and Disability Services Division
Resource Development
Proposed



RECEIVED
JAN 02 2014

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
POSITION CLASSIFICATION CHECKLIST**

This form is to be completed before assigning duties that could result in reclassification or upon notification from the Department of Personnel that they are in receipt of a NPD-19. Refer to DHHS Classification Policy & Procedures.

SECTION 1 – POSITION INFORMATION (To be completed by Supervisor/Manager)

Employee's Name: Jeff Doucet

Division: ADSD

Bureau/Section: RD

Current Classification: Management Analyst 2 Class Code: 7.625 Grade: 36¹⁵

Requested Classification: Management Analyst 3 Class Code: 7.624 Grade: 37

Budget Account No.: 3151 Position Control No.: 0024

New Position: ☒ YES ☐ NO

SECTION 2 – JUSTIFICATION FOR CHANGE IN DUTIES (To be completed by Supervisor/Manager for reclassification requests)

1. What is the purpose of assigning/removing duties to/from this position: What organizational need do you propose to accomplish by this action?

Essential role and responsibilities have increased and now exceed the current classification. Position's authority and autonomy in decision making has increased in both scope and complexity.

2. When are you proposing the duties be reassigned/removed, or when were they assigned/removed?

Over the past 3 years the position has evolved.

3. Have these duties previously be performed by any other positions? Which ones? (Indicate budget account, position control, class title and grade)

These duties were not previously performed by other staff.

4. Are there other positions that should be established or which were established to complete

duties? Which positions? (Indicate budget account, position control, class title and grade)

NA

5. What would be the consequences to the agency of this position not being reclassified?

Grant opportunities have expanded into broad based areas that require partnerships and collaborations for the agency to achieve its mission. Securing the level of grant funding required, means the position must have a high level skill set and a knowledge base to gain the confidence of major potential partners for grant applications and implementation as well as the confidence of federal funding partners.

SECTION 3 – FISCAL/PERSONNEL INFORMATION (To be completed by Division Personnel Officer)

1. Is this request agency or employee initiated? ☒ Agency ☐ Employee

2. Is this reclassification approved in the current budget? ☐ YES ☒ NO

If YES, approval effective:

If NO, state reason: Budgeted in SFY 2014 -2015

3. Is this reclassification requested in the budget for the next biennium? ☒ YES ☐ NO

If YES, approval effective: 7-1-13

If NO, state reason .

4. Has this request been approved by your budget analyst? ☒ YES ☐ NO

5. If reclassification is approved, is IFC approval required? ☐ YES ☒ NO

6. Is approval of the Director of DoIT required? ☐ YES ☒ NO

7. If occupied, does incumbent meet the minimum qualifications of requested class:

☒ YES ☐ NO ☐ UNKNOWN

8. The following positions in this division, DHHS or other state departments have been

identified as those which should be considered by the Department of Personnel in their analysis. Include comments regarding comparability to the subject position.
(Complete for new positions and reclassification requests)

Management Analyst 3 - BA# 3151 - PC# 0423

Level of responsibility of duties (including supervision) is similar.

*Not clear
that PC 12315*

*performing duties assigned
when position was
established 10/1/2001*

*ADSD-
(SRC) 3280/0403 J. Cribari*

9. Other comments:

DPBH - 32 14/00 32 ✓

S. Serv. Chief I -

PC0002 -

Position's supervisor

SECTION 4 - DIVISION'S POSITION (To be completed by the Division Administrator for reclassification requests)

1. The Division:

☒ Supports the request. Explain:

Essential role and responsibilities have increased and exceed the position's current classification.

☐ Does not support the request. Explain:

☐ Is unable to determine appropriate classification. Indicate comments/concerns:

2. How will the Division fund the request if it is approved?

Funds have been established in the FY 14-15 budget.

Supervisor's Signature: Russell C. Christman Date: 7/3/2013

Agency Personnel Officer's Signature: [Signature] Date: 7-2-13

Division Personnel Officer's Signature (only): [Signature] Date: 1-2-14

Division Administrator's Signature: (only) [Signature] Date: 7-5-13

DHHS Deputy Director, Adm. Svcs.'s Signature: [Signature] Date: 1/8/14

Comments:



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Human Resource Management

555 East Washington Avenue, Suite 1400 | Las Vegas, Nevada 89101-1046
Phone: (702) 486-2900 | <http://hr.nv.gov> | Fax: (702) 486-2925

MEMORANDUM

TO: File

FROM: Heather A. Dapice, Personnel Analyst
Human Resource Management
Compensation, Classification & Recruitment

DATE: February 3, 2014

SUBJECT: Request for Re-Classification, Study 105-14; Jeffrey S. Doucet

The Department of Health & Human Services, Division of Aging & Disability Services, has requested that PCN #0024 be reclassified from Management Analyst II, 7.625, grade 35 to Management Analyst III, 7.624, grade 37. This request is being made as a result of added duties and responsibilities to the position.

Upon review of the submitted NPD-19, a desk audit with the incumbent and an interview with the incumbents supervisor, Social Services Chief Cherrill Cristman, it was determined that the duties assigned to this position include, but are not limited to, the following: performs technically complex projects critical to agency operations; develop policy, protocols, manuals and guides to meet the requirements of over 250 grants and federally mandated grant projects; research, analyze and develop fiscal and programmatic analysis of project parameters to include demographics, service delivery, program implementation targeting, and rationale for site selections; designs survey instruments, methodologies, implementation oversight, data analysis, visually depict data analysis outcomes and makes recommendations regarding projects, studies and surveys; develop and conduct cost analysis studies on grant programs; analyze data, identify service delivery gaps and make recommendations to cover gaps; coordinates with regional planning groups and conducts research and analysis to assist in the planning of regional strategies to identify, define and meet the needs of the populace; develop Budget Concept Papers in preparation of legislative sessions; research, analyze data, and develop Appendix B (Nevada Geographic and Demographic Data), Appendix I (Client Profiles) and Appendix J (Survey of Seniors and Persons with Disabilities), Appendix K (Division Accomplishments) and Appendix L (Goals and Objectives) of the Nevada State Plan for the federal Administration on Community Living; develop methodology for factoring performance indicators for the Resource Development Unit within the division; develop case load reports and analysis of client data for submittal to the Legislative Counsel Bureau (LCB); present information and provide clarification of agency activities to the LCB; review, monitor and research bills submitted to the legislature impacting the work unit, inform management of possible implications and recommend an appropriate course of action; and full supervision of a Management Analyst I and two Administrative Assistant III positions.

The class concept of the Management Analyst III states the following: *"Under general direction, incumbents perform technically complex assignments critical to agency operations. They conduct the more complex,*

sensitive, investigative and analytical studies that may involve any aspect of the agency's operations such as planning, research, policy development, budgeting and legislative drafting. Additionally, positions in this typically serve as first line supervisors for lower level Management Analysts or other professional staff and are singularly expert in their program or discipline area. This class is distinguished from the Management Analyst II class based upon the level of technical complexity involved in work assignments and the specialized knowledge, skills and abilities required to perform these duties."

Due to the high level of technically complex analysis conducted; recommendations provided; policies & protocols developed; reports submitted; and supervision exercised, this position meets the series and class concept for a Management Analyst III.

Due to the information gathered, it is therefore recommended that this position be re-classified from Management Analyst II, 7.625, grade 35 to Management Analyst III, 7.624, grade 37.

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☐ New Position
☐ Vacant Position
☒ Existing Position

DEPARTMENT: Nevada Department of Corrections		DIVISION OF HUMAN RESOURCE MANAGEMENT MAY 25 2016 COMPENSATION, CLASSIFICATION RECRUITMENT DIVISION CARSON CITY, NEVADA	
DIVISION: Budget			
GEOGRAPHIC LOCATION OF POSITION: 5500 Snyder Ave., Carson City, NV 89702			
AGENCY ID# (3 digits): 440	FUND# (3 digits): 101		
AGENCY ORG/BUDGET# (4 digits): 3710	POSITION CONTROL#: 584		
CURRENT CLASS TITLE (If vacant or filled position): Budget Analyst 2		CLASS CODE: 7.621	GRADE: 38
REQUESTED CLASS TITLE: Budget Analyst 3		CLASS CODE: 7.620	GRADE: 38
EMPLOYEE NAME: Dale Broches	PHONE#: 775 887-3211	EMAIL: dbroches@doc.nv.gov	
SUPERVISOR Denise Martinez	PHONE#: 775 887-3210	EMAIL: dmartinez@doc.nv.gov	
NAME:			

RECEIVED MAY 25 2016 GOVERNOR'S FINANCE OFFICE BUDGET DIVISION		1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION	
		CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.	
		Changed responsibilities were/will be effected on:	Date: 5/23/16
		Appointing Authority or Designated Representative signature:	Date:
		Employee signature:	Date: 5/23/16
		Is this request being submitted with agency approval or knowledge? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
RECEIVED MAY 25 2016 GOVERNOR'S FINANCE OFFICE BUDGET DIVISION		3a. FOR COMPLETION BY BUDGET DIVISION ONLY	
		Required for new positions and when NAC 284.126 (3) applies.	
		<input type="checkbox"/> Approved effective date (if change is approved by DHRM)	Date:
		<input checked="" type="checkbox"/> Approved - date to be determined and change to be approved by DHRM	
		<input type="checkbox"/> Disapproved	
		Part-time (%):	Expires date:
		Signature: <i>cmurphy</i>	Date: 5/25/16
		Notes:	
RECEIVED MAY 25 2016 GOVERNOR'S FINANCE OFFICE BUDGET DIVISION		3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY	
		Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services Information Technology subgroup.	
		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
		Signature:	Date:
4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY			
Dept code: 440	Effective date: 5/25/16	Expires date:	
Division code: 3710			
Class code: 07.624	Title: Management Analyst III	Grade: 37	
Class option:	IFC/Legislative approval required: <input type="checkbox"/> No <input type="checkbox"/> Yes, date approved:		
INSTRUCTIONS TO APPOINTING AUTHORITY			
Incumbent meets MQ's: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		Study Analyst: 518-16	
<input type="checkbox"/> Other:		Supervisor: <i>John W. Dwyer</i>	
		Date: 8/15/16	
		Date: 8/15/16	

1. **What is prompting this request? If this is an existing position, state the significant changes (as defined in NAC 284.126) in duties and responsibilities which have been made in the position since it was established or last reviewed by Human Resource Management. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.**

This is an existing position that now includes significant changes in responsibility that exceed the Budget Analyst 2 job description. The Budget Analyst series requires the ability to "Design, maintain and enhance automated budgetary systems to track [fiscal operations]." In 2007, I originated a relatively simple fiscal tracking system written in Visual Basic for Applications using Excel that we employed continuously from 2007 to 2015. I have now upgraded the system to a level of professional quality with improved performance. It is an essential part of the Department's functioning, and it relies on my programming, design, and administrative skills. There is no direct involvement by our IT staff. Offender Management also relies to a similar degree on my inmate tracking system programmed in VBA. NDOC's Energy Efficiency Manager will soon be trained to use and read the utility data collected and projected to track electricity, natural gas, water and sewage, etc., at our institutions. This information allows him to investigate anomalies, detect inefficiencies, and negotiate with the power companies to resolve disputes.

These products save the Department several thousand hours of labor each year and significantly improve the speed and accuracy of fiscal operations. I am now sufficiently skilled to produce additional products for the Department of similar quality, and have been asked to do so. These include, but are not limited to: a complete replacement of the BETS tracking system NDOC uses for purchase orders and payment vouchers, an automated food ordering system for Business Managers at the institutions, and the construction of real-time network access to all the tracking tools for the Business Managers, eliminating their extensive duplication of effort. These new projects are in addition to maintenance and improvements to existing software.

My additional responsibilities include software design, training, innovations, adaptations, upgrades, system maintenance, debugging, and managing relations with contracted, backup vendors. My coworkers (Budget Analysts, an Administrative Services Officer, the Energy Efficiency Manager, and a Statistician) are users of my products. I frequently interact with them as a Business Process Analyst, and they are not required, nor do they have the training, to administer the automated budgetary and inmate tracking systems that I designed and programmed. In addition, I retain full Budget Analyst responsibility for six institutions with a combined yearly budget of \$42.6 million.

I am requesting my position be upgraded to a Budget Analyst 3. The two other Budget Analyst 3s also manage budget accounts as the Budget Analyst 2s do, but have additional responsibilities (grants, travel, and special administrative budget items). I am also claiming responsibilities in addition to my Budget Analyst 2 duties.

2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)

None. Prior to the implementation of these products, each of my coworkers maintained 30-50 spreadsheets by hand to manage their budgets. ASO 4 Lori Bagwell solicited and accepted my solution to this problem in 2007. I was awarded a letter of commendation by the Director at the time. The Statistician 2 also maintained a complex, hand-kept system for tracking inmates.

3. Briefly describe the major purpose of this job.

The major purpose of this job is to track expenditures and revenues for an assigned set of budget accounts and review spending requests, submit work programs to the State Budget office, compile and submit biennial budgets, and work with purchasing and accounting to facilitate the stream of transactions. My position now also includes exclusive responsibility for creating, maintaining, upgrading, programming, administering, and designing the fiscal software used by the budget section to run fiscal operations for the Department, for the inmate tracking software used by Offender Management, and eventually for a variety of other products that will be used by NDOC's Purchasing, Accounting, and Business Managers. The end products of the software are used as official reports to NDOC management, Business Managers, the State Budget Office, the Interim Finance Committee, the Legislative Counsel Bureau, and county probation and law enforcement agencies.

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

See attached.

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.

DUTY#	DUTY	FREQUENCY
1	The preparation of biennial budgets. This is the construction of budgets in NEBS for my assigned institutions every even "base" year for about half a year. These are submitted to the Governor as the A01 version. Later versions (from the Governor and the Legislature) are reviewed and verified. The frequency listed is the annual average of this biennial process.	15%

2	Budget management. For my assigned institutions, this is approving and monitoring expenditures and revenues, making projections, doing work programs, participating in policy decisions, training, reporting, etc. The frequency listed is the annual average.	30%
3	Special projects. This includes any monitoring of special issues for the Department as a whole, collecting and reporting on data of special interest, researching policy questions, reviewing reports, etc. An example would be the accuracy of the Department's salary projections. The frequency listed is the annual average.	5%
4	Administering and programming fiscal and inmate tracking tools. This includes designing, programming, debugging, updating, documenting, training, and implementing the fiscal and inmate tracking software used by the Department. The frequency listed is the annual average after considering the flow of work in the duties described above.	50%
5		%

6. What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.

In addition to my normal Budget Analyst 2 duties, my responsibilities for our tracking system include, but are not limited to the following.

The determination of what tasks that are now done by hand are suitable for automating. Administrative staff are performing numerous labor-intensive tasks by hand that must be evaluated for the cost and benefit of automating it with software. This is an extensive process that requires careful study, special skills, and broad collaboration. An example is my temporary assignment to the Offender Management Division, where, as I worked with the Statistician, I determined that their manual inmate tracking system was a good candidate for automating (crucial, in fact, for the interests of the Department) and the Statistician and OMD management agreed.

The design: the fiscal tracking system and inmate tracking system are under my design and programming control, but must meet end users' demands, fiscal management's approval, my coworkers' ease of use, and good programming standards as judged by vendors that may have to work with it. An example of the choices and judgments necessary is the design of the EDITOR for our current version, which is the user interface for the fiscal tracking system. The new projects described above (a new purchase order system, for example) will require equal or more extensive design judgement.

The decision to upgrade: also under my control with management approval, this judgment involves accumulating sufficient improvements to justify the effort, responding to changes in the Microsoft environment, calculating the necessary labor, and deciding on the smoothest, least disruptive means of deployment. An example is the current version in use, known as version 4.0, that was deployed in January 2016.

System administration: these judgments involve troubleshooting the broader environment created by the state databases we use for inputs (NEBS, HRDW, Discoverer), NDOC's servers and network, and Microsoft's Windows and Office products. An example was my fix for a faulty automatic Microsoft update in December 2014, which required me to research Microsoft's fix, uncover the faulty update routines followed by NDOC's servers, and walk IT staff through the fix (which was completely successful).

7a. List the class titles and position control numbers of all employees that are supervised by this position.

This position does not have supervisory powers.

**7b. Describe the extent of supervisory responsibility exercised over these employees.
(Check appropriate boxes.)**

- | | | | |
|--|--|--|-------------------------------------|
| <input type="checkbox"/> Final selection | <input type="checkbox"/> Work assignment | <input type="checkbox"/> Performance appraisal | <input type="checkbox"/> Discipline |
| <input type="checkbox"/> Training | <input type="checkbox"/> Work review | <input type="checkbox"/> Other (specify): | |

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

Required by law: none.

9. List equipment which is used that requires specialized training.

Microsoft Visual Basic for Applications. This is a highly developed programming language integrated and bundled with Microsoft Office products and fully supported by Microsoft. It is a subset of Microsoft's .NET programming environment, and is designed to be learned informally and as needed in conjunction with the use of Excel. Relying on my prior education and experience with Basic programming, I learned it on the job and now consider my skills to be of professional quality.

10a. List the name, title, and position control number of the position's supervisor.

Denise Martinez, ASO 3, PCN 546.

10b. Describe the type and extent of supervision received.

Denise provides supervision for my budget management tasks as a Budget Analyst, and works with the ASO 4 (John Borrowman) on any issues regarding fiscal tracking that require management decision making. She also provides advise on fiscal tracking as a user and final consumer.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?

The legal framework is provided by NEBS, SAM, and NDOC's operational procedures. The guidelines come from Microsoft's Excel 2010 Developer Reference and the best practices discussed on the web. Success is judged by the satisfaction of the users and recipients of the end products.

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

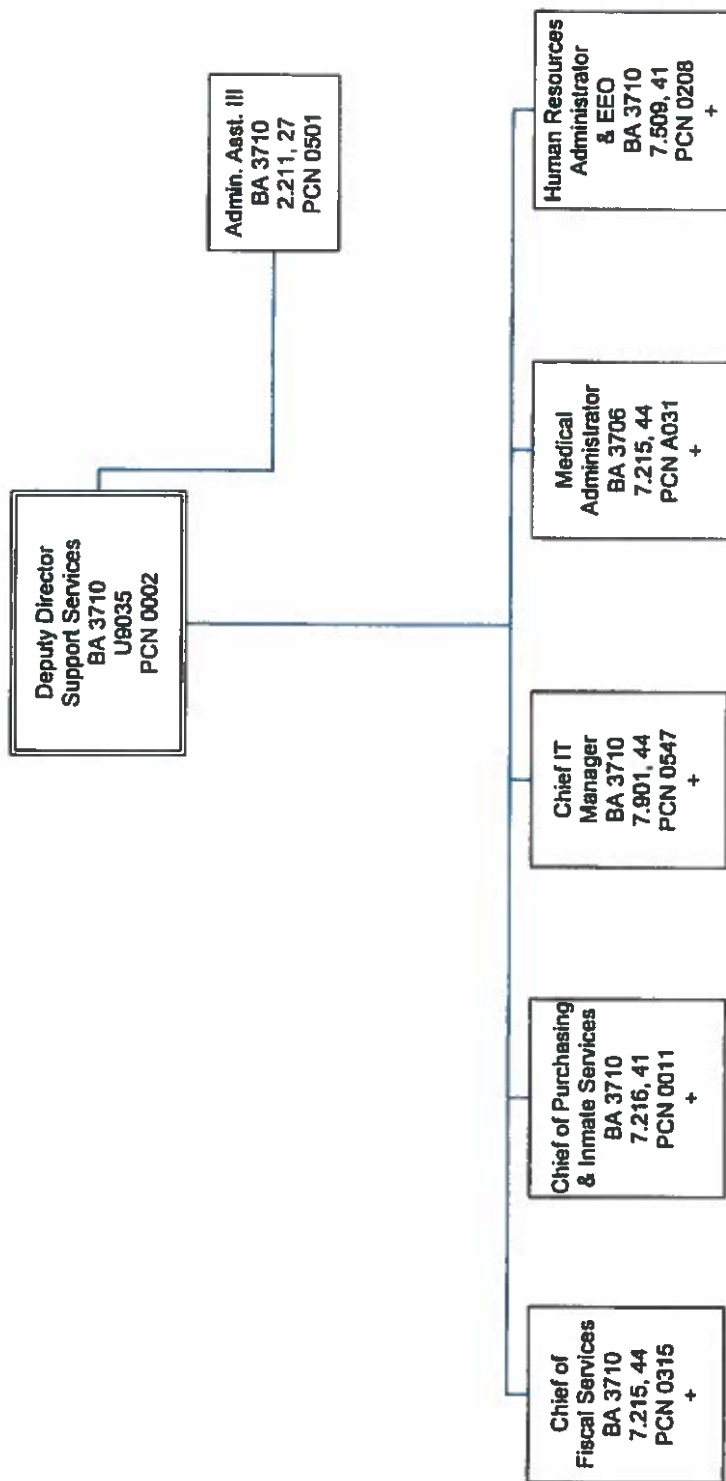
I have the usual interactions of a Budget Analyst 2, but I also have additional interactions. John Borrowman and Denise Martinez are contacted to discuss and approve the overall software development process, deployment guidelines, design ideas, future projects, etc. They are included in any training I give. They also provide feedback and suggestions. I interact with my coworkers to provide formal and informal training, respond to reported programming bugs, provide another set of eyes on difficult data, discuss possible improvements, etc. I contact vendors to recruit and secure them as contracted consultants, to train them on the fiscal and inmate tracking systems, get advice from them, etc. I contact IT staff when our network system interferes or interrupts with the normal functioning of Excel, of which VBA programs are a part. I also contact them when solutions I find require IT administrative authority. I will have more extensive contacts with NDOC's Purchasing and Accounting sections as well as the Business Managers when I begin the new projects described above.

-
13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

None.

14. Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.

First, my Budget Analyst duties regarding tracking software have been and will be an ongoing concern. There are numerous new projects as well as maintenance projects in the pipeline that fully justify the time from a cost-benefit standpoint. Second, part of this work is guaranteeing that my successor will have the materials for maintaining and expanding the tracking systems after I retire or move on. Third, I am happy to show, demonstrate, elaborate on, or describe any of the above claims or examples in detail.



11/2/14

Nevada Department of Corrections

Support Services, BA 3710, 3706
Total FTE 7

All positions designated with "+" have additional organizational charts

Chief of Fiscal
Services
ASO IV
BA 3710
7.215, 44
PCN 0315

Asst. Chief of
Fiscal
ASO III
BA 3710
7.216, 41
PCN 0546
+

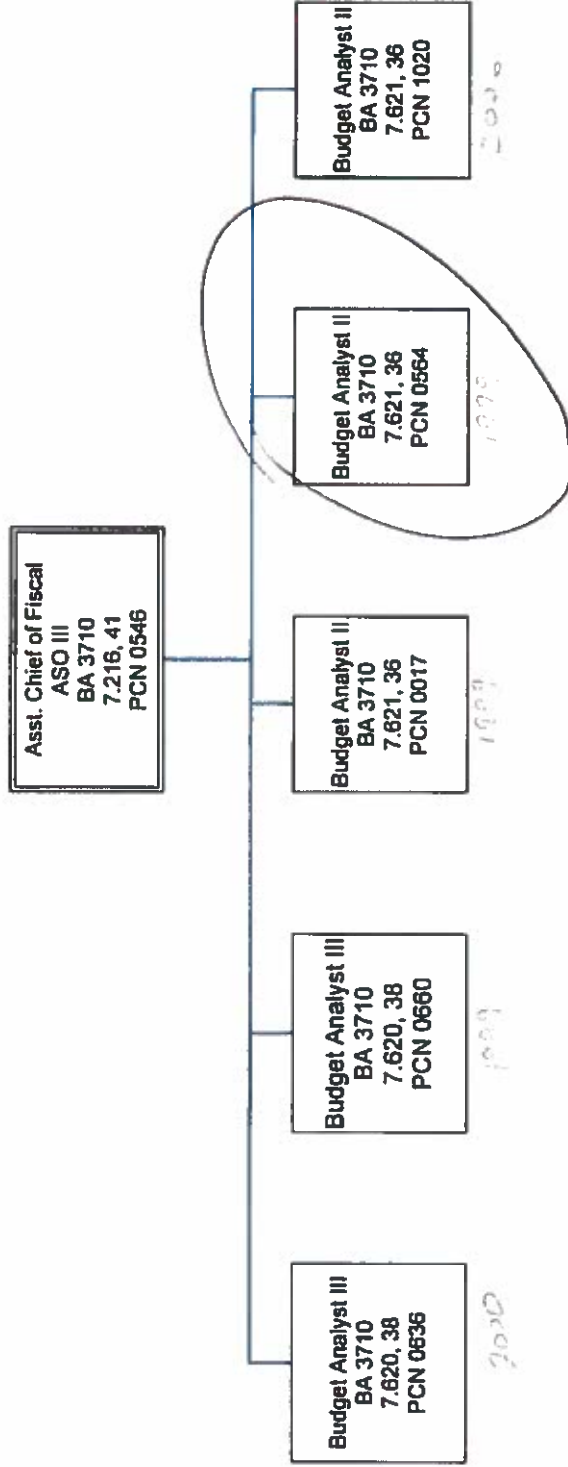
Accountant II
BA 3710
7.136, 36
PCN 0008
+

1/5/15

Nevada Department of Corrections

Fiscal/Accounting, BA 3710
Total FTE 3

All positions designated with "+" have additional organizational charts



9/1/14

Nevada Department of Corrections

Fiscal, BA 3710
Total FTE 6

Page 2

[illegible]

INITIALS

DATE STUDY RECEIVED _____

8/17

Determination ltr to incumbent/
Agency/Supv



CD CC

CLASSIFICATION STUDY CORRESPONDENCE/CONTACT AND INFORMATION LOG

STUDY # 518-16		
DATE	INFORMATION GATHERED/COMMENTS	INITIALS
5/24/16	DATE STUDY RECEIVED - full copy to budget	
5/31/16	Rec from budget Super to assign	
6/1	To analyst - email to incumbent agency + super	
6/1/16	Contacted incumbent to schedule desk audit	PK
6/1/16	Audit scheduled for 6/7/16. Received copy of WPS, per my request.	PK
6/6/16	E-mailed David Wright @ NDOC Personnel for copy of incumbent's WPS. (WPS sent by incumbent was just template for BA2 position.)	PK
6/7/16	Pulled files to conduct comparisons. - both BA3 + MA3	PK
6/7/16	Conducted desk audit	PK
	(Study delayed due to staffing shortage, workload of compliance studies, 2 appeals, and office remodel)	PK
7/27/16	Sent questionnaire to supervisor + request for review of MPO's to Bev	PK
7/28/16	Rec'd confirmation that incumbent meets MPO's for both BA3 + MA3	PK
8/2/16	Met w/ current supervisor Scott Ewert + former supervisor Denise Martinez	PK
8/5/16	Met w/ current supervisor again and ASO IV John Bothowman	PK
8/15/16	Completed study. Prepared Memo to file and Determination letter. Both reviewed & approved by Heather	PK
8/16	Scanned 19 cover for Heather's signature	
	2 copies to budget Email + incumbent/ agency + Super	

Brian Sandoval
Governor



Patrick Cate
Director

Peter Lon
Administrative

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Room 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hr.nv.gov | Fax: (775) 684-0122

August 15, 2016

Dale Bretches
dbretches@doc.nv.gov
Department of Corrections
Director's Office
5500 Snyder Avenue
Carson City, NV 89701

Dear Mr. Bretches:

The classification study conducted on your position has been completed following a desk audit with you; communication with your current supervisor, Scott Ewart, Administrative Services Officer III, your former supervisor, Denise Martinez, Budget Analyst III, and John Borrowman, Administrative Services Officer IV; a review of the current NPD-19; review of the class specifications for the Budget Analyst series, Business Process Analyst series and Management Analyst series; and other relevant historical documentation. It is our determination that your position should be reclassified from Budget Analyst II, grade 36 to Management Analyst III, 7.624, grade 37. You had requested reclassification to Budget Analyst III, grade 38.

Per our classification methodology, for a reclassification to occur, there must be a change in duties sufficient to result in their preponderance (majority) becoming more appropriate for a different class. If a reclassification is to result in an upgrade, the preponderant duties must be at a higher level than previously identified. Duty statements outlined in the class concepts of a specification are not an exhaustive list of assignments tasked to positions within a particular class, most classes include a mixture of higher and lower level duties and of stronger, average and weaker positions. The key to determining whether duties are appropriately classified is whether they are related to the series and class concept, and whether the majority of the duties are of comparable difficulty and complexity to duties considered characteristic of the class.

According to our records, your current position was established in 1999 and last reviewed in 2001 when an NPD-19 was submitted requesting an upgrade from Budget Analyst II to Budget Analyst III. The duties being performed at that time included: 1) Ensuring fiscal integrity of the department's budgets (40%) – approving expenditures, monitoring

revenues and expenditures, providing fiscal policy guidance to managers and administrators, developing statistical data, and approving contract payments; 2) Developing and justifying biennial budgets (20%) – analyzing requests and making revisions; originating employee and inmate driven cost requests, drafting responses to LCB and Budget Division, and researching and developing fiscal notes; 3) Initiating budgetary and categorical recaps and projections (10%); 4) Determining necessity and preparing work programs (20%); 5) Monitoring equipment, supplemental, and one-shot appropriations (5%) – approving expenditures, initiating substitution, modification and change correspondence, and reconciling spreadsheets to accounting documents; and 6) Researching and applying departmental policies and procedures to reports, recommendations and expenditure approvals (5%). The study found that there had not been a significant change in the duties of the position, and the preponderance of duties were clearly within the Budget Analyst II class concept therefore the position was correctly classified and remained a Budget Analyst II.

Upon receipt of the most recent NPD-19 and resultant study, we have determined that the duties of this position have changed significantly since 2001. Currently, the major purpose of your position is to track expenditures and revenues for an assigned set of budget accounts, review spending requests, submit work programs, compile and submit biennial budgets and work with purchasing and accounting to facilitate the stream of transactions. Since approximately 2006, however, your position has also had exclusive responsibility for creating, maintaining, upgrading, programming, administering, and designing the fiscal software used by the Budget section, and responsibility for inmate tracking software used by Offender Management. Your duties break down as follows and the frequency listed is the annual average of the biennial process: 1) Preparation of biennial budgets (15%) – construction of budgets in NEBS for assigned institutions every even “base” year for approximately half a year. These are submitted to Governor as A01 (Agency Request) version. Later versions (from Governor and Legislature) are reviewed and verified; 2) Budget management (30%) – approving and monitoring expenditures and revenues, making projections, doing work programs, participating in policy decisions, training, and reporting; 3) Special projects (5%) – any monitoring of special issues for the Department as a whole, collecting and reporting on data of special interest, researching policy questions, and reviewing reports (e.g. accuracy of Department’s salary projections); and 4) Administering and programming fiscal and inmate tracking tools (50%) – designing, programming, debugging, updating, documenting, training, and implementing fiscal and inmate tracking software used by the Department. During the desk audit, you noted that your budget responsibility was limited to six institutions (Lovelock Correctional Center, Humboldt Conservation Camp, Carlin Conservation Camp, Jean Conservations Camp, Florence McClure Women’s Center, and Southern Nevada Correctional Center which is now closed) and that these accounts are overwhelmingly from a single source, the general fund. You also noted that in the past you had a full Budget Analyst II workload, but that changed a few years ago. You stated that your institutions are less demanding than those managed by the Budget Analyst III’s but that your ASO, John Borrowman, was on board with you doing less with budget accounts and more with programming. You also stated that you have no responsibility for grants and have only one vendor contract.

Budget Analyst III’s are responsible for agency budgets of moderate size and complexity as measured by the number and diversity of funding sources, and are distinguished from

Budget Analyst II by the lesser degree of supervision received and by greater complexity and variety of duties assigned to Budget Analyst III positions.

Budget Analyst III positions at the Nevada Department of Corrections (NDOC) typically are responsible for two institutions/prisons and multiple units within a budget account. For example, the NDOC Director's Office budget account consists of eight units. Funding is a mix of enterprise funds, General Fund, grant/federal funds and a mix of inmate driven revenues/reimbursements. Budget account fiscal year end closings are more complex and involve balance forwarding remaining cash to the next fiscal year. Mapping of expenditures and activities are multiple revenue sources and multiple activities. Institution budget account capacity ranges from \$30M to \$50M for a biennium. Budget Analyst III's are expected to require minimal direction and guidance, are expected to work independently, and provide recommendations to leadership. They must have the ability to handle complex spreadsheets with links to other spreadsheets and or data sources, and be able to create complex decision units and work programs in the Nevada Executive Budget System (NEBS).

The following examples illustrate the scope of responsibility for Budget Analyst III positions in other State agencies:

- Conservation and Natural Resources/Environmental Protection – This position provides administrative oversight for 20 budget accounts (executive and non-executive) with a combined fiscal year work program of more than \$200 million, 232 full time staff members, and approximately 35 grants; manages over 100 contracts or sub-grantees; manages the budgetary resources to ensure they are available and in compliance with budgetary limits and are used consistently with state and federal laws; directly supervises one Accountant Technician I and one Accounting Assistant II; indirectly supervises one Budget Analyst II and one Fiscal Business Professional Trainee; provides training; prepares written justifications and recommendations related to expenditure and revenue requests; prepares work programs and fiscal transactions; develops, monitors, and analyzes complex budgets with a variety of funding sources and expenditure restrictions; and analyzes and develops budget recommendations for inclusion into executive budget.
- Department of Administration/Administrative Services Unit – This position supervises four Budget Analyst II's; prepares comprehensive written justifications and recommendations related to expenditure requests, work program adjustments and fiscal transactions; develops, monitors, and analyzes budgets of a large and complex department consisting of 43 executive budgets, 14 non-executive budgets, and 120 Capital Improvement program projects with a variety of funding sources and expenditure restrictions; communicates the importance of adhering to policies, regulations, and legal requirements and develops budget recommendations for inclusion in the Executive budget.

Based on comparisons to the class concept, as well as other Budget Analyst III positions, this position is not performing duties that conform to Budget Analyst III. Taking into account the fact that only 50% of this position's duties are now allocated to budget responsibilities and the remaining 50% are allocated to administering and programming

fiscal and inmate tracking software, we find that the duties overall better align with the Management Analyst series, and in particular, Management Analyst III.

Management Analysts conduct a variety of studies, research and analysis of management and administrative areas such as budgeting and financial analysis; departmental operations such as forms, policies and workflow; legislative analysis; management research; and statistical and informational analysis. Incumbents make recommendations and assist in or implement new or revised procedures and systems; conduct and/or assist in conducting financial, statistical or investigative studies; compile and analyze data; prepare and present reports; make recommendations regarding policies, procedures and the development of new programs or services; plan, organize, and coordinate the development and implementation of revised operating procedures/methods for the work unit; participate in the preparation, monitoring, and maintenance of the work unit's biennial budget and/or program budgets; prepare and present the budget and/or justification to the legislature; monitor fiscal transactions to ensure conformance with State and department policies; develop comprehensive narrative and financial reports; develop, monitor, review, and recommend approval or modification to complex contracts and grants; review, write, revise and recommend administrative policies; and review, monitor and research bills, and recommend appropriate course of action.

Under general direction, incumbents at the Management Analyst III level perform technically complex assignments critical to agency operations; conduct the more complex, sensitive, investigative and analytical studies that may involve any aspect of the agency's operations such as planning, research, policy development, budgeting and legislative drafting; typically, but not always, serve as first line supervisors; and are singularly expert in their program or discipline area.

A benchmark description for this Class Specification supports allocation to Management Analyst III. A position with the Department of Motor Vehicles (DMV)/Management Services & Programs conducts research and analysis of departmental operations, legislative impact, statistical information, and technical requirements. The incumbent writes, reviews and revises policies and procedures, forms and manuals for use by staff and industry including tax collection, office workflow, delinquency collection, and audit functions. The incumbent also conducts statistical and investigative studies, compiles and analyzes data, presents reports, makes recommendations, and develops new programs or services based upon research conducted. The incumbent plans, organizes and coordinates the implementation of new policies, procedures and workflow changes. The position has no supervision responsibility.

The following examples also illustrate the scope of responsibility for Management Analyst III positions with another State agency:

- Department of Taxation/Information Services – This position is responsible for applying knowledge of the program areas to assist the Department's Information Services Division, as well as providing technical expertise regarding Department programs and serving as a team member for all automated system development and enhancement. Duties include providing long range, broad based business process analysis to the Department's complex automated systems, both current and new systems required to be designed for implementation for new and existing

taxes; developing and implementing regulations and procedures for various Department program areas; and developing training material and train staff on the use of automated systems, regulations, procedures. This position does not supervise subordinate staff.

- **Department of Taxation/Executive** – This position is responsible for fiscal analysis and tracking, new project management, project implementation, assistance in technical matters regarding the Master Settlement Agreement, and system conversions both internally and externally. Other duties include: conducting analytical studies for feedback and effectiveness of internal programs and services; tracking, analyzing, and interpreting fiscal and legislative changes; maintaining and enhancing existing processes, projects, and services; and writing and developing SQL statements. This position requires a broad understanding of each division and section within the department from information technology utilized and database design to tax structure and law, process design, policies and procedures, basic budget structures, tax distributions, and internal controls.
- **Department of Taxation/Compliance** – This position serves as project manager for creation and implementation of a system to produce biennial tax expenditure report; coordinate, research and draft newly consolidated rule-making process for regulations; coordinate, research and process technical bulletins; and lead team to create database and access Department communication with taxpayers. This position supervises one Administrative Assistant IV and one Accountant Technician I.

To reiterate, having taken all relevant information into consideration, reclassification to Management Analyst III, 7.624, grade 37, is warranted effective retroactive to May 25, 2016, the date your NPD-19 was received in the Division of Human Resource Management.

Thank you very much for your cooperation during the course of this study. If you have any questions or concerns, please do not hesitate to contact me at 775-684-0137.

Sincerely,

Patty Kreymborg

Patricia Kreymborg, Personnel Analyst III
Department of Administration
Division of Human Resource Management

cc: Scott Ewart, ASO III, Nevada Department of Corrections, sewart@doc.nv.gov
John Borrowman, ASO IV, NDOC, jborrowman@doc.nv.gov
David Wright, PO I, Nevada Department of Corrections, drwright@doc.nv.gov

Meeting Notes prepared by Patty Kreymborg, Personnel Analyst III - DHRM

August 5, 2016 – 3:00 p.m.

NDOC – Carson City

Attendees: John Borrowman, ASO IV – NDOC

Scott Ewart, ASO III – NDOC

Patty Kreymborg, PA III - DHRM

Subject: NPD-19 Request for reclassify BA II to BA III (Incumbent – Dale Bretches)

As a follow-up to previous meeting with ASO III Scott Ewart and BA III Denise Martinez at NDOC on August 2, 2016 at 3:00 p.m., and at Scott's request, I met with Scott and Scott's supervisor, ASO IV John Borrowman to discuss the duties of Budget Analyst II position #0564. This meeting was scheduled due to conflicting statements provided by the incumbent and both his former and current supervisors, and to obtain clarification regarding proposed future assignments involving I.T. related duties.

Per John Borrowman, the IT projects for the department will be long term. The incumbent in this position is the sole SME in the department in regards to their IT projects. They have to pursue programming for efficiency improvements. The capacity to be successful as far out as 2020 to 2025 depends on this position. It's the only one that can do it. They have no other resources other than a contracted MSA which is very costly.

The I.T. duties will not go away if the incumbent leaves. John is fine if the incumbent does not remain in the BA series. Will support MA series...just does not want to go to IFC.

If they had to run a recruitment for this position, the new incumbent would have to liaison with the MSA to continue improvement of IT processes within the division.

Upgrade is not based on complexity of budget work. This position has ability to impact organization unilaterally in both budget and IT capacity.

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☐ New Position
☐ Vacant Position
☒ Filled Position

RECEIVED
 DIVISION OF HUMAN RESOURCE MANAGEMENT
 MAY 05 2014

COMPENSATION, CLASSIFICATION
 RECRUITMENT DIVISION
 CARSON CITY, NEVADA

DEPARTMENT: Department of Agriculture		
DIVISION: Food & Nutrition		
GEOGRAPHIC LOCATION OF POSITION: Sparks		
AGENCY ID# (3 digits): 650	FUND# (3 digits):	
AGENCY ORG/BUDGET# (4 digits): 4470 70 0A 2671	POSITION CONTROL#: 0015	
CURRENT CLASS TITLE (If vacant or filled position): Auditor 2		
REQUESTED CLASS TITLE: Management Analyst 3		
EMPLOYEE NAME: Jeama Bowers	PHONE#: 353-3621	EMAIL: jbowers@agri.nv.gov
SUPERVISOR NAME: Dale Hansen	PHONE#: 353-3741	dale.hansen@agri.nv.gov

RECEIVED
 MAY - 2 2014

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION
 CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 and are correct and complete.

Changed responsibilities were/will be effected on: October 1, 2013

Appointing Authority or Designated Representative signature: *[Signature]* Date: 4/29/14

Employee signature: *[Signature]* Date: 4/30/14

Is this request being submitted with agency approval or knowledge? ☐ No ☒ Yes

2a. FOR COMPLETION BY BUDGET DIVISION ONLY
 Required for new positions and when NAC 284.128 (3) applies.

☒ Approved effective date (if change is approved by DHRM)
☐ Disapproved - date to be determined and change to be approved by DHRM

Part-time (%):
 Signature: *[Signature]* Expire date:
 Notes: *[Signature]* Date: 5-5-14

RECEIVED
 MAY 05 2014

DEPARTMENT OF AGRICULTURE
 OFFICE OF THE DIRECTOR
 BUDGET DIVISION

3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY
 Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services: Information Technology subgroup.

☐ Approved ☐ Disapproved

Signature: Date:

4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY

Dept code:	Effective date: 5.2.14	Expire date:
Division code:		
Class code: 7.624	Title: Management Analyst 3	Grade: 37
Class option:	IFC/Legislative approval required? <input type="checkbox"/> No <input type="checkbox"/> Yes, date approved:	
INSTRUCTIONS TO APPOINTING AUTHORITY		
Incumbent meets MQ's: <input type="checkbox"/> No <input type="checkbox"/> Yes	Study#: 394714	Date: 6/4/14
<input type="checkbox"/> Other: 11/C TO Budget	Analyst: <i>[Signature]</i>	Date: 6/4/14
	Supervisor: <i>[Signature]</i>	Date:

1. What is prompting this request? If this is an existing position, state the significant changes (as defined in NAC 284.126) in duties and responsibilities which have been made in the position since it was established or last reviewed by Human Resource Management. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.

Since October 1st, this position (PCN 00015, Auditor II in the Dairy Commission Budget) has been fiscally managing the USDA National School Lunch Program, the USDA National School Breakfast Program, the USDA Child and Adult Care Food Program, the USDA Special Milk Program, the USDA Summer Food Program, the USDA Fresh Fruit and Vegetable Program, and other small grants and the federally granted administrative funds for administering these programs in Budget Account 2691. The total budget for these programs is \$130 million. In addition, this position has been asked to fiscally manage the federal funding in the Food Commodity Budget, Budget Account 1362. This includes the following programs: The USDA Food Distribution Program on Indian Reservations; The USDA Senior Farmer's Market Nutrition Program; The USDA Commodity Supplemental Food Program; and The USDA Emergency Food Assistance Program.

This individual was asked to take on these responsibilities for several reasons. First, on July 1st, 2013 the Child Nutrition program (BA 2691), the Food Commodity program (BA 1362), and the Dairy Commission (BA 4470) became part of the Nevada Department of Agriculture (NDA). While the Department inherited some fiscal personnel from the Child Nutrition program and the Dairy Commission, the Department of Agriculture did not inherit any fiscal positions for the Food Commodity program. So there was a need to have a fiscal position to run this \$13 million budget.

Second, in Budget Account 2691, the Accountant Technician I position (PCN 0007) fiscally managed, but did not control the budget for the Child Nutrition program but after several audits and subsequent paybacks to the USDA, it was determined that a different position with a different skill set was needed to fiscally manage these large, complex programs for this Budget Account as well as take on fiscal management of Budget Account 1362. This position needs to be able to perform complex fiscal analysis including being able to forecast expenditures and revenues based on a complex array of eligibility criteria and applicable reimbursement rates. This position needs to be able to understand the interplay between the federal grant budgets and state budgets and be able to take large amounts of data and be able to efficiently develop reports to fiscally manage these programs on several different levels. This position needs to have the ability to complete federal reports with minimal guidance from their federal counterparts and have the ability to explain variances. This position also needs to have the ability to effectively communicate to department staff and management, the results of fiscal analysis, as well as have the ability to clearly communicate federal and state rules and regulations.

Finally, the USDA Food and Nutrition fiscal staff has recommended that, like other states, Nevada have two positions signed up in their fiscal reporting system. One to enter in the data and one to certify the reports. This would minimize the number of errors and mistakes in our fiscal reporting. Therefore, we are asking to reclassify the Auditor II position in BA 4470 to a Management Analyst III position in BA 2691.

2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)

No other position performed these duties – these are new duties brought about with the Department reorganization that was affected 7/1/2013.

3. Briefly describe the major purpose of this job.

This position is responsible for submitting between 30 and 90 reports to USDA for all of the funded child nutrition and commodity food programs. A total of 18 quarterly and 7 monthly reports are submitted which account for the meals served (free, reduced and paid for 6 programs) as well as the federal reimbursement for each program by the free, reduced and paid categories. All but one of the child nutrition programs are entitlement programs which requires this position to monitor the increase or decrease in participation. As participation increases or decreases this position is responsible for notifying USDA and requesting work programs to increase authority in budget accounts through the IFC. This position is responsible for rendering invoices, letter of credit draws, financial and ad hoc reports, billings, and inventory reports as required by regulation or contractual agreement in coordination with agencies internal controls. Closing out the state fiscal year and federal fiscal year budget which includes reconciling accounts based on separate state and federal fiscal years. This position ensures that all of the required documentation for purchases, grants and contracts are within state and federal regulations. This position is point of contact for communication with USDA federal financial and program specialists to ensure requests are being addressed accurately and in a timely manner.

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.

DUTY#	DUTY	FREQUENCY
*1	Reporting: Analyzing financial data for federal reporting requirements. Prepare and submit all financial and ad hoc reports in coordination with preparation and processing of federal draws for the State of Nevada through the U.S. Department of the Treasury asap.gov site.	65%

*2	Budget Management: Managing and analyzing budgets for the following grants: A. Block Grant a National Lunch Program b School Breakfast Program c Special Milk Program d Summer Food Service Program e Child & Adult Care Program B. Fresh Fruits & Vegetables Program C. CACFP Wellness D. SAE (Admin) E. CACFP Audit F. CACFP Cash in Lieu G. Food Distribution Program on Indian Reservations H. Seniors Farmer's Market Nutrition Program I. Commodity Supplemental Food Program J. National School Lunch Food Distribution K. Emergency Food Assistance Program L. Meal Pattern Grant M. Breakfast Expansion Grant	20%
*3	Receivable Management: To analyze and process federal reimbursement draws to meet expenditures and applicable indirect cost. Ensure revenue is distributed to the appropriate project. Distribute collected fees and program income to the applicable program.	5%
*4	Accounts Payable Provide direction and review coding, backup documentation and approve requests for reimbursement to ensure that proper payment is submitted in a timely manner. Ensure that internal controls are applied.	5%
*5	Supervision of Accountant Technician I duties: including providing direction, training, assignment and review of work, and employee evaluation and guidance.	5%

6. What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.

This position will make determinations on which category to charge a budget based on the allowable expense and regulations of the granting agency. The position is responsible for determining indirect cost applicable to allowable expenditures per the grant specifications and Department of Agriculture rate agreement. Monitors the FND staff effort applied to each grant to ensure commitment does not deviate from terms established in OMB Circular A-21. Ensures financial closeout of grants according to sponsor requirements. Initiates and provides financial management of sub-awards. Provides oversight and guidance regarding all areas pertinent to federal regulations (ex: FFATA, ARRA, OMB Circulars, etc.) and creates internal controls to ensure the division is in compliance. Responsible for interpreting policies regarding allowable and allocable costs. Resolves payment problems with vendors and/or sub-recipients. Renders invoices, letter of credit draws, financial reports, billings, and inventory reports as required by regulation or contractual agreement in coordination with agencies internal controls. Forecasts and evaluates indirect cost in correlation to approved rate agreements and costs applicable to the approved categories.

7a. List the class titles and position control numbers of all employees that are supervised by this position.

Accountant Technician I, PC#2691-0007

7b. Describe the extent of supervisory responsibility exercised over these employees.
(Check appropriate boxes.)

☒ Final selection
☒ Training

☒ Work assignment
☒ Work review

☒ Performance appraisal
☐ Other (specify):

☒ Discipline

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

N/A

9. List equipment which is used that requires specialized training.

N/A

10a. List the name, title, and position control number of the position's supervisor.

Dale Hansen, Fiscal Administrator, PCN# 4554-0003

10b. Describe the type and extent of supervision received.

Meet formally every two weeks to discuss issues with respect to fiscally managing the Child Nutrition and Food Commodity programs. These meetings are used to keep each other informed and to share information and develop priorities and strategies for fiscally managing these programs.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?

Richard B. Russell National School Lunch Act, Agriculture and Consumer Protection Act, Food and Nutrition Act, Emergency Food Assistance Act, Farm Security and Rural Investment Act, 7 CFR Parts 210, 215, 220, 226 235, 245, 247, 249, 250, 251, 253, 254; 7 CFR 3015, 3016, 3019, 2 CFR 225, OMB Circular A-87, OMB Circular A-102, OMB Circular A-110, OMB Circular A-133, Federal Income Poverty Guidelines, USDA Food and Nutrition Program Guidelines, NRS 561, NRS 387.105, NRS 353, and the State Administrative Manual.

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

Fiscal counterparts at USDA: To discuss federally required reports, federal draws, federal regulations, provide them with any additional information as required. Overall, ensure that we are meeting and complying with federal regulations concerning the fiscal management and reporting of the USDA program for the Child Nutrition and Food Commodity programs.

Fiscal Administrator: To keep administrator informed concerning budget, provide budget forecast of revenues, expenditures, and meal counts and any other fiscal management issues. Share information so priorities and strategies can be developed for fiscal management of current and future issues.

Food & Nutrition Division Administrator: To keep administrator informed concerning budget, provide budget forecast of revenues, expenditures, and meal counts and any other fiscal management issues. Share information so priorities and strategies can be developed for fiscal management of current and future issues.

Program Staff: Provide guidance on the fiscal management of their grants, provide budget guidance and provide guidance federal and state fiscal and administrative regulations. Request additional information for budget development and fiscal reporting when needed.

Fiscal Staff: Provide guidance concerning the accounting of these funds.

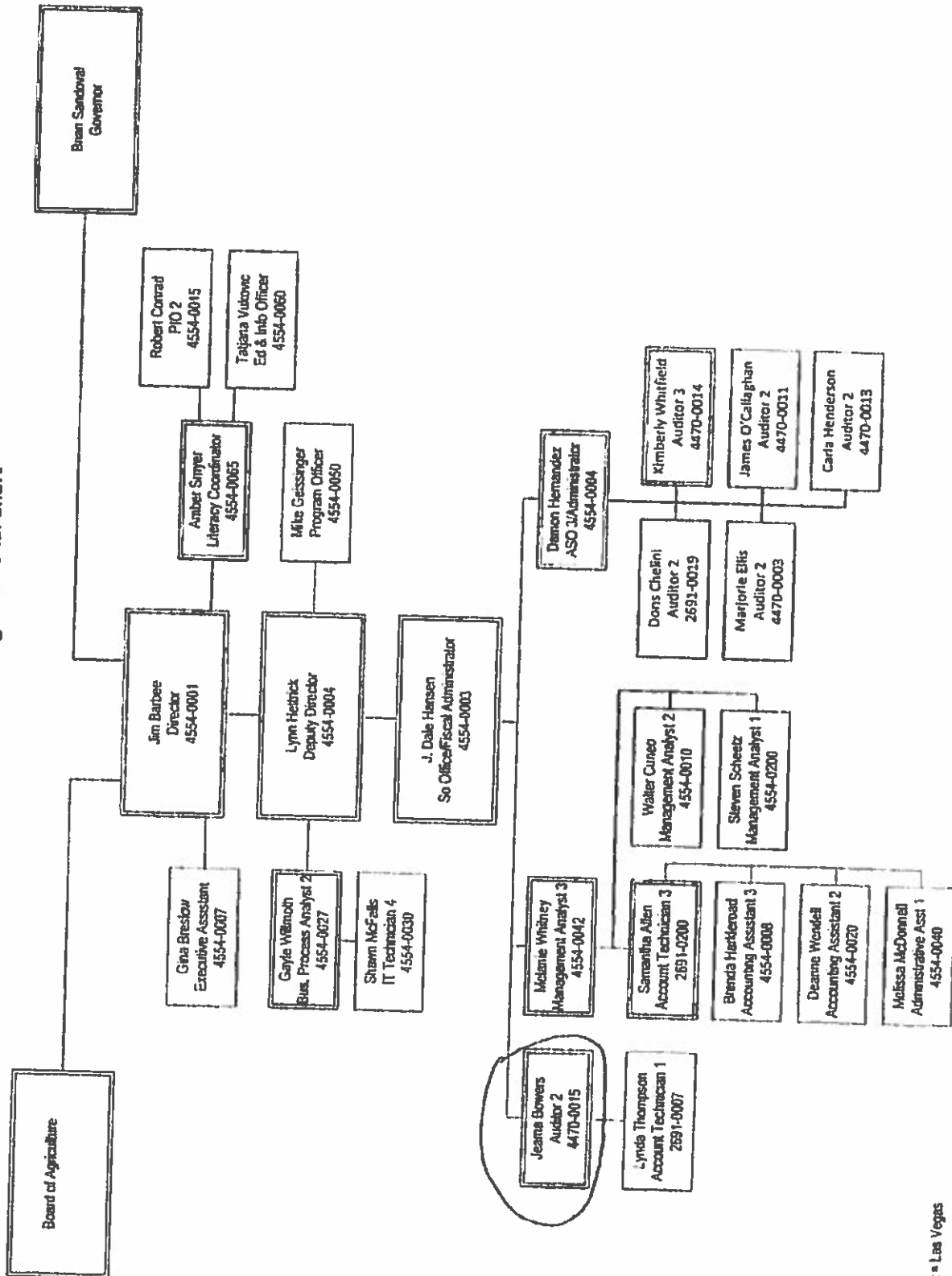
Sub-Recipients (School Districts, Non-Profits, Churches, Adult and Child Care Centers): Discuss fiscal issues concerning reimbursements.

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

N/A

14. Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.

State of Nevada
Department of Agriculture
Administration Organizational Chart



BRIAN SANDOVAL
Governor

STATE OF NEVADA

JIM BARBEE
Director

Las Vegas Office
2300 McLeod Street
Las Vegas, Nevada 89104-4314
(702) 486 4690
Fax (702) 486-4695



Elko Office
4780 E Idaho Street
Elko, Nevada 89801-4672
(775) 738 8076
Fax (775) 738-2639

DEPARTMENT OF AGRICULTURE

405 South 21st Street
Sparks, Nevada 89431-5557
Telephone (775) 353-3600 • Fax (775) 353-3661
Website: <http://www.agr.nv.gov>

MEMORANDUM

TO: Kathleen Kirkland, Agency HR Services
FROM: Jim R. Barbee, Director
SUBJECT: NPD-19 for Reclassification of Auditor II to Management Analyst 3
DATE: May 2, 2014

Attached is the NPD-19 for reclassification of an existing Auditor II, Grade 34 position to a Management Analyst III, Grade 37. This position is located in the Food & Nutrition Division of the Department of Agriculture.

Please submit the NPD-19 to State Personnel and State Budget for review and approval.

This position is currently being funded out of the Food & Nutrition Division's Budget Org # 4470. Because of the change in duties and responsibilities explained in Question 1 of the NPD-19, the funding source will change to Org# 2691, still under the Food & Nutrition Division. If there are any questions on the funding, program responsibilities, etc., please contact Dale Hansen, NDA Fiscal Administrator at 353-3741.

Thank you for anything you can do to expedite the approval of this position through Budget and Personnel.

JRB/cv

cc: Donnell Barton, Food & Nutrition Administrator
Dale Hansen, Fiscal Administrator

CLASSIFICATION STUDY CORRESPONDENCE/CONTACT AND INFORMATION LOG

STUDY # 394-14

HOLD TIME	DATE	INFORMATION GATHERED/COMMENTS	INITIALS
	5/5/14	DATE STUDY RECEIVED - & h/c to Budget	
	5/6/14	Assign to DB	
	5/7/14	Copy File to Analyst / Email sent	ck
	5/8/14	Researched for prior study. No studies found on Subject position.	DB
	5/12/14	Emailled incumbent w/ potential dates / times to meet for audit.	DB
	5/13/14	Meeting w/ incumbent Thurs, May 15 @ 1 pm ^{arranged}	DB
	5/15/14	Met w/ incumbent. She'll forward add'l work samples via email or snail mail	DB
	5/16/14	Requested WPS for 42, 10 & 750 - None	DB
	5/19/14	Reviewed resources	
	5/21/14	Request additional work samples from incumbent	DB
	5/23/14	Sent questions to Dale Hansen - Suprv	DB
	6/2/14	Suprv called to answer questions	DB
	6/4/14	Memo to file & Suprv review	
	6/4/14	Copy to Budget / Email sent	DB

MEMORANDUM

TO: File

FROM: Denyse Bandettini

DATE: June 4, 2014

SUBJECT: NEW POSITION: BA 2691; PCN 0015

The Department of Agriculture, Food and Nutrition requested that Position Control Number 0015 be reclassified from an Auditor II, class code 7.154, grade 34 to a Management Analyst III position, class code 7.624, grade 37 as a result of the inheriting fiscal programs including the Food Commodity program and to manage the large complex program for the Child Nutrition program. Based upon the information gathered, it has been determined that the position should be classified as Management Analyst III position, class code 7.624, grade 37.

Although there were no former studies found on the current position, a discussion of the former duties with the supervisor were of an auditing nature, whereby the position performed audits of records.

Upon review of the NPD-19, a desk audit with the incumbent, Jeama Bowers and information obtained from Dale Hansen, the Fiscal Administrator the new duties include, but are not limited to: analyze financial data for federal reporting requirement, submitting between 30 and 90 reports to USDA for all the funded Child Nutrition and Food Commodity programs, which are performed on quarterly and monthly basis to account for the meals served and federal reimbursement for each program; prepare and process of federal draws for the State through the U.S. Department of Treasury website; monitor the increase and decrease in participation; manages sub-grants; monitor spending of the grants and ensure revenue match meal counts; prepares and authorizes reimbursement claims and travel requests; write policies and procedures related to these grant programs; analyze trends for increasing and/or decreasing of funds to make budget adjustments where appropriate; forecasts expenditures and revenues based on a complex array of eligibility criteria and applicable reimbursement rates; uses large amounts of data and develop reports to fiscally manage the programs; ensure sub-grant activity is in compliance with policy and procedures, writing language for deliverable to a fully executed agreement; coordinates sub-grants with school districts; supports the Fiscal Administrator and Director on special projects and Legislative Council Bureau requests and functions as a grant coordinator and approves forms for a Management Analyst I in the section.

The class specification for Management Analyst states the following: Management Analysts conduct a variety of studies, research and analysis of management and administrative areas such as budgeting and financial analysis (versus bookkeeping); departmental operations such as forms, policies and workflow; legislative analysis; management research; and statistical and informational analysis. Incumbents make recommendations and assist in or implement new or

revised procedures and systems; participate in the preparation, monitoring and maintenance of the work unit's biennial budget and/or program budget(s) by estimating future expenditure levels based on historical data; making projections for future costs; preparing and presenting the budget and/or justifications to the legislature; monitor fiscal transactions to ensure expenditures are in conformance with State and department policies, regulations and budgetary limits; and developing comprehensive narrative and financial reports for presentation to management, commissions and other entities.

The position essentially conducts fiscal analysis/management, statistical studies and summarizes multiple reports for budgeted accounts of over 140 million dollars. The position supervises and trains an Account Technician I.

The subject position meets the class specification of a Management Analyst III position, aligns with Management Analyst III position within the department and the overall responsibility is equitable. Based upon the information gathered, it is recommended that the position be classified as Management Analyst III position, class code 7.624, grade 37.

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☐ New Position
☒ Vacant Position
☐ Filled Position

DEPARTMENT: Conservation and Natural Resources		<div style="text-align: center;"> RECEIVED State of Nevada Department of Administration DIVISION OF HUMAN RESOURCE MANAGEMENT MAY 29 2014 COMPENSATION, CLASSIFICATION RECRUITMENT DIVISION CARSON CITY, NEVADA </div>	
DIVISION: Conservation Districts Program			
GEOGRAPHIC LOCATION OF POSITION: Carson City, NV			
AGENCY ID# (3 digits): 701	FUND# (3 digits): 101		
AGENCY ORG/BUDGET# (4 digits): 4151	POSITION CONTROL#: 0005		
CURRENT CLASS TITLE (If vacant or filled position): Management Analyst II		CLASS CODE: 07.625	GRADE: 35
REQUESTED CLASS TITLE: Management Analyst III		CLASS CODE: 07.624	GRADE: 37
EMPLOYEE NAME: (Vacant)	PHONE#:	EMAIL:	
SUPERVISOR NAME: Kay Scherer, Deputy Director	PHONE#: 775-684-2711	EMAIL: kscherer@dcnr.nv.gov	

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION			
CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.			
Changed responsibilities were/will be effected on: <i>Current</i>			Date: <i>7/1/14</i>
Appointing Authority or Designated Representative signature: <i>[Signature]</i>			Date: <i>7/1/14</i>
Employee signature: <i>N/A</i>			Date: <i>7/1/14</i>
Is this request being submitted with agency approval or knowledge? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
3a. FOR COMPLETION BY BUDGET DIVISION ONLY			
Required for new positions and when NAC 284.126 (3) applies.			
<input checked="" type="checkbox"/> Approved effective date (if change is approved by DHRM)			Date: <i>7-1-14</i>
<input type="checkbox"/> Approved - date to be determined and change to be approved by DHRM			
<input type="checkbox"/> Disapproved			
Part-time (%):		Expire date:	
Signature: <i>[Signature]</i>		Date: <i>5-29-14</i>	
Notes: <i>sufficient cost savings & reallocations identified to support pos. request for F/15</i>			
3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY			
Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services: Information Technology subgroup.			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
Signature:		Date:	
4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY			
Dept code:	Effective date: <i>7/1/14</i>	Expire date:	
Division code:			
Class code: <i>7.624</i>	Title: <i>MGMT ANALYST III</i>	Grade: <i>37</i>	
Class option:	IFC/Legislative approval required? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, date approved:		
INSTRUCTIONS TO APPOINTING AUTHORITY			
Incumbent meets MQ's: <input type="checkbox"/> No <input type="checkbox"/> Yes		Study#: <i>418-14</i>	
<input type="checkbox"/> Other:		Analyst:	Date:
		Supervisor: <i>[Signature]</i>	Date: <i>6/2/14</i>

1. **What is prompting this request? If this is an existing position, state the significant changes (as defined in NAC 284.126) in duties and responsibilities which have been made in the position since it was established or last reviewed by Human Resource Management. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.**

This position, currently vacant, has changed significantly since it was reinstated by the Legislature during the 2009 session as the sole Conservation Districts position (after being eliminated from the executive budget due to the economic situation and necessary cuts.)

The Legislature chose to reinstate it as the only position, in order to maintain the program in a skeletal state, during budget closing. LCB staff recommended a Management Analyst 2 because that was what it had been previously – although it was actually two Management Analyst 2 positions that together ran the program with a clerical assistant.

The sole MA 2 has operated the program since, however, first by IFC action in the interim and then through legislative budget approval, three professional positions were added to the Conservation Districts Program in part to assist with on-the-ground sagebrush ecosystem/sage grouse work and to also build the capacity for conservation work in the state.

The three positions added are all Conservation Staff Specialists and are located in three rural regions of the state. The current program manager position, an MA 2 at Grade 35, now supervises these three positions (PCNs #0006, 0007, 0008 in BA 4151) that are all Grade 36.

With the position now vacant this is the right time to address both 1) the inequity, 2) the increased new supervisory duties and 3) the new professional responsibilities and program growth (associated with increased emphasis on the sagebrush ecosystem/CD activity growth), as well as the fact that oversight of the program was previously done by two MA2s and this current position has absorbed the work of both.

It is also worth noting that this has typically been a very difficult position for which to recruit because of not only the need to have all of the management analyst skills, but also because the individual must possess significant knowledge of natural resources, program building, etc. This upgrade is necessary for all of the above reasons, but should also be helpful in the recruitment process – a process which is critical because the work of everyone associated with the sage grouse effort is essential, high profile and receiving great attention at this time.

2. **What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)**
Please see above. These duties, up until the programs elimination and legislative re-instatement in 2009, were done by two MA 2s as mentioned above. Those two individuals both still work in other capacities for DCNR, so the details can be obtained if necessary. Since that time the new programmatic and supervisory duties have been held together as well as possible by the sole MA 2 position that is the subject of this NPD-19.

3. Briefly describe the major purpose of this job.

Under only very general administrative direction, this position is responsible for complex program analysis, management and reporting. The position has regular interaction with and is under the DCNR Director's Office. This position requires an individual with the management, operational and administrative/supervisory ability to handle a high-profile program and all its details in an independent manner. The position manages the program and is the lead staff member for the State Conservation Districts Program, working with 28 individual locally-elected districts to provide critical information and technical assistance. This individual also provides assistance to, and serves as the Secretary to the State Conservation Commission. Supervision of three regional Conservation Districts program specialists, located throughout rural Nevada, is also a requirement of the position, as is the coordination of the statewide efforts of all program members and staff. The position also works with public and private partners of the program to identify additional funding for district projects, as well as the development of other needed resources and in educational development and awareness activities that raise the profile of Nevada's Conservation Districts and the knowledge of district members. The individual must be a leader that can maintain a strong work relationship with federal partners, fellow state natural resource agencies, all DCNR staff and administrators and especially the Sagebrush Ecosystem Technical Team and its program manager.

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

See attached organizational chart.

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.

DUTY#	DUTY	FREQUENCY
1	Manages the program and is the lead staff member for the State Conservation Districts Program. Provides sound management practices and decisions, including personnel management issues. Is familiar with legal, ethical, and normal reporting processes, statutes, and regulations pertaining to the operations of CDs and the Program. Attends required supervisory training courses, keep up-to-date on supervisory laws and procedures. Must have knowledge of budget building, personnel and general state administration, as well as legislative processes.	10%
2	Works with 28 individual districts by providing information and assistance. Provides leadership training and regular information to the Districts keeping them updated on all activities involving the SCC, Sagebrush Ecosystem Council (SEC) and Sagebrush Ecosystem Technical Team (SETT). Serves as the intermediary and connection for the Districts to the resources offered through the SETT. Assists Districts with organizational development issues through coaching and training opportunities sometimes facilitated through the regional Conservation Specialists. Assists Districts with their reporting requirements to the SCC.	25%
3	Provides assistance and serves as the Secretary to the State Conservation Commission. This includes coordination of the Grants-to-Districts program for the Commission, and any other programs they choose to enact. Prepares all agendas and arranges for their distribution, in close coordination with the Chair of the SCC and other members. Arranges for all meeting needs, including providing information to the SCC sufficient for them to make informed decisions on all items in their purview.	10%

4	Supervision of three regional Conservation Districts Program conservation staff specialists located in rural Nevada. Responsible for the oversight of all personnel involved with the Program. This includes completing review in a timely manner, mentoring staff in areas that need improvement, and assisting all staff with strong leadership helping them to fulfill their duties.	20%
5	Works with public and private partners of the Program to identify additional funding for district projects, and development of other resources. Actively networks with Federal, State, and NGO agencies on a regular basis. Continuously looking for partnership opportunities with other agencies for the individual Districts and the SCC. Works closely coordinating efforts with the SETT and activities and policies of the SEC.	5%
6	Assists in educational development and awareness activities that raise the profile of Nevada's Conservation Districts. Updates and maintains the CDP website and produces draft press releases on programmatic activities. Continuously works with Districts and partners to provide press opportunities on the activities of the Districts and SCC.	10%
7	Maintains positive, cooperative relationships with professional associates, including all DCNR administrators, other state natural resource administrators, the Program Manager and members of the Sagebrush Ecosystem Technical Team and all other partners and coworkers in order to conduct work responsibilities in a professional manner. Ability to apply ingenuity and resourcefulness to successfully complete a project or task that may differ in scope, difficulty and timeliness from that which is routine or performed in a standardized manner. Ability to work cooperatively with other employees, the general public and other professionals.	20%

6. What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.

All duties require independent judgment on matters that have broad implications and are under the scrutiny of local districts, local governments, other state agencies and, as a note, this program is high priority and closely watched by many legislators.

7a. List the class titles and position control numbers of all employees that are supervised by this position.

CD Program Conservation Staff Specialist 2 (Elko), PC#0006 Doneita Bruland

CD Program Conservation Staff Specialist 2 (Winnemucca), PC#0007 Steve Weaver

CD Program Conservation Staff Specialist 2 (Ely), PC#0008 Anita Lahey

(See Question #4 – Organization Chart attached with position circled and supervised positions included)

This position also work closely with the Director's Office Administrative Assistant IV who, because of clerical cuts to the Conservation Districts Program, currently provides the program with clerical assistance and also serves as clerical, staff together with this position's administrative staff, to the Governor-appointed State Conservation Commission.

7b. Describe the extent of supervisory responsibility exercised over these employees.
(Check appropriate boxes.)

<input type="checkbox"/> Final selection	<input checked="" type="checkbox"/> Work assignment	<input checked="" type="checkbox"/> Performance appraisal	<input checked="" type="checkbox"/> Discipline
<input checked="" type="checkbox"/> Training	<input checked="" type="checkbox"/> Work review	<input checked="" type="checkbox"/> Other (specify): Shares selection duties	

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.
Those required by the management analyst position. Additional experience/credentials in natural resources are essential.

9. List equipment which is used that requires specialized training.
n/a

10a. List the name, title, and position control number of the position's supervisor.
Kay Scherer, DCNR Deputy Director, #002/#U4920, with on-site assistance of Sagebrush Ecosystem Program Manager, Management Analyst IV, co-located with the Conservation Districts Program.

10b. Describe the type and extent of supervision received.
Very minimal; on general administrative direction. Must act independently and statewide.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?
In part, NRS, NAC, SAM, DHRM Policies, Rules for State Personnel, DCNR Policies, OML, Public Records, policies of the State Conservation Commission, all rules and requirements of federal and other grant programs that work with the Conservation Districts Program.

- 12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.**

DCNR Director's Office and staff, NDOW Director's Office and staff, DoA Director's Office and staff, county commissioners in all counties, State Conservation Commission, locally elected district officials and district staff, federal agencies (NRCS, BLM, USFS, USFWS, BoR, etc.) state and local district staff, federal officials and staff, town boards, individual legislators, non-governmental organizations (Cattlemen, Farm Bureau, etc.). The list is extensive and statewide.

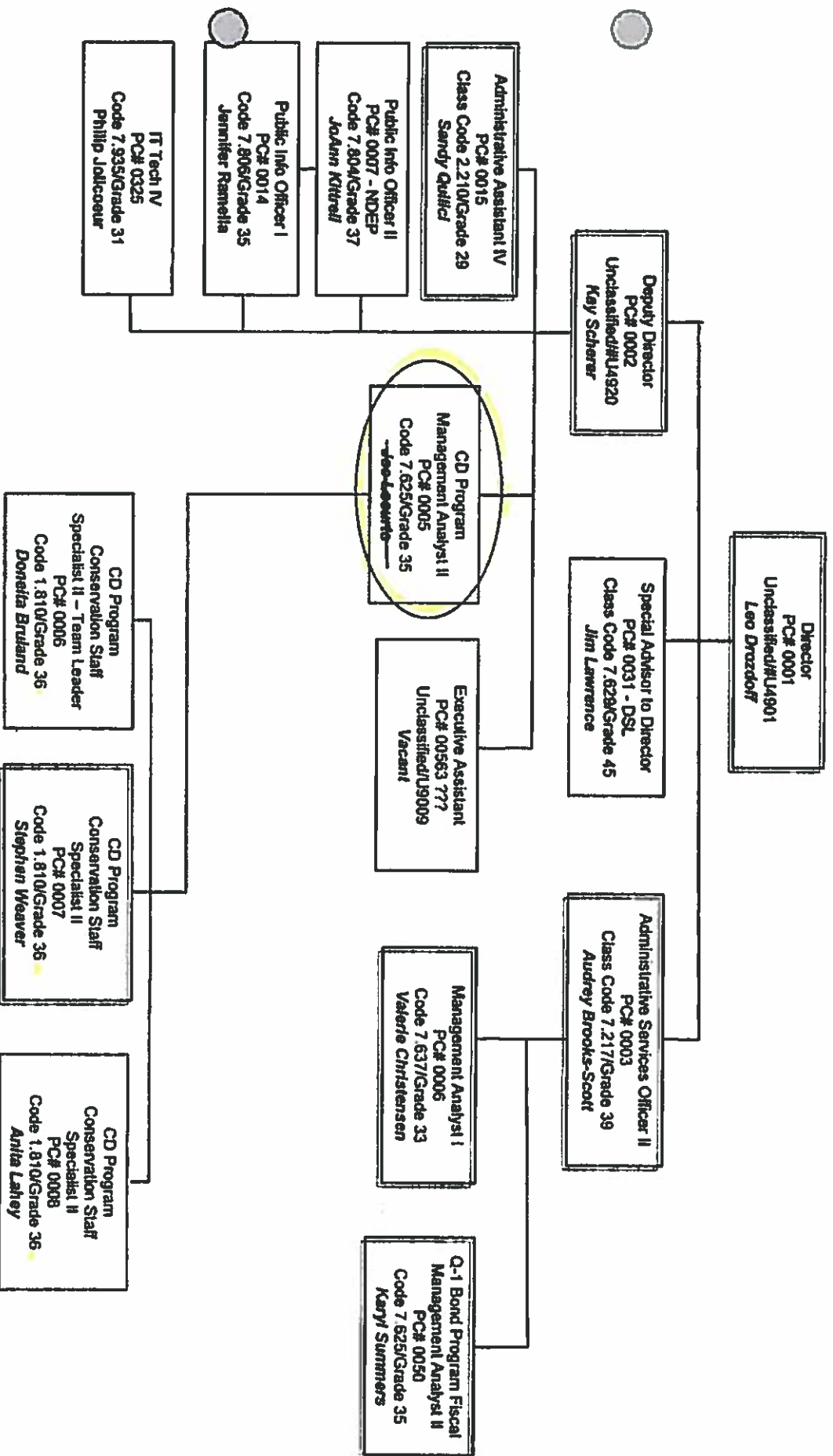
- 13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.**

Requires the ability to go into the field and to travel statewide.

- 14. Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.**

Please see above or call Deputy Director Kay Scherer for more details as needed – 775-684-2711 direct.

Department of Conservation & Natural Resources **Office of the Director** Current Organizational Chart FY2014



CONSERVATION & NATURAL RESOURCES, CONSERVATION DISTRICTS PROGRAM - BUDGET ACCOUNT 4151

SALARY PROJECTION SCHEDULE

FY 2015 - 7/1/14 THRU 6/30/15

Mgmt Analyst III (PCN 0005) 7/1/2014 - 6/30/2015	Retired										TOTAL Per Pay Period
	Gross Salaries	Retirement PERS-1	Unemploy. Comp.	Employees Group Insurance	Workers Comp.	Medicare	Payroll Assess.	Personnel Assess.	Group Insurance		
	80 Hours	0.1325 GL5500	0.0011 GL5800	0.0241 GL5790	0.0288 GL5200	0.0145 GL5840	0.0016	0.0063	695.35 GL5500		
Grade 37 Step 05 \$28.35 Per Hr. Must start at step 05, supervises a 38/05	2,288.00	300.51	2.49	54.57	85.32	32.89	3.63	14.29	*See Below		\$2,699.99

Mgmt Analyst II (PCN 0005) 7/1/2014 - 6/30/2015	Retired										TOTAL Per Pay Period
	Gross Salaries	Retirement PERS-1	Unemploy. Comp.	Employees Group Insurance	Workers Comp.	Medicare	Payroll Assess.	Personnel Assess.	Group Insurance		
	80 Hours	0.1325 GL5500	0.0011 GL5800	0.0241 GL5790	0.0288 GL5200	0.0145 GL5840	0.0018	0.0063	695.35 GL5500		
Grade 35 Step 01 \$21.82 Per Hr. Existing grade and step budgeted amount. Did not include an MSI increase.	1,745.60	231.29	1.92	42.00	50.27	25.31	2.79	11.00	*See Below		\$2,110.19

FY 2015

Salaries + Benefits X 26 Pay Periods
Group Insurance X 12 Months
Approximate Salary

\$71,284.06
\$8,344.20
\$79,628.26

TOTAL MA3 SALARY

\$79,628.26

TOTAL MA2 SALARY (budgeted)

\$63,209.04

Estimated amount over current budget:

\$16,419.22

NOTES:

To allow for the higher costs for the approved NPD-19 reclassification of the MA2 to the MA3, we plan to reduce both travel (Category 03) and operating (Category 04) and augment salaries (Category 01).

Reduction for furloughs is not included in calculations.

CLASSIFICATION STUDY CORRESPONDENCE/CONTACT AND INFORMATION LOG

STUDY # 418-14

STUDY # 418 418-14			
HOLD TIME	DATE	INFORMATION GATHERED/COMMENTS	INITIALS
		DATE STUDY RECEIVED - 5/29/14	MR
	5/29/14	Received Budget already signed / To Peter	MR
	6/2/14	Position duties meet concept for MA III. In addition, currently supervising 3 grade 36's while position is only a grade 35.	PL
	6/2/14	2 copies to Budget + letter to Kays.	Katt

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☐ New Position
☐ Vacant Position
☒ Filled Position

DEPARTMENT: Business and Industry		<div style="text-align: center;">3 d</div>	
DIVISION: Office of Business Finance and Planning			
GEOGRAPHIC LOCATION OF POSITION:			
AGENCY ID# (3 digits): 740	FUNDS (3 digits): 101		
AGENCY OR BUDGET# (4 digits): 4877	POSITION CONTROL#: 1128		
CURRENT CLASS TITLE (If vacant or filled position: Management Analyst II)		CLASS CODE: 7 625	GRADE: 35
REQUESTED CLASS TITLE: Management Analyst II		CLASS CODE: 7 624	GRADE: 37
EMPLOYEE NAME: Karen Schiro	PHONE#: 702-480-3765	EMAIL: kschiro@business.nv.gov	
SUPERVISOR NAME: Marcel Schiro	PHONE#: 702-480-4492	EMAIL: marcel@schiro@business.nv.gov	

RECEIVED
AUG 02 2016
OFFICE OF THE CLERK OF THE SUPREME COURT
CLERK OF THE SUPREME COURT
CLERK OF THE SUPREME COURT

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the instructions page and the change data provided to me NPD-19 and agree to complete the requested change to the position.

Appointing Authority or Designated Representative signature: *[Signature]* Date: 7-24-16

Employee signature: *[Signature]* Date: 7-24-16

Is this request being submitted with current approval or knowledge? ☐ No ☒ Yes

2a. FOR COMPLETION BY CHIEF OF DIVISION ONLY

Required for new positions and when NAC 284.126 (3) applies.

☐ Approved effective date (if change is approved by CHD) Date: 7-29-16

☐ Approved - a to a determined and change to be approved by CHD

☐ Disapproved

Signature: *[Signature]* Date: 7-29-16

Notes:

2b. FOR COMPLETION BY SUPERVISOR/IT SERVICES ONLY

Required when NAC 284.172 applies for positions to be classified to or changing classification with the Financial Management & Staff Services Information Technology subunit.

☐ Approved ☐ Disapproved

Signature: Date:

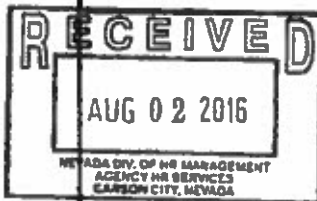
4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY

Dept code: 740	Effective date: 8-2-2016	Expires date:
Division code: 4677		
Class code: 7.624	Title: MANAGEMENT ANALYST II	Grade: 37
Class option:	IFC/Legislative approval required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, date approved:	
INSTRUCTIONS TO APPOINTING AUTHORITY		
Incumbent meets MDC: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Study Analyst: 087-17	Date:
<input type="checkbox"/> Other:	Supervisor: Heather D. Dapice	Date: 8/23/16

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

- ☐ New Position
☐ Vacant Position
☒ Filled Position

DEPARTMENT: Business and Industry		RECEIVED DIVISION OF HUMAN RESOURCE MANAGEMENT AUG 02 2016 COMPENSATION CLASSIFICATION RECRUITMENT DIVISION CARSON CITY, NEVADA	
DIVISION: Office of Business Finance and Planning			
GEOGRAPHIC LOCATION OF POSITION:			
AGENCY ID# (3 digits): 740	FUND# (3 digits): 101		
AGENCY ORG/BUDGET# (4 digits): 4677	POSITION CONTROL#: 1128		
CURRENT CLASS TITLE (If vacant or filled position): Management Analyst II		CLASS CODE: 7 625	GRADE: 35
REQUESTED CLASS TITLE: Management Analyst III		CLASS CODE: 7 624	GRADE: 37
EMPLOYEE NAME: Karen Schnog	PHONE#: 702-486-3755	EMAIL: kschnog@business.nv.gov	
SUPERVISOR NAME: Marcel Schaefer	PHONE#: 702-486-4492	EMAIL: marcel.schaefer@business.nv.gov	



1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.

Changed responsibilities were/will be effected on: *None* Date: *7-24-16*

Appointing Authority or Designated Representative signature: *[Signature]* Date: *7-24-16*

Employee signature: *[Signature]* Date: *7-24-16*

Is this request being submitted with agency approval or knowledge? ☐ No ☒ Yes

3a. FOR COMPLETION BY BUDGET DIVISION ONLY

Required for new positions and when NAC 284.126 (3) applies.

☐ Approved effective date (if change is approved by DHRM) Date: *7-29-16*

☒ Approved - date to be determined and change to be approved by DHRM

☐ Disapproved

Part-time (%) *0* Expire date *7-29-16*

Signature: *[Signature]* Date: *7-29-16*

Notes:

3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY

Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services, Information Technology subgroup.

☐ Approved ☐ Disapproved

Signature: *[Signature]* Date: *7-29-16*

4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY

Dept code:	Effective date:	Expire date:
Division code:		
Class code:	Title:	Grade:
Class option:	IFC/Legislative approval required? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, date approved: <i>087-17</i>	
INSTRUCTIONS TO APPOINTING AUTHORITY		
Incumbent meets MQ's: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Study#	Date:
<input type="checkbox"/> Other:	Analyst	Date:
	Supervisor:	Date:

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

- ☐ New Position
☐ Vacant Position
☒ Filled Position

DEPARTMENT: Business and Industry		RECEIVED 2. Division of Human Resource Management (Main Department of Administration) DIVISION OF HUMAN RESOURCE MANAGEMENT AUG 02 2016 COMPENSATION, CLASSIFICATION RECRUITMENT DIVISION CARSON CITY, NEVADA	
DIVISION: Office of Business Finance and Planning			
GEOGRAPHIC LOCATION OF POSITION:			
AGENCY ID# (3 digits): 740	FUND# (3 digits): 101		
AGENCY ORG/BUDGET# (4 digits): 4677	POSITION CONTROL#: 1128		
CURRENT CLASS TITLE (If vacant or filled position): Management Analyst II		CLASS CODE: 7.625	GRADE: 35
REQUESTED CLASS TITLE: Management Analyst III		CLASS CODE: 7.624	GRADE: 37
EMPLOYEE NAME: Karen Schnog	PHONE#: 702-486-3755	EMAIL: kschnog@business.nv.gov	
SUPERVISOR NAME: Marcel Schaerer	PHONE#: 702-486-4492	EMAIL: marcel.schaerer@business.nv.gov	

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION			
AGENCY PERSONNEL OFFICE date stamp	CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.		
	Changed responsibilities were/will be effected on:		Date: 7/29/16
	Appointing Authority or Designated Representative signature: <i>[Signature]</i>		Date: 7-29-16
	Employee signature: <i>[Signature]</i>		Date:
Is this request being submitted with agency approval or knowledge? <input type="checkbox"/> No <input type="checkbox"/> Yes			
3a. FOR COMPLETION BY BUDGET DIVISION ONLY			
BUDGET DIVISION date stamp	Required for new positions and when NAC 284.126 (3) applies.		
	<input type="checkbox"/> Approved effective date (if change is approved by DHRM)		Date:
	<input checked="" type="checkbox"/> Approved - date to be determined and change to be approved by DHRM		
	<input type="checkbox"/> Disapproved		
	Part-time (%):	Expire date:	
	Signature: <i>[Signature]</i>	Date: 7-29-16	
Notes:			
3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY			
FITS date stamp	Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services: Information Technology subgroup.		
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	Signature:		Date:
4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY			
Dept code:	Effective date:	Expire date:	
Division code:			
Class code:	Title:	Grade:	
Class option:	IFC/Legislative approval required? <input type="checkbox"/> No <input type="checkbox"/> Yes, date approved:		
INSTRUCTIONS TO APPOINTING AUTHORITY		Study#: 087-17	
Incumbent meets MQ's: <input type="checkbox"/> No <input type="checkbox"/> Yes		Analyst:	Date:
<input type="checkbox"/> Other:		Supervisor:	Date:

1. **What is prompting this request? If this is an existing position, state the significant changes (as defined in NAC 284.126) in duties and responsibilities which have been made in the position since it was established or last reviewed by Human Resource Management. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.**

Under the administrative direction of the Department's Deputy of Programs position, located in the Director's Las Vegas office, the incumbent is responsible for addressing various programs and projects assigned to the Department. A listing of the programs overseen by the Deputy of Programs in Las Vegas is attached to this request.

As a result of a long term leave and eventual vacancy in PCN 0014 Management Analyst II beginning in August 2015, the specific duties required for the Nevada New Markets Jobs Act (NMJA) Tax Credit Program were assumed by PCN 1128 Management Analyst II. The new assignment, along with the evolving requirements associated with the Community Development Entities (CDE) and the Qualified Equity Investments (QEI) complexity level was escalated. The incumbent was also required to continue support, facilitation and oversight for the other programs within the Department.

2. **What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)**

During the period of PCN 0014 Management Analyst II vacancy, the various programs and duties were modified to meet current actual needs, as recruitment could not begin until March 2016. It was necessary for the incumbent to acquire the necessary experience in statistical and financial analysis, legislative and regulatory analysis and development, the development and maintenance of control policies and workflow procedures, the establishment and oversight of program operations and the implementation of new and revised programs for the Director's Office of the Department of Business and Industry.

It was determined, as recruitment began for PCN 0014 Management Analyst II that PCN 1128 Management Analyst II would acquire the additional role of supervisor to the new recruitment, providing Department program expertise and direction. As a Management Analyst III, the current incumbent is responsible for the complex levels of program facilitation, training and oversight, while the Management Analyst II will provide the needed program support. This will ensure segregation of duties where needed and allow for cross-training and redundancy in the event of an absence.

3. Briefly describe the major purpose of this job.

This position will function as program analyst working directly for the Deputy Director of Programs within the Las Vegas office. This position will independently develop policies and procedures manuals, forms and operational databases for use by staff and industry including, office workflow and audit functions. Additionally, the position provides program development and oversight.

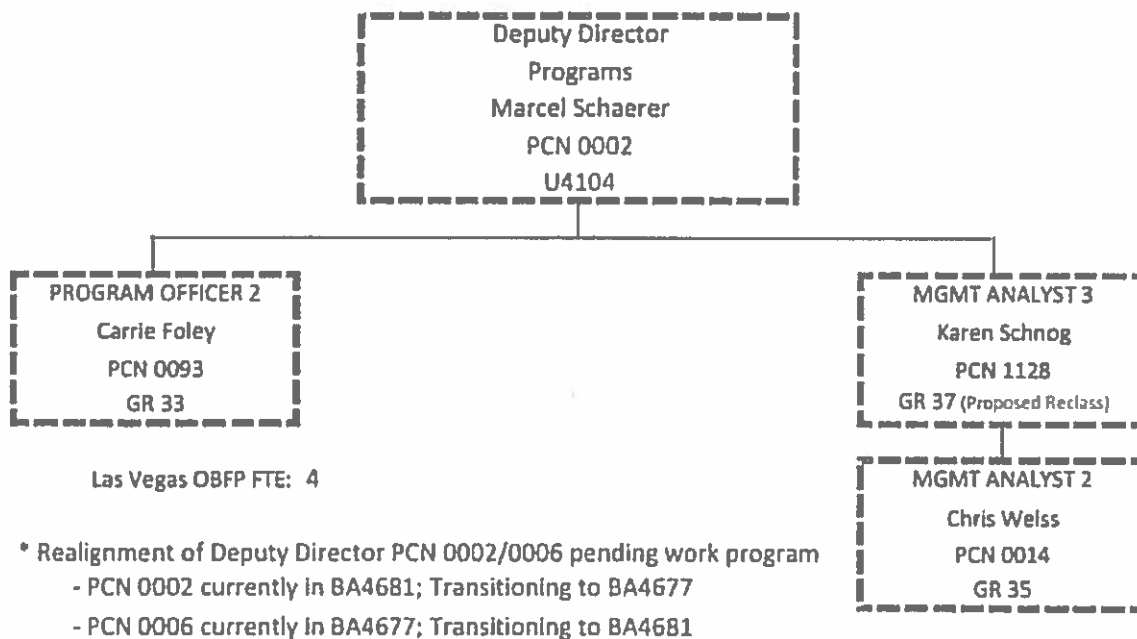
The position responsibilities in conjunction with the Deputy Director of Programs:

- *Conduct research and analysis of program operations, prepare and maintain statistical information*
- *Manage operational and technical requirements pertaining to programs to ensure compliance with budget limitations, applicable laws, regulations, policies and procedures*
- *Prepare internal controls for fiscal and operational oversight responsibilities of each individual program created/managed by the office*
- *Review and recommend revisions to Department regulations and related statutes on a regular basis*
- *Perform program performance reviews and directly assist the Deputy in developing necessary policies and procedures as a result of Legislative and Executive Branch or federal or other financial or operational program audits*
- *Develop and maintain reports to monitor program needs*
- *Conduct statistical and investigative studies, compile and analyze data and present reports to summarize study results, draws conclusions and makes recommendations regarding policy/procedures and the department's position on issues governing licensees and development of new programs or services based upon research conducted*
- *Analyze, plan, develop and implement new policies, procedures, workflow changes, new processes and programs to ensure Department and Divisions goals and objectives of the Strategic Plan are met*
- *Ensure the accurate accounting of Department bonds, trust and non-executive accounts within the Divisions*
- *Prepare grant applications to secure federal funding for State and/or State sponsored programs and oversee grant management and program implementation to ensure adherence to program objectives and performance measure expectations*
- *Prepare, monitor and maintain the biennial budgets by estimating future expenditure levels based on historical data; projects future costs; monitors fiscal transactions to ensure expenditures are in conformance with State and department regulations and budgetary limits; and develop budgetary and financial reports and comprehensive narratives*
- *Conduct financial analysis for program functions and analyze cost estimates for temporary contract employees and increases in payroll cost associated with the approved budgets*
- *Testify before the Legislature regarding Department and Division operations and review, analyze and prepare various financial reports and draft Bill Draft Requests and assist in preparation of follow-up Legislative Letter of Intent responses*

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

DEPARTMENT OF BUSINESS AND INDUSTRY

Office of Business Finance and Planning (OBFP)



5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.

DUTY#	DUTY	FREQUENCY
1	<p><i>Program Development and Existing Program Oversight:</i></p> <p><i>Assist the Deputy Director of Programs and the Director in the development and maintenance of new outreach and financial programs coordinating administrative objectives and program services with federal and state policies and regulations.</i></p> <p><i>Ensure that issues are carefully researched and information provided is consistent with information researched and/or information and/or data received from the federal government, program representatives, licensees or regulated entities.</i></p> <p><i>Assist in setting accounting policies and assists in directing accounting systems for all primary and flow-through funding including systems for bond services, general program and administrative activities, business enterprises and division program and administrative activities.</i></p> <p><i>If applicable, review and authorizes all applications for primary and flow-through grant funding prior to approval by the Deputy Director of Programs Review all program strategic plans and cost analyses.</i></p> <p><i>Ensure legislative performance measures are addressed in the strategic plan and maintained timely and accurately.</i></p> <p><i>Ensure compliance with all laws and regulations and recommends alternative solutions for any problem areas consistent with Departmental budgetary and administrative goals.</i></p> <p><i>In conjunction with the Deputy Director of Programs assists in the development of Departmental plans of direction; initiate and evaluate departmental research projects and needs assessments; assigns available resources in compliance with Departmental goals.</i></p> <p><i>Performs a review of new and revised Departmental outreach and support programs to ensure soundness and consistency with financial principals and to review for any potential fiscal impact.</i></p>	60%

2	<p><i>Provides Supervision of Assigned Staff:</i></p> <p><i>Manages and ensures efficient workflow and production; provides timely and effective decisions, directions and training; promotes teamwork and attainment of agency goals and objectives; provides effective communication and job performance counseling to subordinates.</i></p> <p><i>Effectively and timely delegates work; ensures proper distribution of duties among staff; approves and monitors leave; timely review/approval of timesheets; and recommends awards and discipline of subordinate staff.</i></p> <p><i>Guides and directs quality of subordinates' work product in conjunction with agency mission through to ultimate disposition.</i></p> <p><i>Ensures compliance with internal controls and policies and procedures and program requirements.</i></p> <p><i>Conducts staff evaluations in a timely manner and keeps work performance standards and essential functions current. Ensures subordinate staff training is current.</i></p>	20%
3	<p><i>Daily Accounting, Reporting and Post Audit:</i></p> <p><i>Assist the Deputy Director of Programs who oversees and approves all fiscal procedures and transactions submitted on behalf of the Department to the Legislature, Budget Division, or the Federal Government.</i></p> <p><i>This position is responsible for the initial review, posting and processing of applications and other source documents including the maintenance of all accounting transactions, budgeting and financial planning, acceptance of funds and preparation of deposits, set up and processing of vouchers, reconciling daily transactions and preparing program financial statements as related to daily program fiscal support on behalf of the Deputy Director of Programs.</i></p> <p><i>Provide program performance reports regarding relevant tasks and budget process and generates monthly reports for the Deputy Director of Programs including analysis and necessary journal adjustments in order to ensure funding.</i></p> <p><i>Recommends options and alternatives in the event agency funding proposals are not available.</i></p> <p><i>Conduct financial analysis for program functions and analyzes cost estimates for temporary contract employees and increases in payroll and operating cost associated with the approved budgets.</i></p> <p><i>Ensure the accurate accounting of Department Private Activity bonds, trust and other non-executive budget accounts within the Office.</i></p> <p><i>Conduct research and analysis of operations, legislative impact, statistical information, and technical requirements pertaining to the Department to ensure compliance with budget limitations, applicable laws, regulations, policies and procedures. Review and recommend revisions to Department regulations and related statutes on a regular basis.</i></p>	10%

4	<p>Federal Grant Requests and Reporting:</p> <p><i>Prepare grant applications to secure federal funding for State and/or State sponsored programs and oversee grant management and program implementation to ensure adherence to program objectives and performance measure expectations.</i></p> <p><i>If applicable, ensure the accurate and timely billing of federally funded reimbursement reports cash in-flows and cash out-flows in accordance with the federal Cash Management Improvement Act (CMIA).</i></p> <p><i>Testify before the Legislature regarding Department and Division operations and review, analyze and prepare various financial reports and draft Bill Draft Requests (BDR) monitor review and monitor and assist in preparation of Legislative Letter of Intent responses.</i></p>	5%
5	<p>Audit Follow-up:</p> <p><i>Ensures audit findings are addressed and policies and procedures are updated timely in response to Executive, Legislative Counsel Bureau and outside cognitive agency reviews and audits of Department programs. Ensures all plans regarding correction of audit exceptions are attained and maintained. Assists in negotiating audit findings with federal and state authorities on behalf of the Director.</i></p> <p><i>Review and directly assist the Deputy of Programs in developing necessary policies and procedures in response to Legislative and Executive Branch or federal or other financial or operational audits of Department Programs.</i></p>	5%

6. What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.

All reviews, operational studies, and projects will require the incumbent to make choices, determinations and judgments which demonstrate the proper advice to the Deputy Director of Programs and the Department Director. The incumbent will also need to make choices and formulate responses or official determinations to provide effective and timely support. Will also decide on research methods and analytical methodology and the approach to the presentation of information, findings and proposals to top management.

7a. List the class titles and position control numbers of all employees that are supervised by this position.

PCN 0014 Management Analyst II

7b. Describe the extent of supervisory responsibility exercised over these employees. (Check appropriate boxes.)

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Final selection | <input checked="" type="checkbox"/> Work assignment | <input checked="" type="checkbox"/> Performance appraisal | <input checked="" type="checkbox"/> Discipline |
| <input checked="" type="checkbox"/> Training | <input checked="" type="checkbox"/> Work review | <input type="checkbox"/> Other (specify): | |

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

None beyond those required for the classification.

9. List equipment which is used that requires specialized training.

Network hardware, Computer and analytical and statewide systems database applications.

10a. List the name, title, and position control number of the position's supervisor.

PCN 0002 Deputy Director of Programs (U4104);

Pending work program will realign PCN from current PCN 0006 Senior Deputy Directory (U4111)

10b. Describe the type and extent of supervision received.

Minimal supervision for workload, deadlines and related duties. Works under the general and specific direction of the Department's Deputy Director of Programs. Independently develops and completes all assignments in a manner that favorably reflects upon the Department and the Administration. The Supervisor and Director are kept informed of highly sensitive matters but, incumbent generally has full range of discretion in completing work.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?

Thorough understanding of all statutes and agency regulations supporting the activities of the Department of Business and Industry. Numerous Nevada Revised Statute (NRS); Nevada Administrative Code (NAC); federal laws; State Administrative Manual (SAM); Department of Business and Industry Policies; Governor's Directives, and all other applicable laws, rules, procedures, and policies. The incumbent will need to possess a widely diverse knowledge of all programs within the Department, as well as prevailing statewide issues.

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

- 1. Director, Deputy Director for the Department of Business and Industry. Exchanges information and provides direct oversight and assistance on Departmental projects and development of centralized processes within the Department.*
- 2. Accountant in the Office of the Controller – as related to coordination of audits of agencies bonds and securities and federal reviews and performance measurement.*
- 3. Internal and External Public and Private Auditors as related to financial and operational reviews and recommendations.*
- 4. Program Analyst for the Legislative Counsel Bureau – all program and budget related items.*
- 5. Bond Counsel and financial advisors for multiple programs as related to application review and preparation of bond documentation and verification of financial standing for Board of Finance Review and approval.*
- 5. Department of Information Technology staff and Director's Information Systems Manager – as related to all process reviews and discussion of alternatives and process improvements utilizing technology solutions.*
- 6. Various vendors, contractors and sub-grantees – review and coordination of all project services provided to the Department.*
- 7. Other Department staff, Governor's Office staff, Local economic development agencies and various other federal, state and local officials as needed.*

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

Deadlines for review and analytical responses to the highest level of governmental representation under short notice requires the ability to work on multiple projects with competing deadlines and often alone after hours, requiring the ability to hear and respond to electronic communication, the telephone, fax/scanner/copier machine, various computer networks, fire or safety alarms, and the ability to exit the building unassisted.

14. Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.

At the Director's Office level, complex tasks and responses to public issues are addressed directly to the highest levels of state and federal government organization. As a result, this position must present the highest level of training and skill sets, combined with professionalism and communication skills equivalent to the individuals served.

NRS 232.520 Director: Appointment and titles of chiefs and executive directors of entities of Department; powers and duties. [Effective July 1, 2017.] The Director:

1. Shall appoint a chief or executive director, or both of them, of each of the divisions, offices, commissions, boards, agencies or other entities of the Department, unless the authority to appoint such a chief or executive director, or both of them, is expressly vested in another person, board or commission by a specific statute. In making the appointments, the Director may obtain lists of qualified persons from professional organizations, associations or other groups recognized by the Department, if any. The chief of the Consumer Affairs Division is the Commissioner of Consumer Affairs, the chief of the Division of Financial Institutions is the Commissioner of Financial Institutions, the chief of the Housing Division is the Administrator of the Housing Division, the chief of the Manufactured Housing Division is the Administrator of the Manufactured Housing Division, the chief of the Real Estate Division is the Real Estate Administrator, the chief of the Division of Insurance is the Commissioner of Insurance, the chief of the Division of Industrial Relations is the Administrator of the Division of Industrial Relations, the chief of the Office of Labor Commissioner is the Labor Commissioner, the chief of the Taxicab Authority is the Taxicab Administrator, the chief of the Nevada Transportation Authority is the Chair of the Authority, the chief of the Division of Mortgage Lending is the Commissioner of Mortgage Lending and the chief of any other entity of the Department has the title specified by the Director, unless a different title is specified by a specific statute.

2. Is responsible for the administration of all provisions of law relating to the jurisdiction, duties and functions of all divisions and other entities within the Department. The Director may, if he or she deems it necessary to carry out his or her administrative responsibilities, be considered as a member of the staff of any division or other entity of the Department for the purpose of budget administration or for carrying out any duty or exercising any power necessary to fulfill the responsibilities of the Director pursuant to this subsection. This subsection does not allow the Director to preempt any authority or jurisdiction granted by statute to any division or other entity within the Department or to act or take on a function that would contravene a rule of court or a statute.

3. May:

(a) Establish uniform policies for the Department, consistent with the policies and statutory responsibilities and duties of the divisions and other entities within the Department, relating to matters concerning budgeting, accounting, planning, program development, personnel, information services, dispute resolution, travel, workplace safety, the acceptance of gifts or donations, the management of records and any other subject for which a uniform departmental policy is necessary to ensure the efficient operation of the Department.

(b) Provide coordination among the divisions and other entities within the Department, in a manner which does not encroach upon their statutory powers and duties, as they adopt and enforce regulations, execute agreements, purchase goods, services or equipment, prepare legislative requests and lease or use office space.

(c) Define the responsibilities of any person designated to carry out the duties of the Director relating to financing, industrial development or business support services.

4. May, within the limits of the financial resources made available to the Director, promote, participate in the operation of, and create or cause to be created, any nonprofit corporation, pursuant to chapter 82 of NRS, which he or she determines is necessary or convenient for the exercise of the powers and duties of the Department. The purposes, powers and operation of the corporation must be consistent with the purposes, powers and duties of the Department.

5. For any bonds which the Director is otherwise authorized to issue, may issue bonds the interest on which is not exempt from federal income tax or excluded from gross revenue for the purposes of federal income tax.

6. May, except as otherwise provided by specific statute, adopt by regulation a schedule of fees and deposits to be charged in connection with the programs administered by the Director pursuant to chapters 348A and 349 of NRS. Except as otherwise provided by specific statute, the amount of any such fee or deposit must not exceed 2 percent of the principal amount of the financing.

7. May designate any person within the Department to perform any of the duties or responsibilities, or exercise any of the authority, of the Director on his or her behalf.

8. May negotiate and execute agreements with public or private entities which are necessary to the exercise of the powers and duties of the Director or the Department.

9. May establish a trust account in the State Treasury for depositing and accounting for money that is held in escrow or is on deposit with the Department for the payment of any direct expenses incurred by the Director in connection with any bond programs administered by the Director. The interest and income earned on money in the trust account, less any amount deducted to pay for applicable charges, must be credited to the trust account. Any balance remaining in the account at the end of a fiscal year may be:

(a) Carried forward to the next fiscal year for use in covering the expense for which it was originally received; or

(b) Returned to any person entitled thereto in accordance with agreements or regulations of the Director relating to those bond programs.

(Added to NRS by 1963, 1072; A 1969, 141; 1973, 1071, 1482; 1975, 394, 625; 1979, 128, 1218; 1981, 1620; 1983, 1475, 1698; 1987, 1349, 1873; 1989, 1389, 1998; 1991, 979, 1311, 1608, 1637, 2252; 1993, 614, 1485; 1995, 2246; 1997, 1971; 1999, 3617; 2001, 2904; 2003, 3575; 2009, 2697, 2733; 2011, 2652; 2013, 1054; 2015, 3653, effective July 1, 2017)

NRS 232.522 Director: Creation of Office of Business Finance and Planning; creation of Center for Business Advocacy and Services; communication and cooperation among entities within Department. The Director may:

1. Create within the Department, as part of the Office of the Director, an Office of Business Finance and Planning to:
 - (a) Administer and coordinate programs related to financing for the assistance of entities engaged in business and industry in this state;
 - (b) Provide information to the public concerning the regulatory programs, assistance programs, and other services and activities of the Department; and
 - (c) Interact with other public or private entities to coordinate and improve access to the Department's programs related to the growth and retention of business and industry in this state.
2. Create within the Department, as part of the Office of Business Finance and Planning, a Center for Business Advocacy and Services:
 - (a) To assist small businesses in obtaining information about financing and other basic resources which are necessary for success;
 - (b) In cooperation with the Executive Director of the Office of Economic Development, to increase public awareness of the importance of developing manufacturing as an industry and to assist in identifying and encouraging public support of businesses and industries that manufacture goods in this state;
 - (c) To serve as an advocate for small businesses, subject to the supervision of the Director or the Director's representative, both within and outside the Department;
 - (d) To assist the Office of Business Finance and Planning in establishing an information and referral service within the Department that is responsive to the inquiries of business and industry which are directed to the Department or any entity within the Department; and
 - (e) In cooperation with the Executive Director of the Office of Economic Development, to advise the Director and the Office of Business Finance and Planning in developing and improving programs of the Department to serve more effectively and support the growth, development and diversification of business and industry in this state.
3. Require divisions, offices, commissions, boards, agencies or other entities of the Department to work together to carry out their statutory duties, to resolve or address particular issues or projects or otherwise to increase the efficiency of the operation of the Department as a whole and the level of communication and cooperation among the various entities within the Department.

(Added to NRS by 1995, 2243; A 2011, 3448)

Overview

Nevada's small businesses are regularly challenged by complex regulations, licensing requirements, ignorance of the myriad services and financing options available to them to start, maintain or expand their business.

Under NRS 232.522, the Department of Business and Industry (B&I) is empowered to assist businesses through its various programs. The Department serves as an advocate for small business in their dealings with state government agencies and serves as referral source for businesses looking for resources. From helping to break bureaucratic logjams to reviewing select state regulations for potentially burdensome impacts, the Office of Business Finance and Planning (OBFP) is the voice of small business in state government. The department is also statutorily charged with administering the State's private activity bond programs and the new markets tax credit programs.

The following programs have been created and managed by this office since the start of the current administration:

Business Advocacy

Under NRS 232.522, the Department of Business & Industry is empowered to assist businesses through its various programs. The Department serves as an advocate for small businesses in their dealings with state government agencies and acts as referral source for businesses looking for services. From helping to break bureaucratic logjams to reviewing select State regulations for potentially burdensome impacts, the Office of Business Finance and Planning is the voice of small business in State government.

Program staff provide one-on-one consultation and assists business owners with common challenges, such as - access to capital, regulatory assistance within and outside of state government, training assistance, and referrals to qualified service providers.

Business & Industry Roundtables

There are many great small business provider organizations in the community doing good things. Unfortunately, constituents are not always aware of the various resources available to them. According to NRS 232.522(b), Business & Industry is responsible for providing information to the public concerning the regulatory programs, assistance programs, and other services and activities of the Department; and according to NRS 232.522(c), to interact with other public or private entities to coordinate and improve access to the Department's programs related to the growth and retention of business and industry in this state.

To comply with NRS 232.522 Business & Industry, has engaged key partners in the small business development arena throughout Nevada through quarterly roundtables. These roundtable sessions ensure coordination of services, identify challenges and develop strategies to address these challenges. Roundtables are attended by representatives of over 50 entities throughout Nevada and have been very successful in increasing communication and collaboration between resource partners statewide and increasing efficiency in service delivery to small businesses.

Through the Office of Business Finance & Planning, we would continue with the small business roundtables, and attend additional community outreach events to promote the programs and services available. Proposed future activities include sponsoring small business workshops throughout the community on a bi-monthly basis and having funding available to attend business events for the purpose of networking and education. Currently, there is no budget available for this type of activity, which has severely limited the effectiveness of this office to conduct these types of activities.

One Stop Small Business Portal

Business & Industry has developed a comprehensive business portal (business.nv.gov), which provides extensive small business resources for Nevadans in one place. Updating the portal with current information and new resources is an ongoing process. The portal also has a step-by-step guide with internet links for a new business to acquire the necessary business licenses and permits and a calendar, which lists business events and educational opportunities hosted throughout Nevada by all service providers and agencies.

Access to Capital Programs

Even with all of the economic programs and government incentives for small business, it can be a challenge to access and obtain financing to capitalize a business properly. It is difficult, especially for smaller businesses, to build credit and provide financials worthy of securing traditional business loans and lines of credit needed to grow and expand. Capital access programs provide a critical foundation for small business development and economic growth, especially as access to conventional business loans remains tight among private lenders.

The majority of new private sector jobs have been created through small businesses. With capital access, these businesses are able to increase production, expand, innovate, and create even more jobs in the local community.

There are two options available to entrepreneurs seeking to finance their business: borrow funds (debt equity) or sell ownership interest in exchange for capital (equity financing). Finding which organizations hold what types of capital can also be challenging as programs continue to change and evolve or are available for a limited period.

Our access to capital initiatives assist small businesses to research and compare the various small business finance programs available in the state of Nevada to determine which program best meets their needs by bringing to Nevada small businesses a galaxy of financial product and connect them to lenders nationwide.

We are also working to create a database of all business lending programs and products available in the state of Nevada. This information will be displayed in a searchable database allowing for 24/7 access to information on business lending programs and products available to current or potential business owners.

We continue to seek new sources of funding for Nevada businesses, especially underserved populations that often have limited access to capital that could provide a path to business ownership for Americans from all walks of life. Capital assistance is a fundamental vehicle to the success of any business. We offer referrals and information about traditional and non-traditional mechanisms for obtaining capital as well, such as:

- Grants and Incentives
- Non-Traditional Financing
 - Angel Investors
 - Venture Capital
 - Crowd funding
 - Micro lending
 - Community Development Financial Institutions
 - Accounts Receivables Financing
 - Peer to Peer Lending
 - State Small Business Credit Initiative
- Traditional Financing
 - Conventional Loans
 - SBA Loans
 - USDA Loans
- Bonds Programs

Charter Schools Bonds

Senate Bill (SB) 384 (2013) authorizes the Director of the Department of Business and Industry to issue bonds and other obligations to finance the acquisition, construction, improvement, restoration or rehabilitation of property, buildings and facilities for charter schools. Sections 1-22 of this bill enact the Charter School Financing Law and provide for the issuance of such obligations by the Director. Section 29 of this bill revises provisions governing the closure of a charter school to provide, among other things, for notice of the closure, the development of a plan for closure, an audit and the winding up of the financial affairs of the charter school. Section 30 of this bill authorizes a charter school to incorporate

as a nonprofit corporation. Section 31 of this bill authorizes a charter school to borrow money and encumber its property and other assets, and to use public money to purchase property with the approval of the charter school's sponsor.

The Department of Business and Industry is currently creating regulations to administer this program. In the future, OBFP looks forward to helping many charter schools obtain low interest tax-exempt bond financing. We have received several inquiries and look forward to helping those charter schools grow in Nevada.

New Market Tax Credit Program

Senate Bill (SB) 357 New Markets Job Act was passed by the Legislature on June 3, 2013. SB 357 specifies that the program begin October 1, 2013. Under the bill, a New Markets Tax Credit program of insurance premium tax credits for economic development is created.

As the administrator of the program, the Department of Business and Industry has commenced with the program, processed and approved seven applications, issued seven community development entities with qualified equity investment allocations authority totaling \$200 million and verified the community development entities have raised cash to begin investing in qualified active low-income community businesses. B&I is currently in the process of developing and proposing regulations for this program.

The community development entities have twelve months to invest 85 percent of the cash they have received into qualified low-income community investments. B&I is regulating this program and helping the CDEs find projects to invest in Nevada. Other states have experienced a positive economic impact of \$3 to \$12 for each tax credit dollar and the creation of 7,000 to 8,500 jobs.

Private Activity Bond Programs

The State of Nevada is statutorily authorized to issue private activity bonds to help companies and individuals gain tax-exempt municipal bond/public debt financing for qualified projects to increase economic growth, industry and employment in Nevada. The Department has re-launched efforts to market these bond programs since fall of 2013 and is working extensively with the Governor's Office of Economic Development, Regional Development Authorities and private businesses looking to use these financing products. Types of private activity bonds include:

- **Industrial Development Revenue Bonds**
Tax-exempt bonds used to finance development of industrial facilities, research and development facilities, commercial, civic, and cultural enterprises, accredited educational institutions and health facilities.
- **Renewable Energy Bonds**
Tax-exempt bonds used to finance the development of renewable energy facilities.
- **Exportation of Goods Bonds**
Tax-exempt bonds used to finance the production of goods for export or the expansion of the production of goods for export.
- **Venture Capital Bonds**
Tax-exempt bonds used to provide an attractive opportunity for the investment of venture capital within the state of Nevada.

Governor's Conference on Small Business

This annual conference, presented in partnership with the local chambers of commerce, takes place in Northern and Southern Nevada on a rotating basis. The conference provides small businesses an opportunity to educate themselves on current issues, resolve issues with governmental agencies through face-to-face interaction, obtain assistance to start or expand their businesses, have lunch with the Governor and hear his vision for the State. The charge to a small business to attend this event is \$35.00, all-inclusive.

The conference consists of:

- a. Panel discussions
- b. Expo with free resources, direct access to top government officials, licensing entities, financial service providers and more
- c. Luncheon with keynote address by the Governor and special guest speakers.

The Governor's Conference on Small Business is a great opportunity for small business owners and entrepreneurs to attend very informative panel discussions, to learn from experts in different areas of business and ask questions. We also have a large exhibit area with different vendors who are there solely to answer questions and provide information.

Activity Goals

- I. Assist small business throughout Nevada with advocacy and referral services.
- II. Promote existing sources and attract new sources of capital for small business.
- III. Engage statewide resource partners to facilitate coordination of services for the small business sector and address community needs and service gaps.
- IV. Maintain the online resource portal to ensure all resources for Nevada businesses are available in a single one-stop portal.
- V. Advocate new financing and business supportive services programs and reactivate existing programs to enable small businesses to succeed.
- VI. Increase utilization of the state's Volume Cap.
- VII. Provide constituents with timely responses and resolutions to their concerns.
- VIII. Increase private activity bond utilization throughout Nevada.
- IX. Increase awareness of tax-exempt financing for charter school facilities.
- X. Connect and refer qualified businesses with financing made available under the New Market Job Act.
- XI. Assist businesses to structure financing deals through commercial bonding via federal and state NMTC and other financing programs.
- XII. Support the Governor's job creation goals through the development of the small business sector with comprehensive programs and services.

Other Programs

Internal Audits – Assists B&I Divisions in resolving LCB audit findings by ensuring the audit findings are corrected and responses adequately reflect the change in processes, policies and procedures.

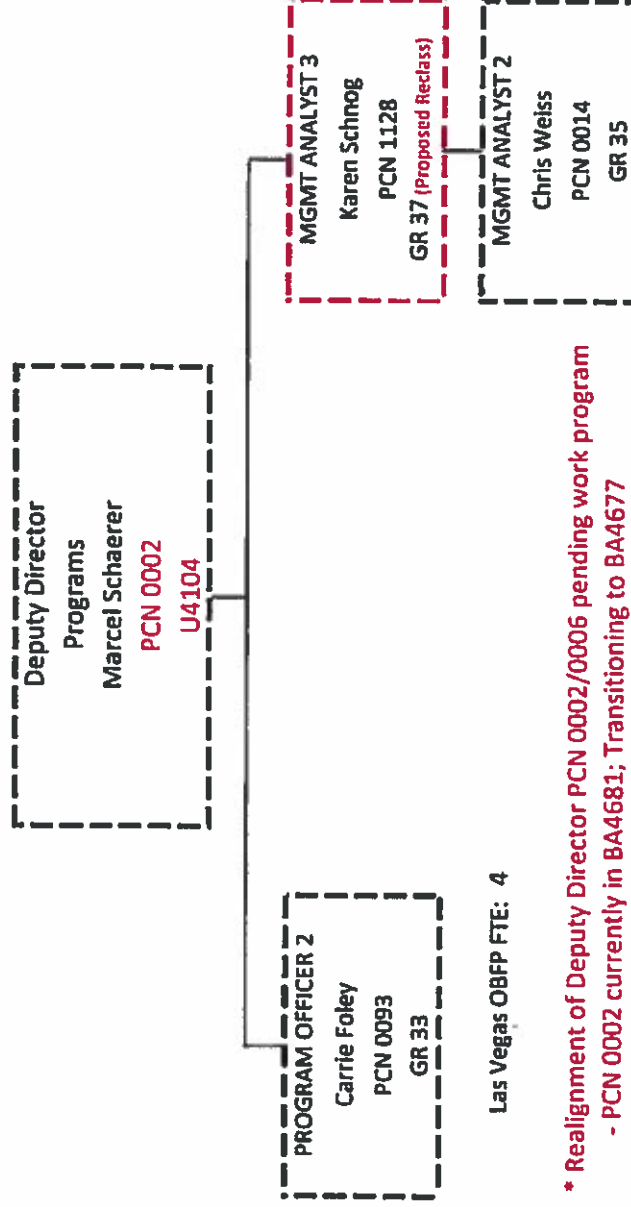
Constituents Services – Works with B&I Divisions to investigate and resolve constituents' complaints from consumers, homeowners and businesses. Staff receives hundreds of phone calls every month with constituent issues, such as; regulatory issues with its divisions, homeowners with mortgage issues, small businesses challenges, etc. We provide assistance quickly and diligently to resolve all of the issues working with our divisions, other federal, state, and local agencies, national banks and mortgage servicers, and our resource partners, respectively.

Efficiency Projects – Projects to increase efficiencies by correcting processes, troubleshooting to correct weaknesses, increasing productivity of staff and optimizing use of resources in organizations.

Non-Profit Oversight – The Department has oversight of two state affiliated non-profit entities that administer homeowner assistance programs. Representatives from the Department serve as advisors and/or board members of these entities.

DEPARTMENT OF BUSINESS AND INDUSTRY

Office of Business Finance and Planning (OBFP)



Las Vegas OBFP FTE: 4

- * Realignment of Deputy Director PCN 0002/0006 pending work program
- PCN 0002 currently in BA4681; Transitioning to BA4677
 - PCN 0006 currently in BA4677; Transitioning to BA4681

CLASSIFICATION STUDY CORRESPONDENCE/CONTACT AND INFORMATION LOG

STUDY # 087-17		
DATE	INFORMATION GATHERED/COMMENTS	INITIALS
8/2	DATE STUDY RECEIVED - came from budget	
8/3	full copy sent to Super to assign	
8/4/16	Study received, requested addtl info	KMP
8/8/16	info received message to schedule audit, scheduled 8/18/16	HAJ
8/18/16	audit completed	HAJ
8/23/16	memo to file completed	HAJ
8/23/16	2 copies 19 cover to budget email to agency/incumbent + Super	

Brian Sandoval
Governor



Patrick Cates
Director

Peter Long
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
555 East Washington Avenue, Suite 1400 | Las Vegas, Nevada 89101-1046
Phone: (702) 486-2900 | <http://dop.nv.gov>

MEMORANDUM

TO: File

FROM: Heather A. Dapice, Supervisory Personnel Analyst
Division of Human Resource Management
Compensation, Classification & Recruitment

DATE: August 23, 2016

SUBJECT: Request for Re-Classification, Study 087-17; Karen Schnog

The Nevada Department of Business & Industry, Office of Business Finance & Planning, has requested the re-classification of PCN #1128 from Management Analyst II, 7.625, grade 35 to Management Analyst III, 7.624, grade 37. This request is the result of added duties and responsibilities to include the Nevada New Markets Job Acts (NMJA) Tax Credit Program, Community Development Entities (CDE) and Qualified Equity Investments (QEI).

Upon review of the submitted NPD-19, a desk audit with the incumbent and an interview with Deputy Director Administration Marcel Schaerer, it was determined that the duties assigned to this position include, but are not limited to, the following: plan, organize, research, develop, manage, direct, implement and update multiple program areas to include NMJA, CDE, QEI, business advocacy, business and industry roundtables/workshops, one stop small business portal, access to capital programs, charter school bonds, private activity bond programs, Governor's Conference on Small Business, and outreach; develop policies, procedures, manuals, forms, operational databases, office workflow and audit functions to ensure goals and objectives of the Strategic Plan are met; conduct research and analysis of program operations; manage operational and technical requirements pertaining to programs to ensure compliance; prepare internal controls for fiscal and operational oversight for each individual program created/managed by the office; review and recommend revisions to regulations and statutes; testify before the legislature regarding operations; draft Bill Draft Requests and assist in preparation of follow-up Legislative Letter of Intent responses; perform program performance reviews and assist in developing necessary policies and procedures resulting from financial or operational program audits; conduct statistical and investigative studies, compile and analyze data and present reports to summarize study results, draw conclusions and make recommendations regarding issues governing licensees and development of new programs or services based upon research conducted; prepare grant applications to secure federal funding, oversee grant management to

ensure adherence to program objectives and performance measures; ensure the accurate and timely billing of federally funded reimbursement reports; conduct financial analysis for program functions and analyze cost estimates; prepare, monitor and maintain biennial budgets; and supervise a Management Analyst II to include performance evaluations, work performance standards, work assignment and review, scheduling, training and discipline.

The class specification for the Management Analyst III states the following: *"Under general direction, incumbents perform technically complex assignments critical to agency operations. They conduct the more complex, sensitive, investigative and analytical studies that may involve any aspect of the agency's operations such as planning, research, policy development, budgeting and legislative drafting. Additionally, positions in this class typically serve as first line supervisors for lower level Management Analysts or other professional staff and are singularly expert in their program or discipline area. This class is distinguished from the Management Analyst II class based upon the level of technical complexity involved in work assignments and the specialized knowledge, skills and abilities required to perform these duties."*

This position performs the duties and responsibilities as outlined in the series and class concept for the Management Analyst III, is comparable to similarly classified positions in State service (please refer to scanned studies 021-12, 189-12, 237-14, 394-14, and 418-14), and should be classified as such.

Due to the information gathered, it is therefore recommended that this position be re-classified from Management Analyst II, 7.625, grade 35 to Management Analyst III, 7.624, grade 37.

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☐ New Position
☒ Vacant Position
☐ Referred Position

DEPARTMENT: TRANSPORTATION		Nevada Department of Administration FEB 26 2018 Division of Human Resource Management Compensation, Classification, and Recruitment Carson City, Nevada	
DIVISION: ADMINISTRATIVE SERVICES			
GEOGRAPHIC LOCATION OF POSITION: CARSON CITY HEADQUARTERS			
AGENCY ID# (3 digits): 800	FUND# (3 digits): 201		
AGENCY ORG/BUDGET# (4 digits): 4860	POSITION CONTROL#: A 071011		
CURRENT CLASS TITLE A Reprographics Tech II (If vacant or filled position):		CLASS A 9.726 CODE:	GRADE 27
REQUESTED CLASS TITLE: Management Analysis III		CLASS CODE: 7.624	GRADE: 37
EMPLOYEE NAME: VACANT	PHONE#: N/A	EMAIL:	
SUPERVISOR NAME: ROBERT NELLIS	PHONE#: 775-888-7183	EMAIL: melli@doenv.gov	

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION			
RECEIVED FEB 21 2018 HUMAN RESOURCES DIVISION DEPT OF TRANSPORTATION	CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.		
	Changed responsibilities were/will be effected on:		
	Appointing Authority or Designated Representative signature: <i>[Signature]</i>	Date: 2/21/18	
	Employee signature:	Date:	
Is this request being submitted with agency approval or knowledge? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
3a. FOR COMPLETION BY BUDGET DIVISION ONLY			
RECEIVED FEB 26 2018 GOVERNOR'S FINANCE OFFICE BUDGET DIVISION	Required for new positions and when NAC 284.126 (3) applies.		
	<input type="checkbox"/> Approved effective date (if change is approved by DHRM)		
	<input checked="" type="checkbox"/> Approved - date to be determined and change to be approved by DHRM		
	<input type="checkbox"/> Disapproved		
	Part-time (%):	Expire date:	
	Signature: <i>[Signature]</i>	Date: 3/5/18	
3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY			
Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services: Information Technology subgroup.			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
Signature:			Date:
4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY			
Dept code: 800	Effective date: 2/21/18	Expire date:	
Division code: 4660			
Class code: 7.624	Title: Management Analyst III	Grade: 37	
Class option:	IFC/Legislative approval required? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, date approved:		
INSTRUCTIONS TO APPOINTING AUTHORITY			
Incumbent meets MQ's: <input type="checkbox"/> No <input type="checkbox"/> Yes		Study#: 289-18	
Other: use hiring process		Analyst: <i>[Signature]</i>	Date: 4/10/18
		Supervisor: <i>[Signature]</i>	Date: 4/10/18

- 1. What is prompting this request? If this is an existing position, state the significant changes (as defined in NAC 284.126) in duties and responsibilities which have been made in the position since it was established or last reviewed by Human Resource Management. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.**

This position will assist the Agreement/Procurement Section by reviewing and negotiating all service agreements with the Nevada Department of Transportation. The incumbent will liaise with relevant internal stakeholders during the negotiation process and will work closely with legal and finance. Proactively strategizes with business and technical owners to understand the needs of the organization and implementation teams in the coordination of contractual and technical commitments. Management of large-scale, enterprise-wide volume purchase agreements under the guidance of senior team members. The incumbent will facilitate the agreement documentation, and ensure all contractual obligations are adhered to with regulatory requirements and business strategy. Analyze, identify and implement process improvements. Leads cross functional teams to develop meaningful requirements to ensure quality responses from suppliers. The incumbent will bridge a gap, as the missing link, with proposal team to review terms and conditions received in an Request for Quote, Request for Proposal, or Request for Information. They will research and develop adequate sources of supply and evaluate the financial stability of potential suppliers and will perform required business analysis with strategic focus on total cost of ownership. Schedule and attend negotiation meeting for service agreements as the NDOT representative with outside business partners. Manage research collaborations and strategic services for NDOT by providing fact-based recommendations to executive level management. Proactively manage day to day relationships with service providers and continuously seeks out cost saving opportunities as well as leads efforts to realize those savings. Responsible for various Indirect spending categories which may include Records Management, Customer Operations, Construction and Maintenance, and other related services. By leading the cross functionality of teams to strategically select products and suppliers the incumbent will ensure the best possible price, quality, service, and overall terms. Pursues all avenues by identifying the opportunities to reduce costs, minimize risk and improve business conditions. Manages overall supplier performance – including, acting as an escalation point in the event of non-performance. Develops a strategic category plan based on an understanding of business goals and objectives, the supply market and competitive benchmarking. Effectively documents, communicates and gains buy-in across the organization to ensure alignment. Oversee and create increased efficiency in our daily operations. By partnering with internal stakeholders, to identify and define their requirements we will eliminate inconsistency within projects. Provides on-going supplier relationship management. Actively and consistently supports all efforts to simplify and enhance the customer experience.

- 2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)**

The negotiation portion of the Agreement Services section currently does not exist and the job responsibilities are new.

3.

Briefly describe the major purpose of this job.

Under the general direction of Administrative Services, the incumbent will serve as the Procurement Specialist providing oversight on performance to ensure all steps in the agreement process follow strict federal and state guidelines. Supports the development and approved activities required by a procurement matrix and compliance of all agreements through the agreement section. Supports the agreement development and maintenance process to ensure consistent management of all agreements. Review and negotiate price and product specification from various supplies to determine which would provide the best deal to meet organization's needs. Provides administrative support for the analysis and development of strategies for agreement negotiations. Learning and understanding contract language and legal terminology to effectively communicate with legal and other stakeholders. Interfaces with relevant internal stakeholders during the negotiation process while working closely with legal, finance and the implementation teams of coordination and technical commitments. Maintain and communicate deadlines on deliverables. Monitor the procurement of goods and services contracts to ensure consistency, uniformity and cost-effectiveness for the Nevada Department of Transportation in accordance with applicable laws, regulations, and applicable policies. Negotiate with the finalist on deliverables, costs, and other items to secure the highest quality of service and the best value for the Department. Currently NDOT procures \$150 million in professional services each year.

The Incumbent will perform technically complex assignments critical to agency operations. By providing services to pursue opportunities to reduce cost, minimize risk with all stakeholders and to identify and define their requirements of negotiation and management of complex contracts. Leading the negotiation and agreement management of large-scale, enterprise wide volume under guidance of the senior team member. Proactively strategize with business and technical owners to understand the needs of the organization. Continually seeking out cost saving opportunities and lead efforts to realize those savings. Conducting a variety of studies, research and financial analysis.

4. **Attach a copy of the agency organizational chart to this form. Please circle this position.**

See Attached

5. **List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.**

DUTY#	DUTY	FREQUENCY
1* Management Analysts	Conducts studies, research and analysis of agreement procurements both of management and administrative areas including financial analysis, departmental operations such as policy and workflow; management research make recommendation and assist in or implement new or required procedures and systems.	25%

2* Plan, Organize and Manage	Plan, organize, and manage the agreement process. Review, evaluate and negotiate complex procurement opportunities advertised for NDOT, recommending approval or modification to services based on laws and regulations. Compare outcomes to program goals. Develop enhancements to improve efficiency and effectiveness. Evaluate alternative courses of action and autonomously implement the most desirable solution in the majority of cases. Analyze complex issues considering all stakeholders, risks, and consequences, and make decisions as to the course of action that best serves the interests of the department.	25%
3* Review and Advise	Liaise with stakeholders, legislators, industry representatives, business owners and other interested parties. Including working groups, subcommittees or committee meetings as necessary to accomplish the goals and objectives of Administrative Services. Analyze, negotiate solutions to, and resolve problems where competing interests and conflicting opinions exist. Remain apprised of the latest developments in the contracting and consulting. Provide training, consultation, and expert opinion on matters pertaining to program areas.	20%
4* Negotiations	Evaluate the most complex proposals and bidding. Apply regulatory and procedural requirements, understanding when the department has discretion to make decisions and when regulations dictate a course of action. Provide thorough research and in-depth analysis regarding the issues and provide justification for each recommendation made. Proactively strategize with business and technical owners to understand the needs of the organization. Continually seeking out cost saving opportunities and lead efforts to realize those savings.	20%
5* Communication Responsiveness Team Work	Clearly and effectively communicates with project team, individuals and groups. Responsive to the various styles and needs of the project teams and groups with who he/she is communicating. Plans work activities to meet project schedules, budgets, cost and baselines. Timely resolution of issues and conflicts. Builds constructive working relationships characterized by a high level of acceptance, cooperation and mutual regard.	10%

6. What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.

All duties require the incumbent to evaluate and monitor the procurement of services to ensure consistency, uniformity and cost effectiveness in accordance with applicable state and federal laws and regulations. Coordinate and participate in the evaluation of proposals for technical compliance and cost comparison.

Negotiate with finalist on costs and other items to secure the highest quality, service and best value for NDOT. Ensure potential vendors are treated fairly and equitably in the procurement of services. Communicate with senior staff, vendors, deputy attorneys and others to identify and resolve complex negotiations and provide information.

The incumbent must make decisions by gathering input from stakeholders and subject matter experts, crafting workable solutions, evaluating each solution on its merits and drawbacks, then either moving forward with the best decision or putting forth specific recommendations. The position requires constant making of choices and determining solutions based upon the incumbent's judgment.

7a. List the class titles and position control numbers of all employees that are supervised by this position.

Management Analysis II 070006

Management Analysis II 075010

**7b. Describe the extent of supervisory responsibility exercised over these employees.
(Check appropriate boxes.)**

☒ Final selection

☒ Work assignment

☒ Performance appraisal

☒ Discipline

☒ Training

☒ Work review

☐ Other (specify):

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

Certified Contract Manager Course

9. List equipment which is used that requires specialized training.

This position will require an understanding of several computer software programs:

ePats – proprietary Electronic Procurement and Tracking System

B2GNow – contract compliance software

LCP Tracker – prevailing wage reporting software

10a. List the name, title, and position control number of the position's supervisor.

Kandee Bahr Worley, Admin Service Officer II PC #075001

Vacant, Admin Service Officer II PC #070007

10b. Describe the type and extent of supervision received.

This position receives no day-to-day supervision. Robert Nellis provides general direction and passes on any specific requests from the Transportation Board or Director's Office. It is the incumbent's responsibility to manage the operations.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?

Knowledge of regulations related to External Civil Rights, low-bid procurement, and quality-based services procurements both state and federal.

1. Federal:

- United States Code of Federal Regulations Title 23 – Highways
- United States Code of Federal Regulations Title 49 –Transportation
- The Brooks Act – quality-based service procurement

2. State:

- NRS 333 & NAC 333 Purchasing State
- NRS 338 Public Works - prevailing wages, subcontractor reporting, contractor bidding
- NRS 408 Highways, Roads and Transportation Facilities

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

This position has regular contact with a wide variety of people, many at executive levels of government and private industry, including:

- Transportation Board (comprised of the Governor, Lieutenant Governor, Controller, and 4 other members appointed by the Governor) – preparing monthly reports of agreements and contracts, providing testimony at Transportation Board meetings, providing one-on-one updates on items such as NDOT consultant procurement processes, contractor prequalification, or the Disadvantaged Business Enterprise program.
- Associated General Contractors of America, Northern and Southern Nevada Chapters - perform a liaison function between the ACEC and NDOT on issues related to NDOT's procurement of licensed contractors. Provide updates on NDOT activities, provide training on systems, policies and procedures, discuss legislative changes and their impacts, work collaboratively on regulatory changes, and consult on the impacts of NDOT processes on the contracting industry in Nevada.
- Nevada Legislature – participate on subcommittees to provide input and feedback regarding pending or suggested legislative changes.
- Lawyers, judges and court officials when testifying in court.
- Other NDOT agencies including State Purchasing to coordinate activities, understand processes and apply them consistently, discuss legislative changes, and make necessary program updates to be in compliance with laws and regulations.
- NDOT Director's Office – to make recommendations of specific courses of action related to procurement, compliance, and other high-liability or politically sensitive areas.
- NDOT Division Heads – to coordinate activities affecting Administrative Services goals and objectives such as coordinating with Design on the timing of procurement of critical projects.

13. **Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.**

None

14. **Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.**

This position is essential to provide high-level management and technical expertise to the Agreement Services section of Administrative Services. The incumbent will develop efficient strategies which will meeting budgetary and other operations requirements of NDOT. They will ensure staff adhere to a strategy with both federal and state law requirements are being observed. With cost being a key factor, ability of negotiation and communication are at a higher level.

Asst Dir Administration
Robert Heels

CHIEF ADMIN SVCS
Vacant
ASO 3 41
70001

ASST CHIEF
Vacant
ASO 2 39
70007

ASST CHIEF
Kandoo Worley
ASO 7 39
75001

MA III
17/75 39
70001/70015

MA II
Maya B 35 75010 Vacant 35
70008 Agreements / Records Contracts / ODVP

70015 Vacant 25

Contracts		Agreements		B & G		ODVP	
PO #	PO In	PO In	PO In	PO In	PO In	PO In	PO In
75007	31	70011	31	70011	31	75007	31
PO I		PO I		PO I		PO I	
70012	31	70005	31	70009	31	70010	31
Admin III		PO I		PO I		Admin Asst 4	
Arthur		PO I		PO I		Transfer	
70004	27	70003	31	70016	31	75002	29
		PO I		PO I		Admin Asst 2	
		70001	31	70001	31	75003	25
		PO I		PO I		Admin Asst 1	
		70018	31	70018	31	75004	23
		PO I		PO I		Admin Asst 2	
		70020	31	70020	31	75005	25
		Admin III		Admin III		MACTO II Bin Op 2	
		MACTO II		MACTO II		Vacant	

Report
Report Sup
71015 31
Report Tech 2
71009 27
71011
71013 25

CLASSIFICATION STUDY CORRESPONDENCE/CONTACT AND INFORMATION LOG

STUDY # 289-18		
DATE	INFORMATION GATHERED/COMMENTS	INITIALS
2/26	DATE STUDY RECEIVED Deputy Adams to review	
2/26	Rec from Deputy - Full report to be completed	
3/6	Rec from Deputy - Deputy Adams	
3/6/18	File received	KTH
4/10/18	File to classification supervisor for review and approval; file to go	KTH
4/23/18	IFC to be completed	
6-28-18	Copy to Budget; completion email sent	

Cms

MEMORANDUM

TO: File

FROM: Keisha Harris, Personnel Analyst
Human Resource Management
Compensation, Classification and Recruitment

DATE: 4/10/2018

SUBJECT: Request for Reclassification, Study 289-18; PCN 071011

The Nevada Department of Transportation (NDOT), Administrative Services Division has requested the reclassification of position control number (PCN) 071011, Reprographics Technician II, 9.726, grade 27 to a Management Analyst III, 7.624, grade 37. The division is requesting the position to complete the negotiation aspect of the Agreement Services section. The position will serve as the procurement specialist and be responsible for reviewing and negotiating service agreements; managing large-scale, enterprise-wide volume purchase agreements; facilitating service agreement documentation; ensuring contractual obligations are adhered to; analyze, identify and implement process improvements; reviewing terms and conditions received in a request for quote, request for proposal or request for information; researching and developing sources of supply; monitoring the procurement of goods and services contracts; evaluating the financial stability of potential suppliers; performing business analysis; scheduling and attending negotiation meeting for service agreements; providing recommendations; managing the day-to-day relationships with service providers; identifying and defining provider requirements; developing a strategic category plan; and conducting various studies, research and financial analyses.

Position Analysis

This position will report to the Administrative Services Officer III, serve as the procurement specialist, directly supervise two Management Analyst II, including supervisors, and indirectly supervise professional and administrative support staff responsible for procurement and service agreement activities and will not perform any of the previous Reprographic Technician II duties.

Upon review of the submitted NPD-19, it has been determined that the duties assigned to PCN 071011 include, but are not limited to, the following: conduct studies, research and analysis of agreement procurements both of management and administrative areas including financial analysis, departmental operations such as policy and workflow; make recommendations; assist in or implement new or required procedures and systems; plan, organize and manage the agreement process; review, evaluate and negotiate complex procurement opportunities advertised for NDOT; recommend approval or modification to services based on statutes and regulations; compare outcomes to program goals; develop enhancements to improve efficiency and effectiveness; evaluate alternative courses of action and autonomously implement solution; analyze complex issues considering all stakeholders, risks and consequences; make decision as to the course of action the department should take; liaise with stakeholders, legislators, industry representatives, business owners, working groups, subcommittees, committees and other interested parties; analyze and negotiate solutions to and resolve problems where competing interests and conflicting opinions exist; remain apprised of the latest developments in the contracting and consulting; provide training, consultation and expert opinion on matters pertaining to program areas; evaluate the most complex

proposals and bidding; apply regulatory and procedural requirements, understandings when the department has discretion to make decisions and when regulations dictate a course of action; provide thorough research and in-depth analysis regarding issues; provide justifications for recommendations made; proactively strategize with business and technical owners to understand the need of organization; seek cost saving opportunities and lead efforts to realize those savings; plan work activities to meet project schedules, budgets, cost and baselines; resolve issues and conflicts in a timely manner; supervise two Management Analyst II to include final selection, work assignment, performance appraisal, discipline, training and work review.

Class Specification

A preponderance of the duties assigned to PCN 071011 align with the Management Analyst III class as described in the class concept. The class concept states that incumbents, *"under general direction, ... perform technically complex assignments critical to agency operations ... conduct the more complex, sensitive, investigative and analytical studies that may involve any aspect of the agency's operations such as planning, research, policy development, budgeting and legislative drafting ... serve as first line supervisors for lower level Management Analysts or other professional staff and are singularly expert in their program or discipline area ... is distinguished from the Management Analyst II class based upon the level of technical complexity involved in work assignments and the specialized knowledge, skills and abilities required to perform these duties."*

Comparable

The requested classified position performs comparable duties as Management Analyst III, 7.624, grade 37, personnel within other state agencies (please refer to study 021-18, 141-18, 021-16 and 082-12), and should be classified as such.

Position Determination

In agreement with the requesting agency and in line with all the information gathered, it is therefore established that Management Analyst III, 7.624, grade 37, is the appropriate classification for the duties assigned to PCN 071011.

Note: This reclassification must be approved by the Interim Finance Committee (IFC) before it is effective, because the position is moving from one occupational group to another. Once the reclassification is approved by IFC, the retroactive effective date of your reclassification will be February 21, 2018.

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☐ New Position
☐ Vacant Position
☒ Filled Position

DEPARTMENT: Motor Vehicles		RECEIVED NEVADA DEPT. OF PERSONNEL JUL 18 2011 COMPENSATION & CLASSIFICATION DIV. CARSON CITY, NEVADA	
DIVISION: Director's Office			
GEOGRAPHIC LOCATION OF POSITION: 555 Wright Way Carson City, Nevada			
AGENCY ID# (3 digits): 810	FUND# (3 digits):		
AGENCY ORG/BUDGET# (4 digits): 4744	POSITION CONTROL#: 0004		
CURRENT CLASS TITLE (If vacant or filled position): Management Analyst 2		CLASS CODE: 7.625	GRADE: 35
REQUESTED CLASS TITLE: Management Analyst 3		CLASS CODE: 7.624	GRADE: 37
EMPLOYEE NAME: Renee Clark	PHONE#: 775 684-4789	EMAIL: rclark@dmv.nv.gov	
SUPERVISOR NAME: Bruce Breslow	PHONE#: 775 684-4861	EMAIL: Breslow@dmv.nv.gov	

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.

Changed responsibilities were/will be effected on:

Date: 7-1-11

Appointing Authority or

Date: 7-18-11

Designated Representative signature:

Employee signature: *Renee Clark*

Date: 7-18-11

Is this request being submitted with agency approval or knowledge? ☐ No ☒ Yes

3a. FOR COMPLETION BY BUDGET DIVISION ONLY

Required for new positions and when NAC 284.126 (3) applies.

☐ Approved effective date (if change is approved by Dept. of Personnel)

Date:

☒ Approved - date to be determined and change to be approved by Dept. of Personnel

☐ Disapproved

Part-time (%):

Expire date:

Signature: *[Signature]*

Date: 7/21/11

Notes:

3b. FOR COMPLETION BY DEPARTMENT OF INFORMATION TECHNOLOGY ONLY

Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services: Information Technology subgroup.

☐ Approved ☐ Disapproved

Signature:

Date:

4. FOR COMPLETION BY DEPARTMENT OF PERSONNEL ONLY

Dept code:

M10

Effective date:

7/18/11

Expire date:

Division code:

005

Class code:

7.624

Title:

MANAGEMENT ANALYST III

Grade: 37

Class option:

IFC/Legislative approval required?

☒ No

☐ Yes, date approved:

INSTRUCTIONS TO APPOINTING AUTHORITY

☒ Incumbent meets MQ's: ☐ No ☒ Yes

☐ Other:

ELIG MA IV

Study#:

021-12

Analyst:

[Signature]

Date: 9/1/11

Supervisor:

[Signature]

Date: 9/1/11

1. What is prompting this request? If this is an existing position, state the significant changes (as defined in NAC 284.126) in duties and responsibilities which have been made in the position since it was established or last reviewed by the Department of Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.

Due to the ever-increasing complexity of the department's mission, the duties of the Management Analyst II, Position Control Number (PCN) 0004 for the Director's Office are being restructured. The incumbent will now require an increased level of knowledge, skills and abilities; which under general administrative direction will include the use of highly developed methods, techniques and foresight for identifying potential problems and solutions, providing recommendations to the Department's Director, Deputy Director, Administrators, and/or various management staff relating to both departmental and divisional issues, providing broad based planning which will require analytical research and analysis into past and current processes to be used to update and improve existing policies, procedures, regulations and practices as well as to create new policies, procedures, regulations and practices.

The MAII's duties currently require the review, tracking and reporting of all Bill Draft Requests (BDR), bills and regulations to determine any potential affect on the Department and it's Divisions which include; The Director's Office, Hearings, Public Information Office, Motor Carrier, Central Services, Compliance Enforcement, Motor Vehicle Information Technology, Administrative Services, Management Services and Programs and Human Resources. The restructured duties will require all of the aforementioned duties and in addition will require Fiscal Note coordination and legislative drafting of BDR's, bills, and regulations as well as providing in person, televised testimony before various committees within the Nevada State Legislature.

The new restructured duties will require the incumbent to act as a project lead with the responsibility to manage projects ensuring project costs do not exceed project authority, scope and that all goals and objectives are met within specified timeframes. The new duties will include project status report preparation and presentation to the Director, Deputy Director and Department Administrators.

The addition of the advanced level job duties and specialized skills required to fulfill the duties as described above, are believed to be outside the scope and responsibilities of the Management Analyst II and are more in line with the Management Analyst III. Therefore, the Department is requesting to upgrade the MAII position to a Management Analyst III position.

2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)

<u>Class Title</u>	<u>Pos. Ctrl. #</u>
Director	0001
Deputy Director	0002

3. Briefly describe the major purpose of this job.

Under general administrative direction, the incumbent is required to develop, track and maintain both the Director's Office and Hearings Office budget accounts. Included in the Director's budget account is Human Resources Training Staff, Public Information Officers and the Internal Audit Team. This position has a high degree of authority to review and make recommendations and decisions concerning the various programs within the 2 budget accounts. This position also participates in strategic planning and goal-setting activities, plans, develops, coordinates and oversees projects to determine the effectiveness of new or revised programs and provides statistical information as requested. This position coordinates work processes and financing for major new projects and programs and assists Administration as needed. This position also develops, drafts and finalizes bill draft requests to be submitted in a timely manner prior to each Legislative Session and provides in person, televised testimony before various committees within the Nevada State Legislature. In addition, this position develops new and/or revises existing regulations; following the procedural guidelines of the Administrative Rulemaking manual.

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.

DUTY#	DUTY	FREQUENCY
1	*Project lead responsible for planning, developing, coordinating and overseeing projects to ensure project costs do not exceed project authority, scope, and that all goals and objectives are met within specified timeframes. Participates in strategic planning and goal-setting activities, provides statistical information and analysis as requested and investigates and analyzes current business practices in order to evaluate and make recommendations for improvement or discontinuation. *In addition, this position has a high level of authority for making decisions and recommendations regarding the department's position on issues or future course of action.	45%
2	Develops, maintains and tracks the Director and Hearings Office budget accounts. This position provides budgetary oversight for two multi million dollar budget accounts under the Director's Office. This position is responsible for budget analysis, projections, tracking, forecasting and maintenance for the Director's Office biennial budget. This position is responsible for the Department's operating expenses including approval and denial of all requests for purchases and expenditures to include: all supplies, travel requests, vehicle inventory and maintenance, computer hardware/software and other equipment necessary to perform daily operations.	35%

3	Develops new and/or revises existing regulations, following the procedural guidelines of the State Administrative Rulemaking Manual. This position also plans, organizes and coordinates the development and implementation of revised operating policy and procedures, issues oral and written directives in memo form and policy statements; utilizing a variety of analysis such as; work flow, space allocation, staffing, etc.	10%
4	Develops, drafts, and finalizes Bill Draft Requests (BDR's) to be submitted in a timely manner prior to each Legislative Session. This position is responsible for tracking and assessing all pending legislation which may impact the Department and informs management of any possible implications. This position is also responsible for maintaining and tracking any future proposed legislation for the Department.	10%

6. What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.

Under General Direction:

1 – This position is responsible for budget development, oversight, analysis, projections, forecasting, expenditure approval/denial and tracking. This position is required to make sound decisions as they relate to the Director's Office budget accounts.

2 – This position is responsible for planning, developing, coordinating and overseeing projects to ensure project costs do not exceed project authority, scope and that all goals and objectives are met within specified timeframes. Participates in strategic planning and goal-setting activities, provides statistical information and analysis as requested and investigates and analyzes current business practices in order to evaluate and make recommendations for improvement or discontinuation. In addition, this position has a high level of authority for making decisions and recommendations regarding the department's position on issues or future course of action.

4 – This position develops, drafts, and finalizes Bill Draft Requests (BDR's) to be submitted in a timely manner prior to each Legislative Session. This position is responsible for tracking and assessing all pending legislation which may impact the Department and informs management of any possible implications and is responsible for maintaining and tracking any future proposed legislation for the Department. In addition, this position is responsible for providing in person, televised testimony before various committees within the Nevada State Legislature.

5 – This position develops new and/or revises existing regulations, following the procedural guidelines of the State Administrative Rulemaking Manual. This position also plans, organizes and coordinates the development and implementation of revised operating policy and procedures, issues oral and written directives in memo form and policy statements utilizing a variety of analysis such as; work flow, space allocation, staffing, etc.

7a. List the class titles and position control numbers of all employees that are supervised by this position.

N/A

**7b. Describe the extent of supervisory responsibility exercised over these employees.
(Check appropriate boxes.)**

☐ Final selection ☐ Work assignment ☐ Performance appraisal ☐ Discipline
☐ Training ☐ Work review ☐ Other (specify):

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

9. List equipment which is used that requires specialized training.

Personal Computer and related software, i.e. Kodak Scanner, Microsoft Office Suite Pro, Windows Client, Host Explorer (Hummingbird) and Internet.

10a. List the name, title, and position control number of the position's supervisor.

Bruce Breslow, Director, PCN# : 0001

10b. Describe the type and extent of supervision received.

General Administrative Direction.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?

Federal Laws, State Laws, Nevada Administrative Code, State Rules and Regulations, Department Policies & Procedures, State Administrative Manual and Nevada Revised Statutes;

NRS 481.0475, 353.210, .215, .220, .245, .253, .255, .260, .3235, & .333. NRS 408.235, NRS 481.031, .035, .047, .0473, .051, .052 & .055. Sam Chapters 0200, 2500, 2600, 2700, 2800, 3000,

12. **What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.**

Director & Deputy Director: To ensure that the Director and Deputy Director are fully aware of Management Analyst assigned assignments and projects and kept apprised of the various Division projects and programs within the Department.

Administrators, Managers and Supervisors: To provide suggestions, strategy and information on program development and implementation, to ensure budgetary integrity is maintained, to authorize expenditures from the Department's budget, to enforce the policies and procedures for the Department, to extract and analyze data for the purpose of identifying inconsistencies, cost savings, budget projections and potential improvements.

Legislative Staff: to establish an effective and efficient communication regarding fiscal and program activities for the Department and to act as liaison between the Department and members of the Nevada Legislature during Legislative Session.

LCB and DMV Budget Staff: To communicate the Department's needs including projections, forecasting methodologies, division statistics, and budget justifications.

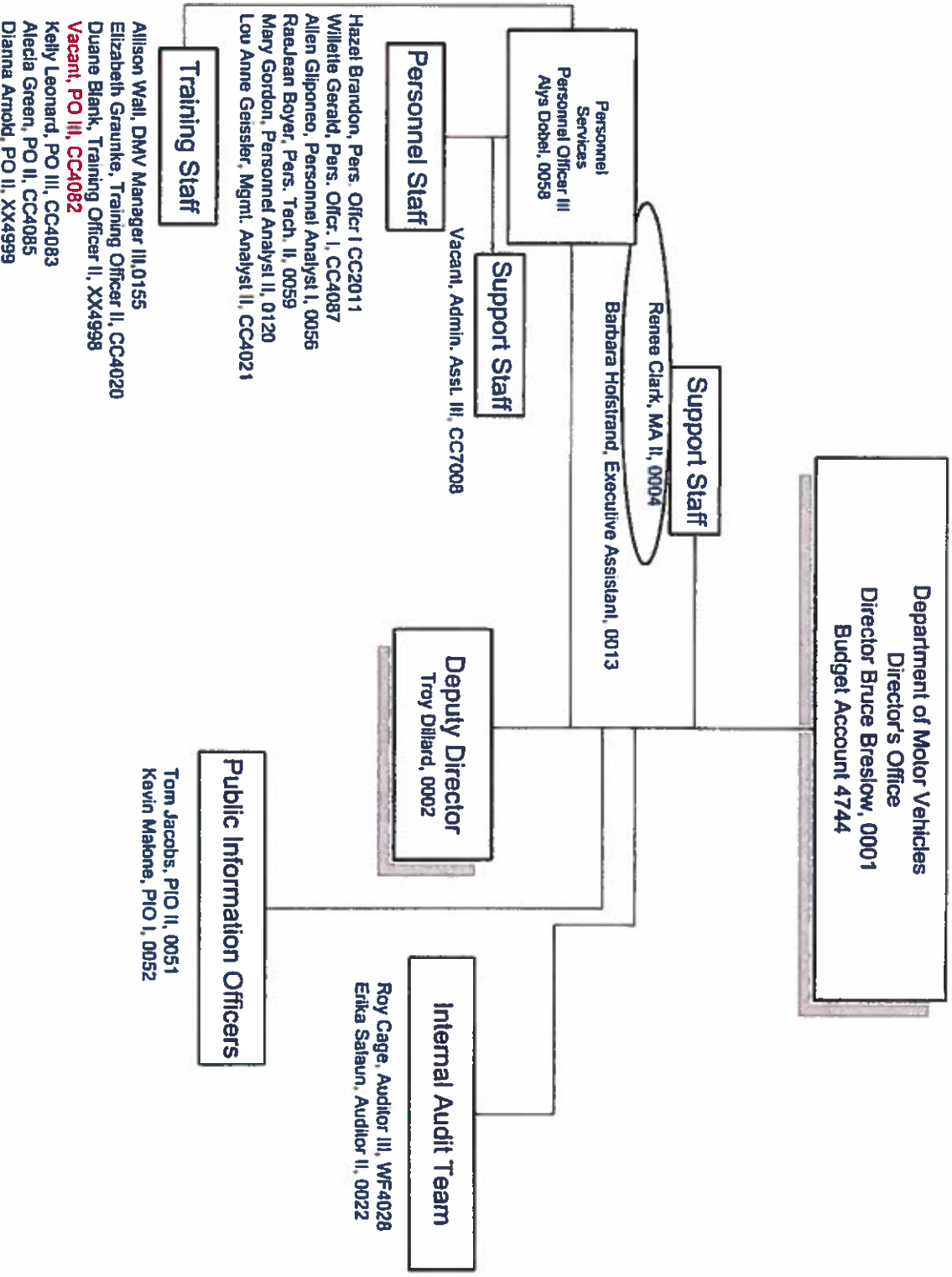
Governor's Office Staff: To ensure the Department properly implements its respective biennial budget and programs within the State parameters established and to act as liaison between the Department and the Governor's staff in regards to legislation which affects the Department, customer correspondence, research, etc.

13. **Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.**

N/A

14. **Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.**

This position has a high degree of authority to review and make recommendations and decisions concerning the various programs of the Department. It is required to forecast and review revenue projections and expenditures, to analyze the fiscal impact of potential legislation, prepare, review and analyze fiscal reports and special projects, under general administrative direction.



CLASSIFICATION STUDY CORRESPONDENCE/CONTACT AND INFORMATION LOG

Study # 021-12

DATE	INFORMATION GATHERED/COMMENTS	INITIALS
7/18/2011	Date Study Received	
7-19-11	Full copy 19 taken to budget	FS
7-19-11	Email to Hazel Brandon requesting org. chart - file to budget	FS
7-25-11	Received from budget - Supr assigned to incumbent/agency file to analyze	FS
7/27/11	LEFT MSG FOR ALYS DOBEL	FS
7/29/11	CALL FROM HAZEL BRANDON - SHE'S CHECKING HER FILES FOR ANY BACKGROUND - POSITION WAS IN PRE-SPLIT DMV/PS DIRECTOR'S OFFICE	
	WHAT BECAME A WITH ADPS B.A.	FS
8/3/11	LEFT MSG FOR INC.	FS
8/4/11	DISCUSSED W/A. DOBEL - SHE WILL ARRANGE FOR DESK AUDIT(S)	FS
8/4/11	MEETING SCHEDULED FOR 8/17	FS
8/17/11	MEETING W/DOBEL/CLARK/BAILEY - SEE FILE	FS
8/29/11	MEETING W/DOBEL/BRESLOW/DILLARD - SEE FILE	FS
8/30/11	DISCUSSED W/MD	FS
9/1/11	STUDY COMPLETED	FS
9/2/11	Letter to Agency - Incumbent - Hand Carry 2 copies to budget	RS
	TOTAL DAYS ON HOLD	19

BRESLOW/DILLARD MEETING RE PCN 4744-0004

8/29/11

Present from DMV: Alys Dobel, Personnel Officer III; Bruce Breslow, DMV Director; Troy Dillard, DMV Deputy Director

Breslow and Dillard reiterated that the role of the subject position had expanded since the previous incumbent accepted a different job in the department. Dillard had been with DMV since 2004 and was a division administrator prior to becoming Deputy Director, thereby having considerable familiarity with how the position functioned under two previous incumbents

Breslow emphasized the budget coordination responsibility, extending beyond the immediate director's office budgets to coordinating with the ASO IV's budget people on POG and other fiscal matters affecting the entire department. He also mentioned that the position was responsible for helping the divisions prioritize pending projects by providing guidance to the divisional Management Analysts as to the Director's plans, especially those of particular interest to him or requiring active coordination out of his office

Breslow and Dillard also confirmed that the former role of bill tracking had greatly expanded to include coordination of implementation of legislation and liaison with the LCB between sessions. The incumbent will also be responsible for working with the divisions to prepare a Governor-mandated comprehensive review of regulations to determine what should be changed or abolished

It appears that the position has evolved from routine research, analysis, and statistical reporting to include additional significant responsibilities for project management (including guidance to the 10 divisional MA III incumbents), along with budget coordination. These duties represent a higher level of management analysis than normal for MA II and are consistent with the historical application of the MA III class concept to DMV as well as to other large agencies



Frank Steinberg

DMV Director's Office

8/17/11 Meeting/Desk Audit, PCN 4744-0004

Present from DMV: Alys Dobel, Personnel Officer III; Renee Clark, MA II, incumbent, currently detailed to Compliance Enforcement Division; Sandi Bailey, MA III, currently detailed to Director's office

Both Alys and the Director are fairly new to DMV and have no personal recollection of the position as it was upon its establishment in 1999 (before the DMV/PS split)

The immediate office of the Director is small, with the "support staff" consisting only of the Executive Assistant and the position being studied. Each division has one or more Management Analyst positions, all at the III level except for the position in IT, which is a II

Principal duties of the position are project leadership and developing and managing two budgets for the Director's office. Other duties relate to development and implementation of regulations and policies along with attention to Legislative matters. This includes liaison with the LCB both during and between sessions. A new requirement is preparation of a detailed quarterly report to the Governor, which requires coordination, clarification, and analysis of input from all divisions through direct interaction not only with their Management Analysts but also with their Division Administrators

The increased emphasis on project leadership is a result of greater complexity of many major projects, most of which involve activities by multiple divisions (three or four are not uncommon), which can only be effectively coordinated out of the Director's office. Examples include establishment of data linkages to eight rural county assessors to allow for debit card registration payments; maintenance of the master list of completed Legislative actions, ensuring that the various divisions are properly tasked with implementation; preparing justifications for additional IT resources to allow for reduction or redeployment of DMV Technicians; and coordinating corrective actions specified in reports by DMV's internal audit unit, which also reports directly to the Director

The previous incumbent took another position within DMV in the middle of the Legislative session, and his previous involvement in the process appears to have been more limited than what the Director is contemplating for the next session, which would include testimony by the incumbent

The position now functions under general direction in regard to both projects and budgets, and the Director is provided an overview relating to various issues and reports on a weekly basis

A meeting with the Director has been scheduled for 8/26/11 to obtain his perspective

postponed by agency to 8/29

7

Frank Steinberg

STATE OF NEVADA - POSITION QUESTIONNAIRE

☐ New Position
☒ Existing Position

AGENCY ID NO. 810 DEPARTMENT Department of Motor Vehicles

DIVISION Administrative Services

POSITION CONTROL NO. 0004

AGENCY ORG.# 4745

FUND# 201

EMPLOYEE NAME Debbie Bowman

CURRENT CLASS TITLE Management Analyst II
 (If existing position)

CLASS CODE 7.625 GRADE 35

REQUESTED CLASS TITLE Management Analyst III

CLASS CODE 7.624 GRADE 37

GEOGRAPHIC LOCATION OF POSITION Carson City

EMPLOYEE PHONE NO 684-4600

APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the information on page 1, and the statements provided in this NPD-19 are correct and complete. Changed responsibilities were/will be effected on 2-1-05

Tim R. Callie 1-4-06
 Signature of Appointing Authority or Designated Representative Date

Debbie Bowman 2-6-06
 Signature of Employee Date

FOR COMPLETION BY BUDGET DIVISION ONLY (Required for new positions and when NAC 284.126, subsection 3 applies.)

☐ Approved Effective Date (If change is approved by State Personnel)..... ☐ Disapproved

Funding is available - Al Thuto 2/15/06
 Signature Date

FOR COMPLETION BY DEPARTMENT OF INFORMATION TECHNOLOGY (Required when NRS 284.172 applies)

☐ Approved ☐ Disapproved

Signature Date

FOR COMPLETION BY STATE PERSONNEL AND BUDGET DIVISION

Agency ID.....

Position..... Effective Date 2/8/06 Expire Date..... Type.....

Action.....

Part-time (Percent).....

Class Code 7.624 Title Management Analyst III Grade.....

Class Option.....

Division Code M10 IFC/Legislative Approval Required? ☒ No ☐ Yes

Date Received

RECEIVED
 FEB 08 2006
 DEPARTMENT OF ADMINISTRATION
 OFFICE OF THE DIRECTOR
 BUDGET AND PLANNING DIVISION

INSTRUCTIONS TO APPOINTING AUTHORITY

- ☐ Use the NPD-3 procedure.
☒ Submit Personnel Action form and refer to NAC 284..... subsection.....
 Incumbent meets MQ's: ☒ Yes ☐ No
☐ Other.....

Study No. 294-2-06
 Analyst [Signature] Date 3/10/06
 Approved [Signature] Date 3/10/06

Debbie has taken the MA III - + passed 12/19/05

Took 40 Budget
 3/13/06

1. What is prompting this request? If this is an existing position, state the significant changes in duties and responsibilities which have been made in the position since it was established or last reviewed by State Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.

The last time this position was reviewed by Personnel or management was more than 5 years ago. This position originally was responsible for Contracts, leases and facilities management. As the position stands today it does none of the previous job requirements. This job is a financial position with the principal assignments of financial, statistical, and investigative studies of the over \$1 billion in revenue collected and distributed. This position has evolved into one that requires the knowledge and ability to read and understand statistical data and material. Statistical analysis is a prerequisite for this position.

Because of the growth in the Department in the collection of dollars the responsibility has also increased requiring more complexity and assignment of additional duties in the area of compiling and analyzing of data. The new responsibilities have increased the knowledge required to maintain this position.

This position is tasked with analyzing division programs and all accounting aspects to identify deficiencies, weakness, problems, and recommend potential improvements. It is also responsible for coordinating the development or revision of Policy and Procedures related to the work unit or program by analyzing workflow, staffing, and automated system changes.

2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)

As many of these duties are new to the Department, no position was responsible for performing them.

3. Briefly describe the major purpose of this job.

This job has a number of major purposes.

- a. Compile and analyze data between the Departments application and the IFS system.
- b. Conduct financial, statistical or investigative studies of cash between the Departments application and the IFS system.
- c. Parse, analyze, verification and reconciliation of monthly Credit Card fees, statements and ACH settlements between the Department, credit card vendor and state bank account.
- d. Analyze and review of departmental operations to insure that all internal controls are established and being followed.
- e. And analyze revenue trends.

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

See attached

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly or annual basis. If this is an existing position, please put an asterisk next to each duty that is new.

DUTY NO.	DUTY	FREQUENCY
1	Conduct financial, statistical or investigative studies of cash between the DMV application, the state IFS system and the state banking institution.	23%
2	Compile and analyze data between the DMV applications and IFS quarterly by monitoring fiscal transactions to ensure that all monies collected and distributed are in conformance with State and departments policy. Make correcting entries or work with other Departments to help take corrective action to avoid future problems or errors.	23%
3	Parcing, analysis, verification, and reconciliation of monthly credit card fees, statements and ACH settlements between credit card vendor, state bank account and DMV application.	10%
4	Analyze Division programs and all accounting aspects thereof to identify deficiencies, weaknesses, problems, and recommend potential improvements. Supply reports of findings and process recommendations to management.	5%
5	Coordinate the development or revision of Policy & Procedures related to work unit or program by analyzing workflow, staffing, and automated system changes.	5%
6	Prepare annual Federal Highway Administration reports (FHWA).	3%
7	Revenue Trends – analyze ratios and trends	5%
8	Analyze and review of departmental operations to insure that all internal controls are established and being followed.	5%
9	Assist in the development of computer automation design of manual or inadequate operations. Revise the system processes based upon new automation process. Perform user acceptance testing, debugging and monitoring of the computer system change in the productions region of the DMV application.	8%
10	Other duties as assigned. Including detailed analysis of revenue accounts, ad hoc reporting and assisting with the budget unit on the development of annual or biennial budgets for division.	13%

6. What duties are performed that require the incumbent to make choices, determinations or judgments? Please give examples.

Duty #1

In conducting financial, statistical or investigative studies between the cash on the DMV application and the state system a determination is made as to whether there is an out of balance condition. If an out-of-balance situation exists judgments and choices must be made in identifying the problem and making the necessary corrections. An example of this situation is when while compiling data for cash reconciliation for FY05 year-end, the credit card totals were out of balance between the DMV application and IFS. I spent 5 days identifying the problem by researching every deposit in IFS to that of DMV. I was in contact with the Treasurer's Office, the credit card companies, the Revenue section, the budget unit, the Chief of Administration at DMV and the

Director. The error was determined to be a deposit that was not credited to the Departments cash and a timing difference between FY 05 and FY06.

Duty #2

In compiling and analyzing the data between the DMV application and IFS quarterly it is necessary to make judgments or determinations as the incumbent is monitoring fiscal transactions to ensure that all monies collected and distributed conform to State and department policy. If review finds problems the incumbent must makes judgments in making the corrections. An example of this is while matching the trial balance on IFS to that of DMV, a difference is found. I must go back through all of the distributions to ensure that they have gone to the right Budget account and GL. Once the problem is found I will request of Revenue to prepare a JVD to correct the problem. I was in contact with the Revenue Supervisor, the Budget unit and the ASO III. The latest problem took two days to research and correct. It was a Budget account that was used by mistake and a timing difference due to DMV processing problems.

Duty #3

In analyzing, verifying and reconciling the credit card fees it is necessary to make judgments and determinations while monitoring that all fees have been correctly charged as the incumbent must work between the DMV application, state system and the statements. Timing issues make validating data difficult causing judgment and determination of the information reconciled to be legitimate and within pre-established parameters and guidelines. An example of this is while checking the credit card figures between IFS, the DMV daily totals and the bank statements the dollar amounts vary. I researched and found that a refund was processed back to a credit card but instead of showing it separately as a refund and then the amount collected, it netted the amounts together. This situation resulted in several hours of research and contacting the credit card company and the Treasurer's Office to solve the problem.

Duty #4

In analyzing division programs to identify deficiencies, weakness and problems it is necessary to make choices, judgments and determinations to ensure that any changes made are within statutory guidelines and have the proper internal controls and safeguard the assets. An example of this is while reviewing the refunds on a weekly basis it was determined that a refund was processed in error. A refund was processed for a transaction that, although the check amount was put in as the dollar amount, the account codes and drawer totals were in balance. This refund created a problem with the technician's cash balance as well as the account code. The result of this had it not been found was that the division's budget would have been shorted by over \$289,000.00. This analysis allowed me to find a deficiency in the training of the staff and I have requested of the Revenue Unit refresher training for the staff to ensure that this type of error does not continue.

Duty #5

In developing or revising Policy and procedures it requires judgment and determination to identify the process, the staffing requirements and system changes that affect the work units activities and functions. An example of this is when revising the policy for refund approval. The previous policy stated that the Revenue section would be responsible for determining if the customer was eligible for a plate turn in refund. The Revenue section is only responsible for the issuance of the refund. The supervisor must make sure that all of the requirements have been met prior to approving the refund in the second level. They have the necessary data in front of them to make an

accurate determination. I worked with the Revenue unit and different divisions and supervisors within the DMV.

Duty #6

In preparing the Federal Highway Administration Reports it requires judgment that the comprehensive data is accurate and that all reports reconcile. This data represents the State of Nevada on a Federal level and determines the amount of monies available to the state through the Department of Transportation for road maintenance. An example of this is when the figures received from MVIT for FY2005 Registered vehicles were incorrect. I had input all of the numbers and the totals for the year were lower than that of the previous year. Using an approximate growth rate of 5% this number should be higher. It was determined that the figures used were not using the same set of criteria as in the past. This information has been documented and a new set of data was run. The reports were compiled with the new numbers and reconciled.

Duty #7

Revenue trend analysis requires judgment and determination. Incumbent must be able to review comprehensive data to ensure that all figures are accurate and determine if projected dollars or trends are within acceptable measures. They must use good judgment in determining the best methods to present finding to management. An example of this is analyzing the credit card merchant fees. It is necessary to plot the trends of credit cards to ensure that the funds are available to pay the merchant fees. This requires looking at the credit card usage on a monthly basis and applying a growth rate to determine the necessary funds needed. I keep a spreadsheet to show the usage and to show the merchant fees due. It requires skills and knowledge of credit cards and statistics to calculate the fees. I am in contact with the Revenue unit, the Budget unit and the Treasurer's Office for this information.

Duty #8

When analyzing and reviewing the internal controls to ensure compliance, a determination must be made regarding any statutory or regulatory requirements that have changed. Internal controls may have changed since the last review and need to be reviewed to ensure the safeguarding of assets. An example of this is insuring that the staff has been cross trained to be in compliance with the Departments Internal controls. We have to insure that the person creating a refund is not the person approving them and that all necessary verifications for duplicate check have been followed by the Supervisor. I review the refunds on a weekly basis to make sure that all staff is in compliance with all Department requirements. In this review I am looking at the reason issued, the technician requesting, the supervisor approving and the account codes to determine if that all requirements have been met. In my normal review I found a refund that was issued to the same person two times. I was able to find the problem and stop the check before it went out to the customer. I spent several hours researching and stopping this check. I had dealings with the Treasurer's Office, the Revenue Unit and the Emissions Unit who issued the duplicate checks.

Duty #9

Assisting in the development of computer automation design required judgment to make the changes and to ensure that they are in compliance with policy & procedure and statute. Performing user acceptance testing, debugging and monitor changes to the computer system require both judgment and determination to ensure that all material is tested and accurately validated. This judgment will prevent problem when the changes are moved to the production system, which directly affects the public. An example of this is when we created the Extract for the DMV accounting system. I was involved with the initial meets to determine what we needed and how it was to look. I assisted in the development of the program extract rules. I completed testing and debugging of the system as we created and made changes to it. To this day, I still test to ensure that

any changes made, in different areas, have not adversely affected the expected outcome of our revenue or cause a delay for our customers. I worked with outside contractors, different state agencies and many divisions within the DMV on this program development.

Duty #10

Other duties as assigned could include making choices, determinations and judgments; however, these duties vary so no examples can be given.

- 7a. List the class titles and position control numbers of all employees that work under the supervision of this position.

Currently this position does not supervise.

- 7b. Describe the extent of supervisory responsibility exercised over these employees. (Check appropriate boxes.)

☐ Final selection ☐ Work assignment ☐ Performance appraisal ☐ Discipline
☐ Training ☐ Work review ☐ Other (Specify)_____

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

None

9. List equipment, which is used, that requires specialized training.

None

- 10a. List the name, title and position control number of the position's supervisor.

Charles Mahoney, ASO III, PCN 0027

- 10b. Describe the type and extent of supervision received.

The level of supervision is under general direction. This position performs technically complex assignments critical to agency operation.

11. What statutes, laws, rules, procedures or guidelines are used in performing assignments?

NRS, NAC, Department Policies and Procedures, State Personnel Rules and Regulations, State Treasurer's Office Rules and Regulations, State Controller's Office Rules and Regulations, the State Administrative Manual, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Auditing Standards (GAAS), and pronouncements from the Government Accounting Standards Board (GASB).

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

a. **The Treasurer's Office – Questions arise concerning the distribution and reconciliation of funds. The individual contacted will vary from the Deputy State**

Treasurer to various Accountants.

- b. The Controller's Office – Questions arise concerning the collection, distribution and reconciliation of funds.**
- c. The Motor Carrier – Questions arise concerning the collection, distribution and reconciliation of various funds collected by the Motor Carrier Program area. The individual contacted will vary from the Division Administrator to the Program Managers.**
- d. The ASO-III for Revenue within the Department of Motor Vehicles – Questions will arise concerning the collection, distribution and reconciliation of revenue by the Department.**
- e. The Chief of Administration for the Department – This position is the backup for the ASO-III revenue position.**
- f. Financial institutions such as Bank of America, Discover, and American Express.**
- g. Contact with other state Department of Motor Vehicles to gather information of many sorts.**
- h. Departments IT section for user acceptance testing, debugging and monitoring of the computer system changes in the production region of the DMV application.**

- 13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.**

None

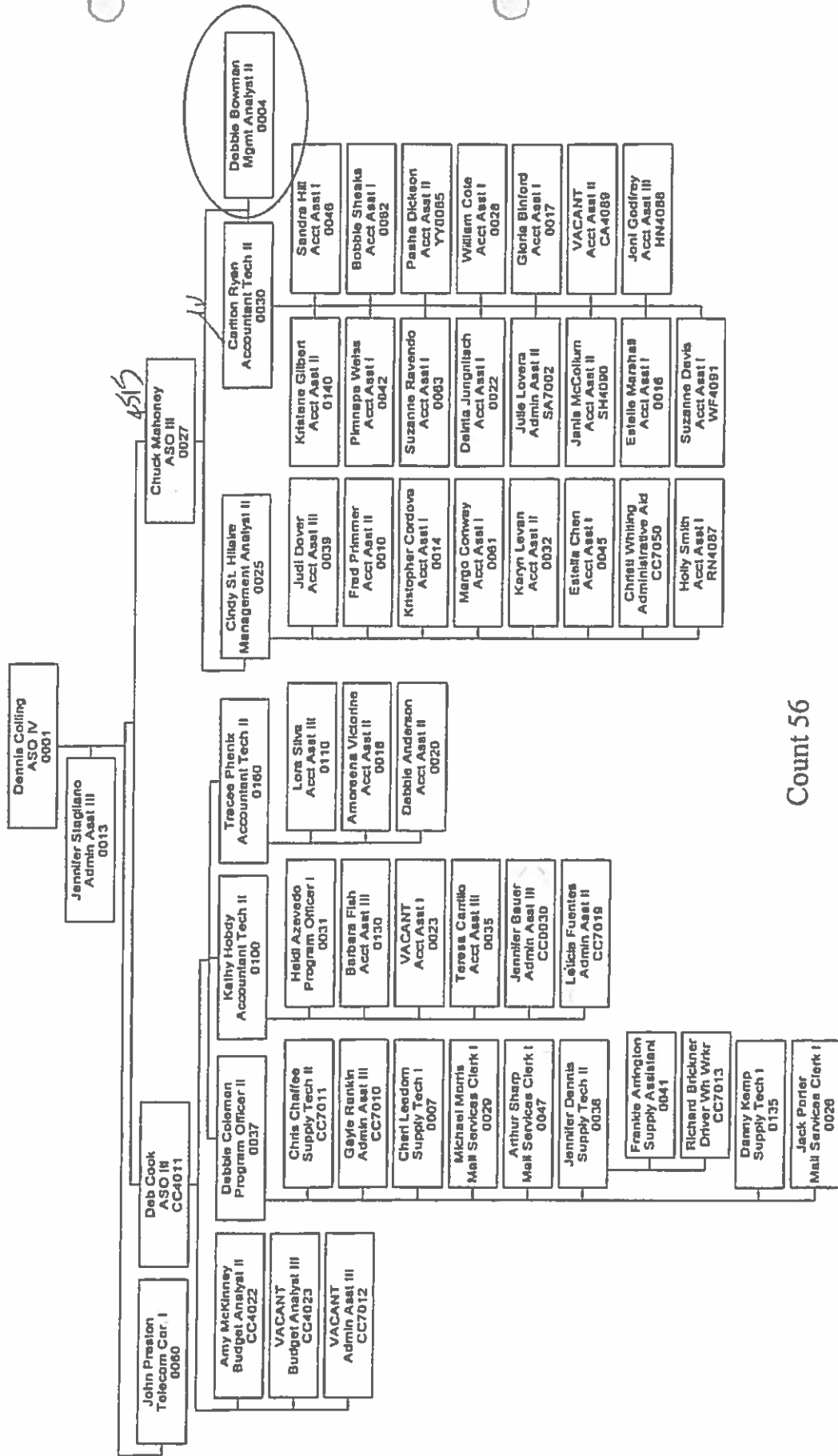
- 14. Provide any additional information about the job which you consider to be important to the classification, but which have not been previously mentioned.**

The department needs this position to assist with the complexities that are encountered in a rapidly changing environment in order to ensure the collection, reconciliation, distribution, and internal controls remain in compliance with governmental accounting standards, NRS, NAC and SAM.

Department of Motor Vehicles

Administrative Services Division

Administrative Support



10. CORRESPONDENCE/CONTACT AND

Study # 294-2-06

DATE	INFORMATION GATHERED/COMMENTS	INITIALS
2/8/2006	Date Study Received	
2/9/06	Ltr sent to Agency, document + Budget	(initials)
2/10-	Audit 2-16 @ 9A-	
3/16 -	Audit -	
3/3	Mtg Sup-	
3/9	Meeting w/ SUPERVISOR - / Post to	
3/10-	Duties OK for MATHI - Reconciliations of Amos - Funds over \$1 billion Complex accounts - Ensure balances w/ IFS Treasurer's Office and Banks - Consequence, complexity, liability much higher than TI, Texas	
	(Signature) 3/10/06	
	TOTAL DAYS ON HOLD	

Debbie Bowman OCT-03-

1.1. Billman -

Duties - since started - financ - No fac/leaves f/

- ① Monthly - all CASH - compare to bank - and all IFS -
verify all process - eg - refund - check adjust months
= get paper docs - DMU - + IFS =
= Revenue process -
= Ensure process correct - + make rec - Monthly
= Reconciling -
= 2 week

Download - break it down - make comparisons -
determine -

time consuming - credit cards + E payment
Reconcile takes time
Credit cards take different time to clear

Query IFS - took bank deposit -

- ② Quarter - Rev - again IFS - (collections
+ Distribution)

Run trial bal - 11 state state syn - determine rollover
compare to general ledger
Will find problem + make recommendation

all balancing
work -
keep
copies
make copies

- ③ Fees collected - all downloads from BA
on month basis - view - ensure nothing

Strange - Cal - Merchant fees - and give to BA
+ submit fees to be paid to Acc - to be paid -
Will also send info back to Revenue - who is
responsible for charge backs etc -

- ④ Why differ sect handle process - eg tracking -
divide duties - before throwing everything - made recomm
+ worked w/

- ⑤ In analyzing program -
 When working with Rev -
 Can see or recommend to dev policy -
 - would meet w/ person asking
 take notes - what's needed
 Writing policy - send to Manager
 Can go to Chief Directly
 or to other administrator
- Orft -
 policy
 for Revenues -
 will also work
 w/ IT if
 needed

- ⑥ Prep for NDOT - Grant - get money for maintenance
 Track Reg. Veh - motor carrier - gallon of

Do five different Report -

Gather all data -

Cal - put into specific reports

File a year
 takes about a
 month

= ① Registration - types of drivers license
 List by age

② Net. License

③ Tracking Grants -

heat different report - for Transportation

who then create different report for Fed-Hwy -

= IFS - Discov

- ⑦ Take dif. areas - in Dept

eg - DL: look at dollar collect this year to next year

look to see if there is huge diff - and find out - why

look -

Take ~~diff~~ general ledger - using Amv + IFS -

= pass on to management or give to Bt depending
 on where it is focus =

Verify CC - Reg - work on Bt - to know what to expect
 w/ increase or decrease

- ⑧ Dep - as it refers to revenues

Take profiles + respon - find correct profile - will Make
 Recomm. on maintain -

⑨ - Part in User compares

eg Debit card process -

looking at how it will affect diff areas

Ensure run smoothly

doing procedure -

track-testing

= do acceptance test -

= any time new account codes

regist - requirement -

changes -

— so as it occurs -

can do
any-
test
watch go th -
how it affects her -
what track front back
back end

⑩ Run Rep-
(Crystal Reports) will create rep at any time -

provide a lot of info - analysis of revenue,
different areas - for budget -

Provided report -

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☒ New Position
☐ Vacant Position
☐ Filled Position

DEPARTMENT: Department of Health & Human Services (DHHS)		2. Division of Human Resource Management date stamp RECEIVED NEVADA DEPT OF PERSONNEL JUN 24 2013 COMPENSATION & CLASSIFICATION DIV. CARSON CITY, NEVADA	
DIVISION: Health Division			
GEOGRAPHIC LOCATION OF POSITION: Carson City			
AGENCY ID# (3 digits): 406	FUND# (3 digits): 101		
AGENCY ORG/BUDGET# (4 digits): 3223	POSITION CONTROL#: 0713		
CURRENT CLASS TITLE <i>NEW</i> (If vacant or filled position):		CLASS CODE:	GRADE:
REQUESTED CLASS TITLE: Grants & Projects Analyst II		CLASS CODE: 7.755	GRADE: 35
EMPLOYEE NAME:	PHONE#:	EMAIL:	
SUPERVISOR NAME: Stacey Johnson <i>Vanessa Alvarez</i>	PHONE#: 775-684-4202	EMAIL: sljohnson@health.nv.gov	

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION			
AGENCY PERSONNEL OFFICE date stamp	CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.		
	Changed responsibilities were/will be effected on:		Date:
	Appointing Authority or Designated Representative signature: <i>T. Cole</i>		Date: 8/28/12
	Employee signature:		Date:
Is this request being submitted with agency approval or knowledge? <input type="checkbox"/> No <input type="checkbox"/> Yes			
3a. FOR COMPLETION BY BUDGET DIVISION ONLY			
BUDGET DIVISION date stamp	Required for new positions and when NAC 284.126 (3) applies.		
	<input checked="" type="checkbox"/> Approved effective date (if change is approved by DHRM)		Date: 10-1-13
	<input type="checkbox"/> Approved - date to be determined and change to be approved by DHRM		
	<input type="checkbox"/> Disapproved		
	Part-time (%):		Expire date:
	Signature: <i>Brenda Berrey</i>		Date: 6/19/13
Notes: 2013 SESSION - DEC UNIT E225			
3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY			
EITS date stamp	Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services: Information Technology subgroup.		
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		Date:
4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY			
Dept code:	Effective date:	Expire date:	
Division code:	10-01-2013		
Class code: 7.625	Title: management Analyst 2	Grade: 35	
Class option:	IFC/Legislative approval required? <input type="checkbox"/> No <input type="checkbox"/> Yes, date approved:		
INSTRUCTIONS TO APPOINTING AUTHORITY			
Incumbent meets MQ's: <input type="checkbox"/> No <input type="checkbox"/> Yes		Study#: 523-13	
<input type="checkbox"/> Other:		Analyst: <i>M. Madalene</i>	Date: 10-4-13
<i>B/4/13 H/C to Budget</i>		Supervisor: <i>D. Brown</i>	Date: 10/16/13

1. **What is prompting this request? If this is an existing position, state the significant changes (as defined in NAC 284.126) in duties and responsibilities which have been made in the position since it was established or last reviewed by the Department of Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.**

In early 2009, the Health Division, as part of its reorganization, centralized the Division's financial accounting and budget services. However, the centralization didn't address the Division's need for a centralized grants management unit. Most of the Division's program managers are required to track the federal funds categorically for the awarded federal funding. However, most all of the Division's grants do not run on the State Fiscal Year and tracking state authority and federal grant dollars across state fiscal years is complex and requires a level of time and detail that the program staff are unable to satisfactorily perform. Additionally, it has become fiscally evident through factors such as the number of work programs requested, over and under expenditure of federal funds and at times reversion of unspent federal dollars or carryover of funds that most programs are not able to do this function to the level and detail required due to the expertise and limited time available with other programmatic responsibilities. Therefore four Grants & Projects Analyst IIs are being requested to centralize the grant reconciliation functions division-wide for the 80 plus grants that the Division currently receives.

2. **What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)**
Currently, four temporary Grants & Projects Analyst II employees have been fulfilling these duties as a pilot program to evaluate the number and level of staff required to perform this function.

3. **Briefly describe the major purpose of this job.**

The four Grants & Projects Analyst IIs that are being requested will perform the federal grant and corresponding state authority reconciliation functions division-wide for the 80 plus grants that the Division currently receives. Each GPAII will be responsible for the concurrent tracking of approximately 20 grants.

Additional duties will include participating in the preparation, monitoring and maintenance of the work units program and/or biennial budget(s) by estimating future grant expenditure levels based on historical data, making projections for future costs and providing justification for those projections.

This position will also be the primary liaison between the centralized grants management, budget, accounting, contract/subgrant units and with the multiple bureau program managers related to the grants being tracked.

4. **Attach a copy of the agency organizational chart to this form. Please circle this position.**
See attached

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.

DUTY#	DUTY	FREQUENCY
1	Monitor and maintain grant budget reconciliations for assigned grants by estimating future expenditure levels based on historical data; make projections for future costs; monitor fiscal transactions to ensure expenditures are in conformance with Federal, State, Department and Division rules, regulations and budgetary limits; develop comprehensive narrative and financial reports for presentation to administration, bureau and fiscal staff as well as other entities that might require this information. Monitor program spending to ensure adherence to State and Federal rules and make suggestions regarding improvements to be made. Conduct audits of financial records, transactions and reports submitted by programs to ensure the appropriate and efficient usage of dollars.	25%
2	Develop various budgetary and financial reports, prepare correspondence and track program needs and expenditures. Conduct financial studies; compile and analyze data; prepare and present reports summarizing study results/conclusions; make recommendations regarding policies and procedures.	15%
3	Plan organize and coordinate the development and implementation of new forms, work methods and automated systems used to process financial/grant information related to the assigned grants.	10%
4	Provide technical assistance to programs to ensure program operations are in compliance including grants management, interpretation and analysis of regulations, and policies and procedures.	25%
5	Serve as the primary liaison between the Division's centralized grants management, budget, accounting, contract/subgrant units and with the multiple bureau program managers related to the assigned grants being tracked.	25%

6. What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.

Incumbent will be required to make determinations regarding grant reconciliation policies and procedures to ensure compliance with State and Federal guidelines. Decisions will be required on a daily basis based on the analysis of information, statistical data, and financial information. Continual interpretation of government regulations, federal directives and grant guidance for the assigned federal grants. Decision regarding the accuracy and appropriateness of data required for recurring federal reports, including submission in a timely manner.

- 7a. List the class titles and position control numbers of all employees that are supervised by this position.

This position will not supervise.

**7b. Describe the extent of supervisory responsibility exercised over these employees.
(Check appropriate boxes.)**

- | | | | |
|--|--|--|-------------------------------------|
| <input type="checkbox"/> Final selection | <input type="checkbox"/> Work assignment | <input type="checkbox"/> Performance appraisal | <input type="checkbox"/> Discipline |
| <input type="checkbox"/> Training | <input type="checkbox"/> Work review | <input type="checkbox"/> Other (specify): | |

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.
None.

9. List equipment which is used that requires specialized training.
General office equipment, computers, calculators etc.

10a. List the name, title, and position control number of the position's supervisor.
Vacant, Management Analyst IV, PCN 320

10b. Describe the type and extent of supervision received.
Employee will work under general direction and will perform technically complex assignments critical to agency operations. Employee will be responsible for complex and analytical studies related to federal grants management functions and policies.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?

Nevada Revised Statutes
Nevada Administrative Code
State Administrative Manual (SAM)
Federal Grant Guidance
Departmental Policies and Procedures
Health Division Internal Controls
Generally Accepted Accounting Principles

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

Day to day contact with Health Division program staff will be necessary to complete grants management activities correctly and timely. This position will serve as the primary liaison between the Division's centralized grants management, budget, accounting, contract/subgrant units and with the multiple bureau program managers related to the assigned grants being tracked.

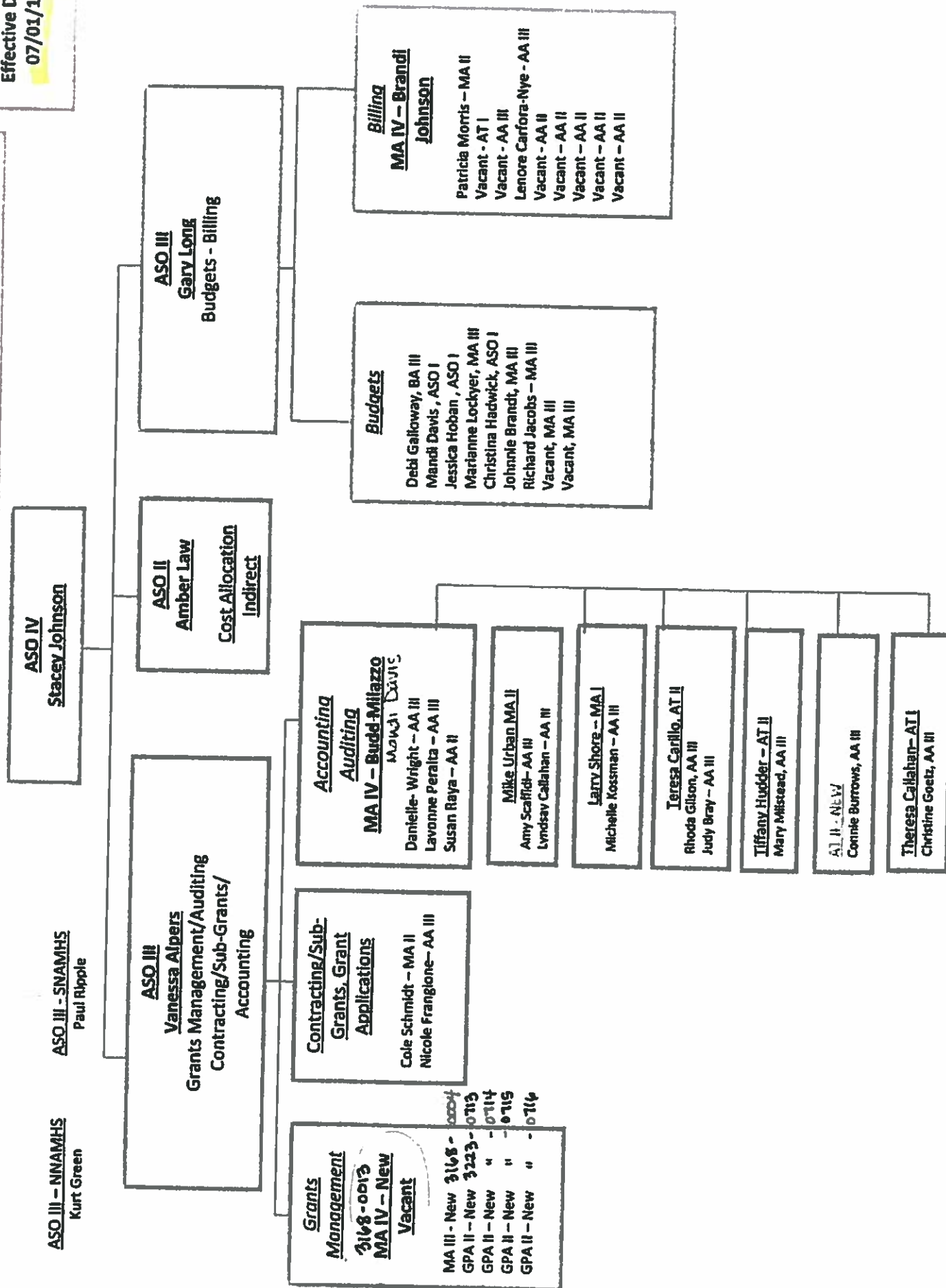
13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

NA

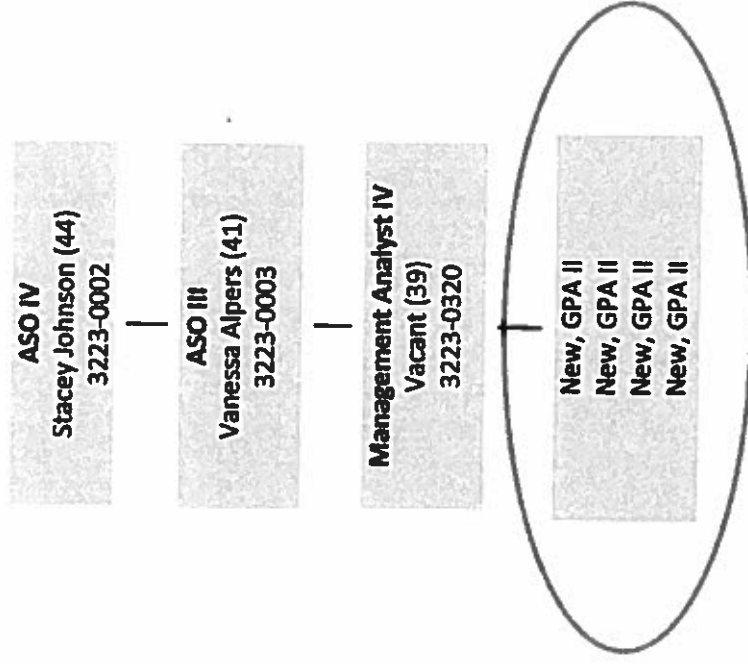
14. Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.

DIVISION OF PUBLIC AND BEHAVIORAL HEALTH – FINANCIAL SERVICES

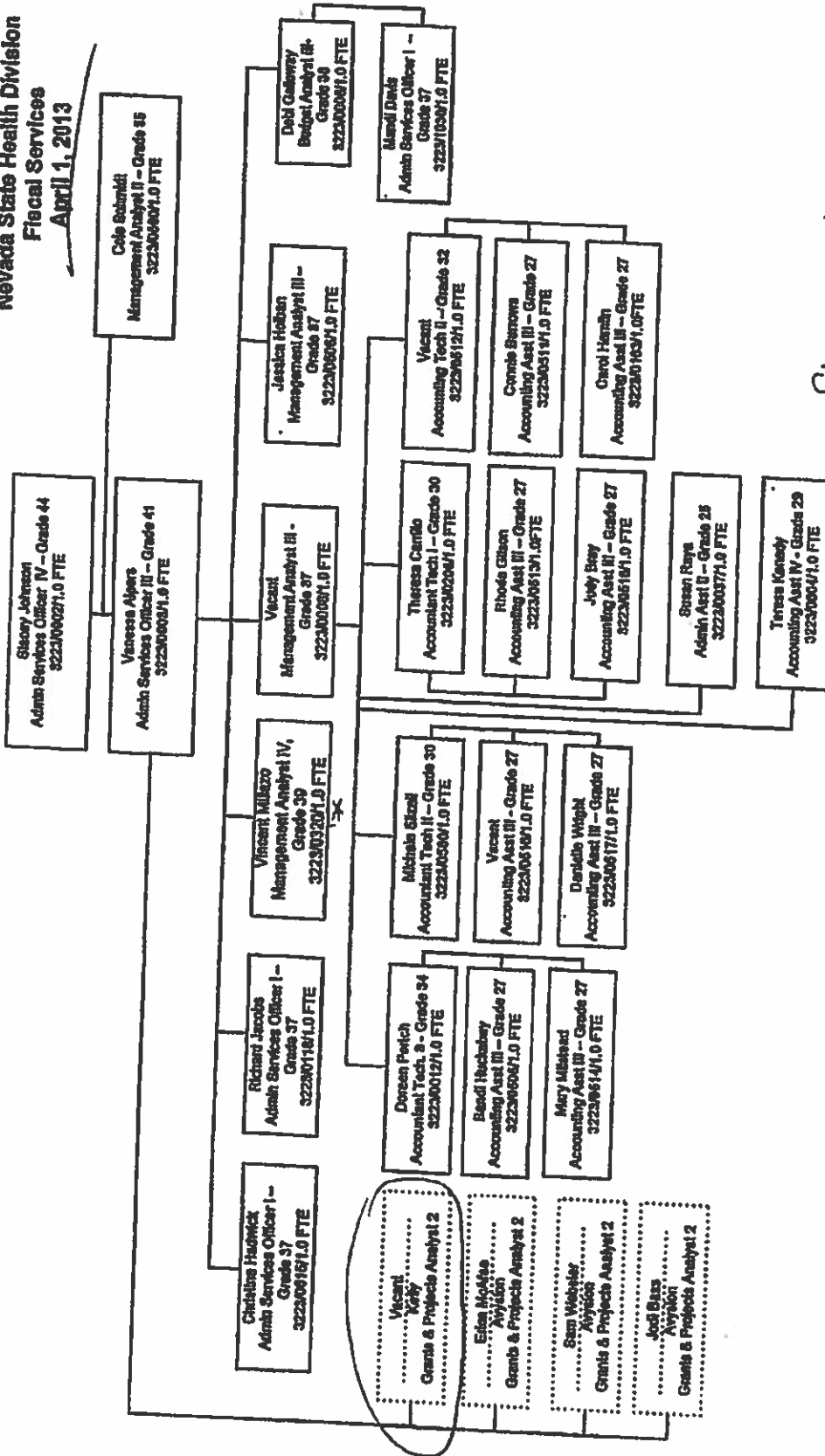
Effective Date
07/01/13



Health Fiscal Services – Centralized Grants Management Unit



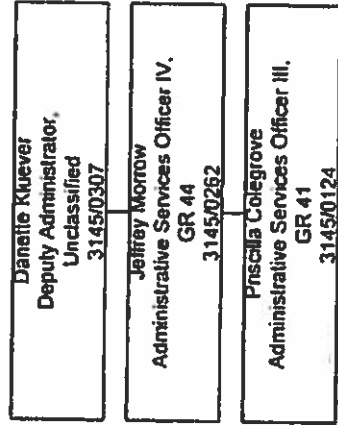
Nevada State Health Division
Fiscal Services
April 1, 2013



Stacey Johnson 4/18/13
Stacey Johnson, Administrative Services Officer IV Date
4-21-13
Richard Whalley, ASB, Administrator Date
4/22/13

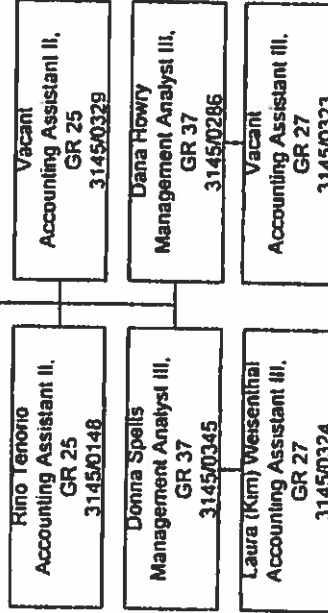
Division of Child and Family Services
 Administration
 Fiscal Support
 Central Office
 Tab F-1-A

Established Date: 12/01/2000
 Revised Date: 04/03/2011



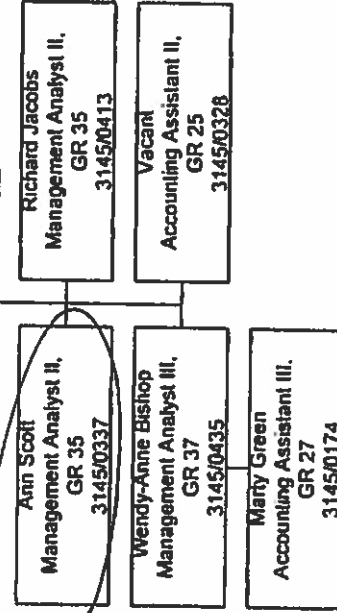
Accounting/Budgets/Operating

Justin Luna
Management Analyst IV,
GR 39
3145/0202



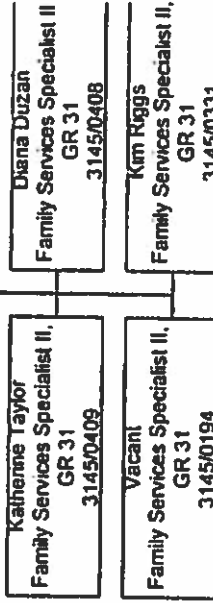
Cost Allocation/Grants Management/Contracts

Julie Kidd
Management Analyst IV,
GR 39
3145/0334



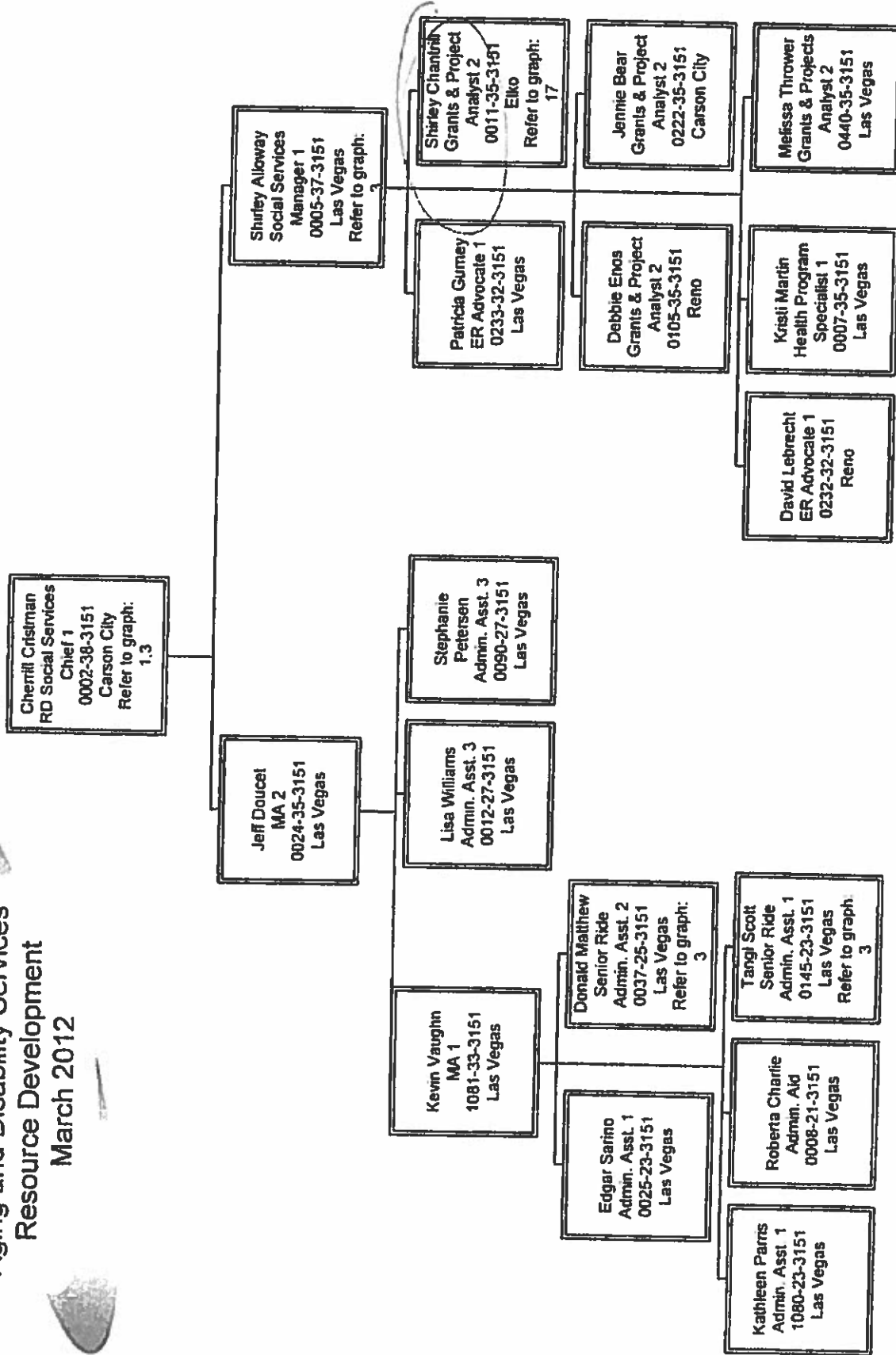
Eligibility

Shawna Barnes
Family Services Supervisor I,
GR 34
3143/0008



Completed

Aging and Disability Services Resource Development March 2012



Cheryl Crisman

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
POSITION CLASSIFICATION CHECKLIST**

This form is to be completed before assigning duties that could result in reclassification or upon notification from the Department of Personnel that they are in receipt of a NPD-19. Refer to DHHS Classification Policy & Procedures.

SECTION 1 – POSITION INFORMATION (To be completed by Supervisor/Manager)

Employee's Name: **Vacant - New Position**

Division: **Health/Public and Behavioral Health**

Bureau/Section: **Admin. – Fiscal Svc.**

Current Classification: **N/A**

Class Code:

Grade:

Requested Classification: **Grants & Projects Analyst 2** Class Code: **7.755** Grade **35**

Budget Account No.: **3223**

Position Control No.: **0713**

New Position: ☒ YES ☐ NO

SECTION 2 – JUSTIFICATION FOR CHANGE IN DUTIES (To be completed by Supervisor/Manager for reclassification requests)

1. What is the purpose of assigning/removing duties to/from this position: What organizational need do you propose to accomplish by this action?
2. When are you proposing the duties be reassigned/removed, or when were they assigned/removed?
3. Have these duties previously be performed by any other positions? Which ones? (indicate budget account, position control, class title and grade)
4. Are there other positions that should be established or which were established to complete duties? Which positions? (Indicate budget account, position control, class title and grade)

5. What would be the consequences to the agency of this position not being reclassified?

SECTION 3 – FISCAL/PERSONNEL INFORMATION (To be completed by Division Personnel Officer)

1. Is this request agency or employee initiated? ☒ Agency ☐ Employee

2. Is this reclassification approved in the current budget? ☐ YES ☒ NO

If YES, approval effective:
If NO, state reason.

3. Is this reclassification requested in the budget for the next biennium? ☒ YES ☐ NO

If YES, approval effective: 10/1/13
If NO, state reason:

4. Has this request been approved by your budget analyst? ☒ YES ☐ NO

5. If reclassification is approved, is IFC approval required? ☐ YES ☒ NO

6. Is approval of the Director of DoIT required? ☐ YES ☒ NO

7. If occupied, does incumbent meet the minimum qualifications of requested class:

☐ YES ☐ NO ☐ UNKNOWN N/A

8. The following positions in this division, DHHS or other state departments have been identified as those which should be considered by the Department of Personnel in their analysis. Include comments regarding comparability to the subject position.

(Complete for new positions and reclassification requests) GPA II's:

3220/0017 – GPA 2

3224/0090 – GPA 2

Aging – 3151/0105, 0222

DCFS – 3145/0502, 0504

Public & Behav Health – SAPTA 3170/0201

Mgt Analyst II's:
DCFS – 3145/0337
Public & Behav Health 3218/0140

Aging 3266/11048

9. Other comments:

SECTION 4 – DIVISION'S POSITION (To be completed by the Division Administrator for reclassification requests)

1. The Division:

☒ Supports the request. Explain:

☐ Does not support the request. Explain:

☐ Is unable to determine appropriate classification. Indicate comments/concerns:

2. How will the Division fund the request if it is approved?

Approved in the 2014/2015 Budget.

Supervisor's Signature: _____ Date: _____

Agency Personnel Officer's Signature _____ Date: _____

Division Personnel Officer's Signature (only) Julia Miller Date: 4/15/13

Division Administrator's Signature: (only) [Signature] Date: 5/15/13

DHHS Deputy Director, Adm. Svcs.'s Signature: [Signature] Date: 8/21/13

STATE OF NEVADA - POSITION QUESTIONNAIRE

RECEIVED

MAY 01 2006

☐ New Position
☒ Existing Position

RECEIVED

AGENCY ID NO. 406 DEPARTMENT HEALTH & HUMAN SERVICES

HEALTH DIVISION
PERSONNEL

HEALTH

POSITION CONTROL NO. 0008

AGENCY ORG.# 3213

FUND#

101

APR 04 2006

EMPLOYEE NAME VACANT

CURRENT CLASS TITLE GRANTS & PROJECTS ANALYST II
(If existing position)

CLASS CODE 7.755

HEALTH DIVISION
PERSONNEL
GRADE 35

REQUESTED CLASS TITLE MANAGEMENT ANALYST II

CLASS CODE 7.625

GRADE 35

GEOGRAPHIC LOCATION OF POSITION CARSON CITY, NEVADA

EMPLOYEE PHONE NO

APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the information on page 1, and the statements provided in this NPD-19 are correct and complete.
Changed responsibilities were/will be effected on

MAY 19 2006

DIRECTOR'S OFFICE
N-115

Signature of Appointing Authority or Designated Representative

Date

Signature of Employee

Date

FOR COMPLETION BY BUDGET DIVISION ONLY

(Required for new positions and when NAC 284.126, subsection 3 applies.)

☒ Approved Effective Date (If change is approved by State Personnel)

as determined by Personnel

☐ Disapproved

Signature

Date

FOR COMPLETION BY DEPARTMENT OF INFORMATION TECHNOLOGY

(Required when NRS 284.172 applies)

☐ Approved

☐ Disapproved

Signature

Date

FOR COMPLETION BY STATE PERSONNEL AND BUDGET DIVISION

Agency ID 4115

Position

Effective Date 8/10/06 Expire Date Type

Action

Part-time (Percent)

Class Code 7.625

Title Management Analyst II Grade 35

Class Option

Division Code HOS

IFC/Legislative Approval Required? ☒ No ☐ Yes

Date Received

INSTRUCTIONS TO APPOINTING AUTHORITY

☒ Use the NPD-3 procedure

☐ Submit Personnel Action form and refer to NAC 284, subsection
Incumbent meets MQ's: ☐ Yes ☐ No

☐ Other

Study No

Analysis

Approved

079-2-07

9/25/06

9/25/06

TOOK TO Budget
9/25/06

1. What is prompting this request? If this is an existing position, state any significant changes in duties and responsibilities which have been made in the position since it was established or last reviewed by State Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.

This is an existing position. As currently classified, the position is a Grants & Projects Analyst II in the Immunization Program responsible for the following duties:

- Vaccine Management: Develop, implement, and oversee the vaccine inventory control, distribution, and management system.
- Fiscal Management: Develop, implement, and oversee the fiscal components of the immunization program.
- Subgrants and Contracts: Participate in the subgrant and contract development and monitoring process.
- Federal Grant: Research, develop, and write assigned portion of the annual immunization grant required by CDC.
- Staff Supervision: Oversees work assignments, trains employees, performs evaluations and work reviews, and disciplines staff when necessary.

Due to gradual changes in expectations and duties assigned to this position and due to difficulty in recruiting qualified Grants & Projects Analyst II applicants, the Bureau of Community Health has reviewed the classification specifications and has determined that the current position should be reclassified to a Management Analyst II. No change in grade and step would result. Reclassification of the position to the Management Analyst series would result in several benefits to the Bureau:

- The Management Analyst series is one that is widely used throughout the State. As such, there are qualified applicants at each level of the series so recruitment of candidates to fill positions is less complicated.
- Since this proposed position is a Management Analyst II, many applicants who qualify at this level are familiar with the State system due to previous experience as a Management Analyst I. Experience at the journey level is very valuable to applicants for this position which is responsible for completing complex and difficult assignments under general direction.
- The Management Analyst series requires testing that helps identify candidates that are more likely to succeed in performance of duties and assignments.
- The Management Analyst series focuses on budgeting and financial analysis, developing projections, monitoring programs performance and fiscal transactions, performing operational duties such as policy and procedure development, coordination of operational efficiency and workflow, research issues, write legislative analysis, and review and recommend legal contracts, subgrants, etc.
- The Grants & Projects Analyst series has limited use throughout the State. Therefore, it is often difficult to recruit applicants at the Grants & Projects Analyst II level that have the required background and experience to perform the essential job elements without extensive training.

The current position is responsible to the Immunization Program Manager for daily operations. However, the position also is part of the Bureau's Fiscal Team that gets direction from the Administrative Services Officer I in the Bureau's Grants Management Unit. The Grants Management Unit is responsible for Bureau budget development and monitoring, processing and reviewing continuing and competitive grants applications, reviewing subgrants to community-based agencies, reviewing work programs developed by program staff for submission to the Interim Finance Committee, performing bill analyses during legislative sessions, and developing and implementing fiscal policies and procedures for the Bureau. Therefore, duties assigned to the current position have taken on a broader aspect through time.

When this position was created, the Immunization Program had fewer employees, a smaller budget, and the fiscal oversight required was less complex. As the program grew, there was a greater need for more extensive monitoring of fiscal issues. The original focus of the Grants and Project Analyst II was more directly related to the grant application process. As time passed, a greater proportion of time was devoted to fiscal duties and aspects of budget development and maintenance than were originally included in the position specifications.

The position is currently performing duties that are not specifically outlined in the Grants & Projects Analyst class specifications, but fall within the Management Analyst series. These duties include:

- * Developing work programs for submission to the Interim Finance Committee (IFC). This position has written work programs for the Immunization Program that are very complex and require extensive justification and analysis.
- * Preparing monthly financial reconciliations for Immunization Program and Bureau review. This task includes reviewing the Budget Status Reports (BSR) and ensuring the amounts reconcile for each category within the budget account, and calculating revenue and expense projections based on existing data.
- * Reviewing legislative issues and preparing analyses for consideration by the Program Manager, Bureau Chief, and Health Division Administration. The need for comprehensive review of proposed legislation that includes fiscal review is extremely important. This duty has been added to those performed by the incumbent.
- * Participating in the development and implementation of operating procedures that address the fiscal management of the Immunization Program and therefore the Bureau. The need for efficient and effective processes take on more importance as workload throughout the Bureau increases without significant increase in personnel asked to perform additional duties.

In addition, it is expected that the position will participate in the preparation of the Immunization Program's biennial budgets. It is also expected the position will assist with budget monitoring for the program. In addition, the incumbent is expected to research legislative issues that have a program and/or fiscal impact on the Immunization Program.

2. **What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)**

There are no other state positions that perform these duties.

3. **Briefly describe the major purpose of this job.**

Prepare, monitor and maintain the Immunization Program budget; monitor program fiscal transactions; develop and present financial reports to management; prepare grant applications; and provide technical assistance, monitor, and audit service providers to ensure grant compliance.

4. **Attach a copy of the agency organizational chart to this form. Please circle this position.**

See attached.

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly or annual basis. If this is an existing position, please put an asterisk next to each duty that is new.

Asterisked duties are not necessarily new duties performed by the position but the amount of time that is devoted to these duties has grown significantly through time to change the essential functions of the position to more closely fit the Management Analyst II job description compared to the Grants and Projects Analyst II description.

DUTY NO.	DUTY	FREQUENCY
1 *	Participate in the preparation, monitoring and maintenance of the Immunization Program biennial budgets by estimating future expenditure levels based on historical data; make projections for future costs; monitor fiscal transactions to ensure expenditures are in conformance with State and department rules, regulations and budgetary limits; develop comprehensive narrative and financial reports for presentation to management and other entities.	25%
2 *	Develop various budgetary and financial reports, prepare correspondence, and track program needs and expenditures. Conduct financial studies; compile and analyzes data; prepare and present reports summarizing study results/conclusions; make recommendations regarding policies and procedures.	25%
3 *	Plan, organize and coordinate the development and implementation of new forms, work methods and automated systems used to process financial information related to assigned programs.	10%
4	Prepare grant applications to secure federal funding for state and/or state sponsored programs including writing/amending program descriptions and financial data. Review and evaluate proposals submitted by organizations for program participation.	15%
5	Provide technical assistance to service providers to ensure program operations are in compliance including grants management, program planning, and interpretation and analysis of regulations, policies and procedures. Provide guidance to service providers and program applicants regarding program requirements, policies and procedures.	10%
6	Monitor service provider operations to ensure adherence to program objectives. Document and report all discrepancies to service provider and makes suggestions regarding improvements to be made. Conduct audits of financial records and reports submitted by service providers to ensure the appropriate and efficient usage of monies reimbursed.	10%
7	Related duties / special projects as assigned.	5%

6. **What duties are performed that require the incumbent to make choices, determinations or judgments? Please give examples.**

The position is asked to research, monitor, and provide technical assistance regarding a wide variety of programmatic and fiscal issues that may have significant impact on the direction the program may take. Sound judgment regarding interpretation of federal and State regulations and policy decisions are required on a regular basis.

Contact with contractors and grant sub-recipients require determination of compliance with grant/contractual objectives and determinations of appropriateness of financial expenditures required for reimbursement.

- 7a. **List the class titles and position control numbers of all employees that work under the supervision of this position.**

PCN 0004 – Accounting Assistant III
PCN 0007 – Administrative Assistant II

- 7b. **Describe the extent of supervisory responsibility exercised over these employees. (Check appropriate boxes.)**

☒ Final selection ☒ Work assignment ☒ Performance appraisal ☒ Discipline
☒ Training ☒ Work review ☐ Other (Specify)

8. **List any licenses, certificates, degrees, or credentials that are required by law for this job.**

The minimum qualifications of the Management Analyst II Class Specification apply. No specific license, certificate, degree, or credential is required by law.

9. **List equipment which is used that requires specialized training.**

General office equipment, including personal computers, fax machines, photocopiers, telephones etc.
MS Office Suite (Word, Excel, Access, Outlook)

- 10a. **List the name, title and position control number of the position's supervisor.**

Vacant, Health Program Manager I, Budget Account 3213, PCN 0005

- 10b. **Describe the type and extent of supervision received.**

General supervision.

11. **What statutes, laws, rules, procedures or guidelines are used in performing assignments?**

Nevada Revised Statutes (NRS), Nevada Administrative Code (NAC), State Administrative Manual (SAM), Nevada Open Meeting Law, Health Division Policy and Procedures, Bureau of Community Health Internal Controls, Department of Human Resources' Prohibitions and Penalties, Federal Laws and Regulations including OMB A-122 and OMB-87 cost principles, and Grant Program Guidance.

- 12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.**

Routine contact is made with State and local public health department staff and other health related organizations. Contacts may include staff under contractual agreement with the Immunization Program. The primary purpose is to ensure compliance with terms and conditions of contractual agreements between contractors/sub-recipients, thus ensuring attainment of overall grant objectives and appropriateness of expenditures by sub-recipients.

- 13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.**

Travel up to 25%.

- 14. Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.**

Failure to fill this position would impact the Program's ability to manage the daily functions required of this position on an ongoing basis. Therefore, the Program would not be able to meet the required grant objectives. Failure to meet the required grant objectives may impact the Program's federal funding allocations and could result in a loss of funding. Staffing is essential to establish and ensure the effectiveness and efficiency of Immunization Program operations.

RECEIVED
MAY 01 2006
HEALTH DIVISION
PERSONNEL



DEPARTMENT OF HUMAN RESOURCES
POSITION CLASSIFICATION CHECKLIST

RECEIVED

MAY 01 2006

This form is to be completed **before assigning duties** that could result in reclassification or upon notification from the Department of Personnel that they are in receipt of a reclassification. Refer to DHR Classification Policy & Procedures.

SECTION 1 – POSITION INFORMATION (To be completed by Supervisor/Manager)

RECEIVED

Employee's Name: Vacant

APR 04 2006

Division: Health

Bureau/Section: BCH Immunization

HEALTH DIVISION
PERSONNEL

Current Classification: GPA II

Class Code: 7.755 Grade: 35

Requested Classification: MA II

Class Code: 7.625 Grade: 35

Budget Account No.: 3213

Position Control No.: 0008

New Position: ☐ YES ☒ NO

SECTION 2 – JUSTIFICATION FOR CHANGE IN DUTIES (To be completed by Supervisor/Manager for reclassification requests)

1. What is the purpose of assigning/removing duties to/from this position: What organizational needs do you propose to accomplish by this action?

Due to gradual changes in expectations and duties assigned to this position and due to difficulty in recruiting qualified Grants & Projects Analyst II applicants, the Bureau of Community Health has reviewed the classification specifications and has determined that the current position should be reclassified to a Management Analyst II. No change in grade and step would result. Reclassification of the position to the Management Analyst series would result in several benefits to the Bureau:

- The Management Analyst series is one that is widely used throughout the State. As such, there are qualified applicants at each level of the series so recruitment of candidates to fill positions is less complicated.
- Since this proposed position is a Management Analyst II, many applicants who qualify at this level are familiar with the State system due to previous experience as a Management Analyst I. Experience at the journey level is very valuable to applicants for this position which is responsible for completing complex and difficult assignments under general direction.
- The Management Analyst series requires testing that helps identify candidates that are more likely to succeed in performance of duties and assignments.
- The Management Analyst series focuses on budgeting and financial analysis, developing projections, monitoring programs performance and fiscal transactions, performing operational duties such as policy and procedure development, coordination of operational efficiency and workflow, research issues, write

legislative analysis, and review and recommend legal contracts, subgrants, etc.

- The Grants & Projects Analyst series has limited use throughout the State. Therefore, it is often difficult to recruit applicants at the Grants & Projects Analyst II level that have the required background and experience to perform the essential job elements without extensive training.

2. When are you proposing the duties be reassigned/removed, or when were they assigned/removed?

The duties assigned to this position have been assigned over the course of time since the position was created. It is the percentage of time spent on fiscal duties that makes the change in classification preferred. The Management Analyst series has more emphasis on fiscal monitoring and report preparation than the Grants & Projects Analyst series supports.

3. Have these duties previously be performed by any other positions? Which ones? (indicate budget account, position control, class title and grade)

These duties have not been performed as a primary duty by any other position in this budget account. BA3213 PCN 0005, Health Program Manager 1, Grade 37 and BA3215 PCN 0051, ASO I, Grade 37 have performed various functions on an emergency or back-up basis.

4. Are there other positions that should be established or which were established to complete duties? Which positions? (Indicate budget account, position control, class title and grade)

No.

5. What would be the consequences to the agency of this position not being reclassified?

The position would continue as a Grants and Projects Analyst II. Historically, there has been difficulty recruiting qualified applicants from the GPA II list. The previous incumbent was recruited from the comparable Management Analyst II list after the GPA II list was exhausted. The extra time needed to recruit results in the vacancy of a position that is vital to efficient and effective fiscal management of the Immunization Program budget.

SECTION 3 – FISCAL/PERSONNEL INFORMATION (To be completed by Division Personnel Representative)

1. Is this request agency or employee initiated? ☒ Agency ☐ Employee

2. Is this reclassification approved in the current budget? ☐ YES ☒ NO

If YES, approval effective:

If NO, state reason. This reclassification does not have a budgetary impact.

3. Is this reclassification requested in the budget for the next biennium? ☐ YES ☒ NO

If YES, approval effective:

If NO, state reason. This reclassification will have no impact on the budget as the Management Analyst II is comparable in Grade to the Grants & Projects Analyst II.

4. Has this request been approved by your budget analyst? ☐ YES ☒ NO

5. If reclassification is approved, is IFC approval required? ☐ YES ☒ NO

6. Is approval of the Director of DoIT required? ☐ YES ☒ NO

7. If occupied, does incumbent meet the minimum qualifications of requested class:

☐ YES ☐ NO ☐ UNKNOWN – Position is currently vacant

8. The following positions in this division, DHR or other state departments have been identified as those which should be considered by the Department of Personnel in their analyses. Include comments regarding comparability to subject position. (Complete for new positions and reclassification requests)

BA 3220, PCN 0046 – Management Analyst II – This position was created in the SFY 06 budget year to perform equivalent duties to those assigned to the current GPA II PCN 0008 in BA 3213. The Management Analyst series was chosen specifically because it more comprehensively addresses the duties that are expected to be performed by this position.

9. Other comments:

The requested reclassification will have no adverse budgetary affect and will have a positive affect on recruitment of qualified applicants. There is more applicant interest in the Management Analyst series due to its greater use of the series throughout State government and due to opportunities for personal advancement.

SECTION 4 – DIVISION'S POSITION (To be completed by Division Administrator for reclassification requests)

1. The Division:

☒ Supports the request. Explain, to include, if applicable, how the division will fund the request if it is approved:

☐ Does not support the request. Explain:

□ Is unable to determine appropriate classification. Indicate comments/concerns:

Supervisor's Signature: Richard M. Boile Date: 04-12-06

Agency Personnel Representative's Signature _____ Date: _____

Division Personnel Representative's Signature L. J. Harris Date: 5-2-06

Division Administrator's Signature: [Signature] Date: 5/2/06

DHR Personnel Officer's Signature: [Signature] Date: 7/21/06

Comments: Division intends to allow other
Grants & Proj Analyst II's to submit
NPPO-19's if pass mgr analyst & test &
reclass vacant pos. & work

C

Study # 079-2-07

[illegible]

MEMO FOR FILE

The purpose of the request from the Department of Health and Human Services, Health Division, is to reallocate a position classified as a Grants & Projects Analyst II in 1996, to a Management Analyst II for the Immunization Program. This position is currently vacant and the position supervising it is vacant as well.

In reviewing the specifications and NPD-19 for the requested position, as well as a review of WPS for Management Analyst IIs within the Health Division, I determined that the preponderance (60%) of the new duties assigned to the position align with the duties indicated in the specifications for the series concept. In addition, the requested position appears to be performing duties similar to BA 3220, PCN 0046, classified, and performing duties, as a Management Analyst II for the Division.

In addition to performing grant-related duties, the incumbent will ~~be~~ also review, monitor and research bills submitted to the legislature impacting the work unit; recommend administrative policies for the work unit and/or programs; participate in the preparation, monitoring and maintenance of the work unit's biennial budget and/or program budget(s) by estimating future expenditure levels based on historical data; making projections for future costs; monitoring fiscal transactions to ensure expenditures are in conformance with State and department rules, regulations and budgetary limits; and developing comprehensive narrative and financial reports for presentation to management, commissions and other entities; conduct financial, statistical studies; compile and analyze data; prepare and present reports summarizing study results/conclusions; make recommendations regarding policies, procedures; assist in the development and implementation of operating procedures for the unit ;coordinate the development of new forms, work methods and automated systems used to process information related to assigned programs; operate a personal computer to develop various budgetary and financial reports, prepare correspondence, and track program needs and expenditures and perform related duties as assigned.

The duties pointed out in the NPD-19 fall within both the series and class concepts for the Management Analyst II. My recommendation is to classify the requested position as a Management Analyst II.

RRB/rb

P

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

E227

F417

☒ New Position
☐ Vacant Position
☐ Filled Position

RECEIVED
 State of Nevada,
 Department of Administration
 DIVISION OF HUMAN RESOURCE MANAGEMENT

FEB 23 2016

COMPENSATION, CLASSIFICATION
 RECRUITMENT DIVISION
 CARSON CITY, NEVADA

DEPARTMENT: Nevada Department of Wildlife		
DIVISION: Director's Office - Fiscal Services Section		
GEOGRAPHIC LOCATION OF POSITION: Reno		
AGENCY ID# (3 digits): 702	FUND# (3 digits): 101	
AGENCY ORG/BUDGET# (4 digits): 4460	POSITION CONTROL#: 0202	
CURRENT CLASS TITLE (If vacant or filled position):		
REQUESTED CLASS TITLE: Management Analyst II		
EMPLOYEE NAME:	PHONE#:	EMAIL:
SUPERVISOR NAME:	PHONE#:	EMAIL:

CLASS CODE:	GRADE:
CLASS CODE: 07.625	GRADE: 35

RECEIVED

DEC 08 2014

NEVADA DEPT. OF WILDLIFE HR
 RENO, NEVADA

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.

Changed responsibilities were/will be effected on:

Appointing Authority or

Designated Representative signature:

Employee signature:

Date:

Date:

Date:

Is this request being submitted with agency approval or knowledge? ☐ No ☒ Yes

3a. FOR COMPLETION BY BUDGET DIVISION ONLY

Required for new positions and when NAC 284.126 (3) applies.

☒ Approved effective date (if change is approved by DHRM)

☐ Approved - date to be determined and change to be approved by DHRM

☐ Disapproved

Part-time (%):

Signature:

Expire date:

Notes:

Date:

3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY

Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services: Information Technology subgroup.

☐ Approved ☐ Disapproved

Signature:

Date:

4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY

Dept code:

Effective date:

Expire date:

Division code:

Class code:

Title:

Grade:

Class option:

IFC/Legislative approval required?

☒ No

☐ Yes, date approved:

INSTRUCTIONS TO APPOINTING AUTHORITY

Incumbent meets MQ's:

☐ No ☒ Yes

☒ Other:

Study#

Analyst

Supervisor

Date:

Date:

use reg hiring procedures

411-16

2/26/16

This position's primary purpose is to track and monitor (4) non-executive budget accounts. It would create cost account codes, track/monitor revenue, expenditures and reserve balances, complete work programs to match anticipated budget spending levels and prepare budget reports for each Division Administrator. It would also participate in the preparation, monitoring and maintenance of the department's biennial budget. This position would annually review current indirect cost centers in the department, prepare an indirect costs rate proposal package and work with the US Department of the Interior, Indirect Cost Section to answer questions and get a final approved rate as well as conduct complex federal cash draws on 90 department grants. The final task is to plan, organize, update and coordinate the development and implementation of new or revised policy and procedures regarding the above tasks which are currently outdated.

4. Attach a copy of the agency organizational chart to this form. Please circle this position. (see attached)
5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.

DUTY#	DUTY	FREQUENCY
1	Monitor, research and track revenue and expenditures for three budget accounts which consist of a total fifteen million dollars in reserve. These budget accounts include the following; the Wildlife Trust Fund, NDOW Habitat Enhancements and the NDOW Heritage Account. These budget accounts are restricted by Nevada Revised Statute so all expenditures need to be review and approved for compliance. Budget account tracking would include unique cost accounting codes assigned to incoming revenue and outgoing expenditures. Budget account authority for each category would be monitored and projected so overspending does not occur. At least monthly meetings will occur with Division Administrators and program staff to review new projects or that existing projects have adequate fiscal year expenditure category authority. State work programs would be completed to make sure expenditures categories in the State accounting system have adequate budget authority for all projects to be completed. Monthly reports would be prepared for Division Administrators and program staff to review for budgeting and planning purposes as well as these reports would contain statistical and information analysis which would be used towards future course of action. The Deputy Director would utilize these reports as updates need to be made periodically to the public, NGO's, the Budget Office and the Interim Finance Committee.	30%

2	Monitor, research and track revenue and expenditures for one budget account which consist of three and a half million dollars in reserve. This budget account is the CIP Wildlife Capital Projects or Question 1 bonds received through DCNR. This budget account will see additional preceeds from another three million dollar bond sale in one year. This budget account is restricted by Nevada Revised Statue so all expenditures need to be review and approved for compliance. The duties for this task are the same as Duty #1 above with the exception of the following. Review each expenditure and obtain a cash advance from DCNR. Review project cost balances every two weeks and either bill DCNR to seek reimbursement or return excess revenue recived from DCNR for actual costs. Work with program staff to prepare, gain appropriate signatures and submit new or amended Work Plans to DCNR. Reconcile on a monthly basis each NDOW project cost balance to the DCNR monthly Q1 Cost Report.	15%
3	Participate in the preparation, monitoring and maintenance of the department's biennial budget and/or program budget(s) by estimating future expenditure levels based on historical data; making projections for future costs; preparing and presenting the budget and/or justifications to the legislature; monitor fiscal transactions to ensure expenditures are in conformance with State and department policies, regulations and budgetary limits; and developing comprehensive narrative and financial reports for presentation to management, commissions and other entities.	10%
4	Review and analyze each department indirect cost center and then prepare the department's indirect cost rate proposal package. Complete the required research, calculations and documents for each section of the proposal package. This portion has to be completed and mailed by December of each year so it can be reviewed by the US Department of the Interior, Business Center, Indirect Cost Section or (ICS). Then work with ICS through the review process by answering questions and recalculating indirect cost sections of the proposal. The department's indirect cost rate has to be approved no later than June of each year so indirect cost can be applied to grant expenditures and the department's internal cost allocation within divisions.	15%
5	Conduct complex federal grant cash draws which consist 40% of the department's revenue stream. The "large grants" will be drawn on a biweekly basis and the "small grants" will be drawn monthly using the current Excel draw sheets. Draws will be completed in accordance to OMB Circular A-102 and A-133, Wildlife and Sport Fish Restoration Code of Federal Regulations, Service Manual and General Guidance Statements. All revenue will be recorded with the appropriate Catalog of Federal Domestic Assistance number which conforms to the Controller's Office job number requirement for Schedule of Expenditures of Federal Awards reporting. The department's Grant Status Report will be reconciled every two weeks to the federal ASAP draw system and then sent this report to all department grant staff.	25%

6	Continually plan, organize and coordinate the development and implementation of revised or new policy and procedures for these tasks. Keep the federal draw desk manual updated as federal and state rules, policy and regulation change constantly.	5%
---	--	----

6. What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.

This position is under general supervision but would be required to make choices such as spending authority, are expenditures appropriate for a restricted budget account or a federal grant draw as well as which state or federal authority to apply to a situation. Determinations would be made when completing the indirect cost rate proposal, whether a category in a budget account will have adequate budget authority, when to initiate a work program, if a budget account has adequate realized funding or if a cash advance will be required. Judgment would be used when speaking to the department's Director, Deputy Directors, Division Administrators, program staff and other state offices, also when developing or updating policy and procedures as well as when to come to your supervisor with a problem (i.e. budget shortfall) before the issue cannot be contained and corrected within the department capacity.

- 7a. List the class titles and position control numbers of all employees that are supervised by this position.

N/A

- 7b. Describe the extent of supervisory responsibility exercised over these employees.
(Check appropriate boxes.)

☐ Final selection ☐ Work assignment ☐ Performance appraisal ☐ Discipline
☐ Training ☐ Work review ☐ Other (specify):

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

Bachelor's degree from an accredited college or university.

9. List equipment which is used that requires specialized training.

- 10a. List the name, title, and position control number of the position's supervisor.
Gabe Pincolini, PCN#0413

- 10b. Describe the type and extent of supervision received.

General supervision would be required.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?

The State Administrative Manual

Nevada Administrative Code

Nevada Revised Statute

Department of Wildlife Policy and Procedures

Office of Management and Budget Circulars

Code of Federal Regulation (CFR)

State Budget Manual

State Biennial Budget Manual

All Wildlife and Sport Fish Restoration (WSFR) rules, policy, executive orders, service manuals and guidance statements

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

The State Budget Office

The State Controller's

Department of Wildlife Director, Deputy Directors, Division Administrators, program and field staff

Department of Wildlife's, Fiscal Service Section Administrative Service Officers, Budget Analysts and accounting staff

Region 8 Wildlife and Sport Fish Restoration (WSFR) Grants Fiscal Officer and Program Grant Officers

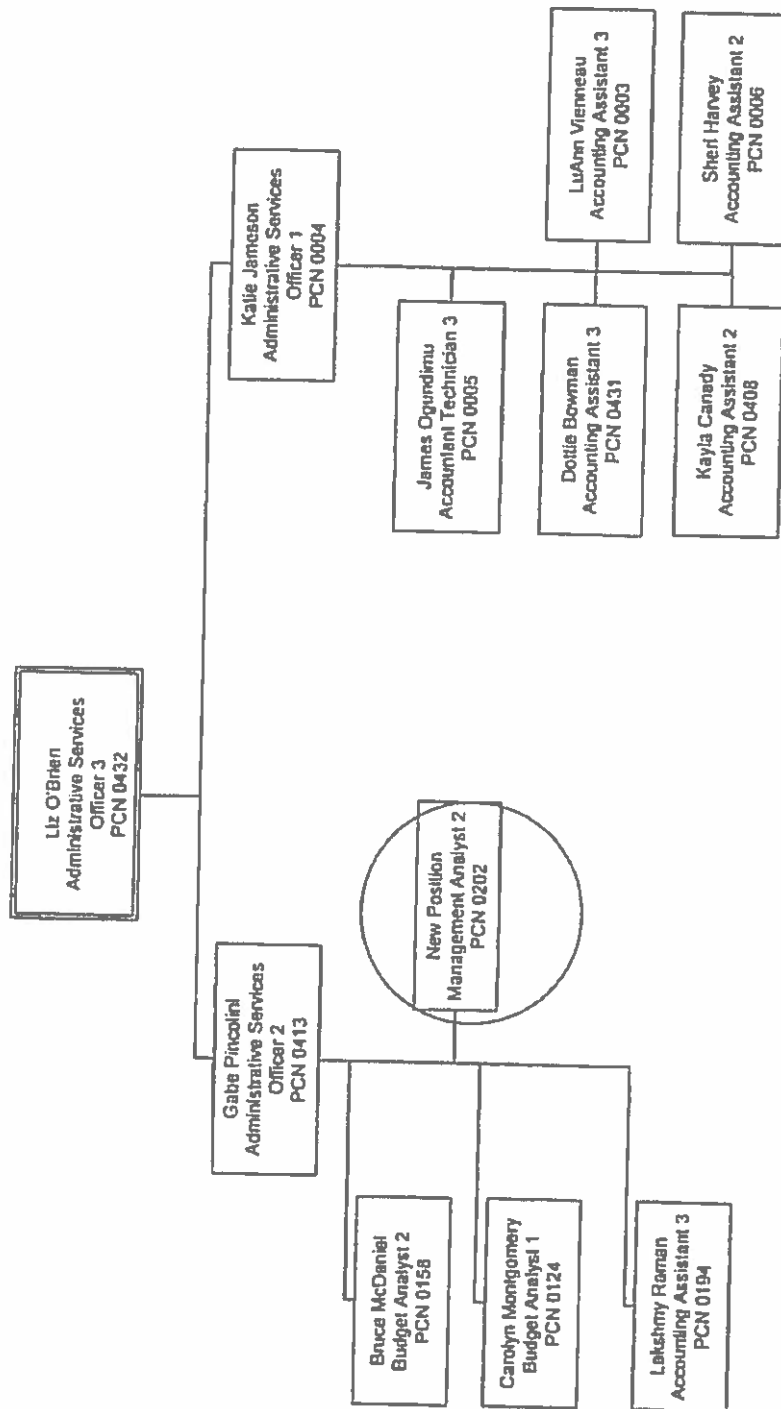
Other government agencies like NPS, BOR, USFWS, USFS, BLM, NRCS

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.
Occasional lifting of files or boxes.

14. Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.

Fiscal Services Section

Home Org 4460



CLASSIFICATION STUDY CORRESPONDENCE/CONTACT AND INFORMATION LOG

[illegible]

STATE OF NEVADA - POSITION QUESTIONNAIRE

☐ New Position
☒ Existing Position

AGENCY ID NO. 3187 DEPARTMENT DCNR

DIVISION NDEP

POSITION CONTROL NO. 0537 EMPLOYEE NAME Vacant

CURRENT CLASS TITLE Environmental Scientist II
 (If existing position)

CLASS CODE 10.536 GRADE 35

REQUESTED CLASS TITLE Management Analyst III

CLASS CODE 7.624 GRADE 37

GEOGRAPHIC LOCATION OF POSITION Carson City

EMPLOYEE PHONE NO N/A

APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the information on page 1, and the statements provided in this NPD-19 are correct and complete. Changed responsibilities were/will be effected on

[Signature] 9/1/06
 Signature of Appointing Authority or Designated Representative Date

Signature of Employee Date

FOR COMPLETION BY BUDGET DIVISION ONLY (Required for new positions and when NAC 284.126, subsection 3 applies.)

☐ Approved Effective Date (If change is approved by State Personnel)..... ☐ Disapproved

Adequate funding available Signature [Signature] Date 9/2/06

FOR COMPLETION BY DEPARTMENT OF INFORMATION TECHNOLOGY (Required when NRS 284.172 applies)

☐ Approved ☐ Disapproved

Signature Date

FOR COMPLETION BY STATE PERSONNEL AND BUDGET DIVISION

Agency ID 3187

Position..... Effective Date 9/7/06 Expire Date..... Type.....

Action.....

Part-time (Percent).....

Class Code 7.624 Title Management Analyst III Grade 35

Class Option.....

Division Code 10 IFC/Legislative Approval Required? ☐ No ☒ Yes Date Received

INSTRUCTIONS TO APPOINTING AUTHORITY

☒ Use the NPD-19 procedure.

☐ Submit Personnel Action form and refer to NAC 284..... subsection.....
 Incumbent meets MQ's: ☐ Yes ☐ No

☐ Other.....

Study No. 100-2-07
 Analyst [Signature] Date 10/12/06
 Approved [Signature] Date 11/15/06

Took to Budget
 11/20/06

RECEIVED
 SEP 07 2006
 DEPARTMENT OF ADMINISTRATION
 OFFICE OF THE DIRECTOR
 BUDGET AND PLANNING DIVISION

1. What is prompting this request? If this is an existing position state the significant changes in duties and responsibilities which have been made in the position since it was established or last reviewed by State Personnel. If this is a new position have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.

A request for a change in class to an existing position control number is being prompted by the significant increase of responsibility for fiscal analysis, budgetary preparation, contract creation and monitoring duties and other related fiscal analysis duties and responsibilities as a result of implementation of existing bureau programs. The responsibilities of this position will be commensurate with a Management Analyst III. Through the implementation of the Petroleum Fund Program, this position will also be responsible for preparation, monitoring and maintenance of all of the bureau budgets and contract activities. The duties require budgetary oversight at the bureau level with fiscal oversight and assistance from the division's Office of Finance and Budget

2. What positions(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)

Duties to be performed by this position are now performed by branch supervisors, bureau chief and administrative assistant III. Supervisor IV, Register Professional Engineer, Position Control #: 0226, 0511, 0227; Environmental Scientist IV, Position Control #: 0513, 0539, 0576; Chief, Environmental Programs, Position Control #: 0535 and Administrative Assistant III, Position Control #: 0527.

3. Briefly describe the major purpose of this job.

To perform difficult assignments related to the preparation, monitoring and maintenance of all of the bureau budgets, contracts, and the lead on research and analysis requirement of bureau programs. The bureau has been using Administrative Order on Consent (AOC) with responsible parties to cost recovery resource costs related directly to the oversight and coordination of remediation projects. This requires the participation during legal negotiations with responsible parties, to insure appropriate cost recovery mechanisms for late payment penalties and stipulated penalties for performance failures, the establishment of payment schedules, review of quarterly billings, tracking of administrative cost recovery terms, with associated tasks of the AOC. The position will also prepare documents required by the Board to Review Claims, duties require the technical review of assessment documents, providing approval of remedial elements, and giving technical guidance to program staff, the regulated community, and local governments.

4. Attach a copy of the agency organizational chart to this form. Please circle the position.

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly or annual basis. If this is an existing position, please put an asterisk next to each duty that is new.

Budget preparation, monitoring and maintenance, monthly reconciliation, analysis (45%)

- Lead Bureau representative on the preparation of the Bureau's Biennial Budget
- Prepare, monitor and maintain Bureau's budget tracking tool
- Reconcile Bureau's operating budget monthly and balance with OFPM tracking numbers
- Make suggestions on budget revisions to branch supervisor and chief on monthly basis
- Conduct bureau/divisional studies and analysis of management and administrative areas
- Assist OFPM on bureau/divisional fiscal year end-of-year closings

• Prepare, monitor and maintain all bureau contracts (40%)

- Lead on all bureau contracts, from IRPs, selection and award
- Review all contract requirements, coordinate billings and contract questions with appropriate branch supervisor
- Monitor all transactions
- Assist other bureaus on contract preparation and monitoring
- Administrative point of contact with State Purchasing and contractors.

Assist branch supervisors on budget/grant negotiations with EPA (5%)

- Assist branch supervisors on federal grant negotiations
- Prepare, monitor and review with chief and branch supervisors grant applications
- Review all grant requirements submitted for bureau/divisional programs.

Insure federal grant compliance (5%)

- Review, monitor and initiate approval of fiscal grant documents and monitor the related grant work plans.
- Attend technical and regulatory meetings between federal, state, and local agencies.

Research, analysis, planning and monitoring (5%)

- Review, write, revise and recommend administrative policies and procedures for the bureau/division.
- Review, monitor and research legal inquiries, legislative bills (state/federal) and provide appropriate management of potential impacts
- Plan, organize and coordinate development and possible implementation of revised operational procedures for branch/bureau/division effectiveness and efficiency.

6. What duties are performed that require the incumbent to make choices, determinations or judgments? Please give examples.

All of the duties of this position require the incumbent to make choices, determinations, or judgments which will guide the branch supervisor, bureau chief, deputy administrator on the best course of action. Within the Bureau the incumbent will be required daily interaction with the branch supervisors, bureau chief and divisional budget analyst making decisions.

7a. List the class titles and position control numbers of all employees that work under the supervision of this position.

This position is not a supervisory position.

7b. Describe the extent of supervisory responsibility exercised over these employees.

N/A

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

This position requires a bachelor's degree in public/business administration, finance, social sciences, mathematics or related field. Education and/or experience in environmental sciences or equivalent fields would be helpful and three years of appropriate work experience.

9. List equipment which is used that requires specialized training.

The position requires familiarity with office equipment, computer also requires the use of specialized state computer software, databases.

10a. List the name, title and position control number of the position's supervisor.

The position's supervisor (Psn #0537) is vacant. Currently, the position is being supervised by the Branch Supervisor, Environmental Scientist IV Psn #0539.

10b. Describe the type and extent of supervision received.

Position is required to work independently with general supervision being provided by the position's supervisor.

11. What statutes, laws, rules, procedures or guidelines are used in performing assignments?

The following Nevada statutes and regulations are used regularly:
NRS 459.610-658 and NAC 459.973-9743—Voluntary Cleanup Program
NAC 445A.226-22755—Action Levels for Contaminated Sites
NAC 445A.346-348—Notification of Release Required
NRS 445A—Water Controls, General Provisions

The following Federal laws and regulations are used:
40 CFR 300—National Contingency Plan
Comprehensive Environmental Response, Compensation, and Liability Act
Superfund Amendments and Reauthorization Act
Emergency Planning Community Right-to-know Act
Brownfields, Small Business Liability Relief Act

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

The following people are contacted while carrying out of duties in this position:

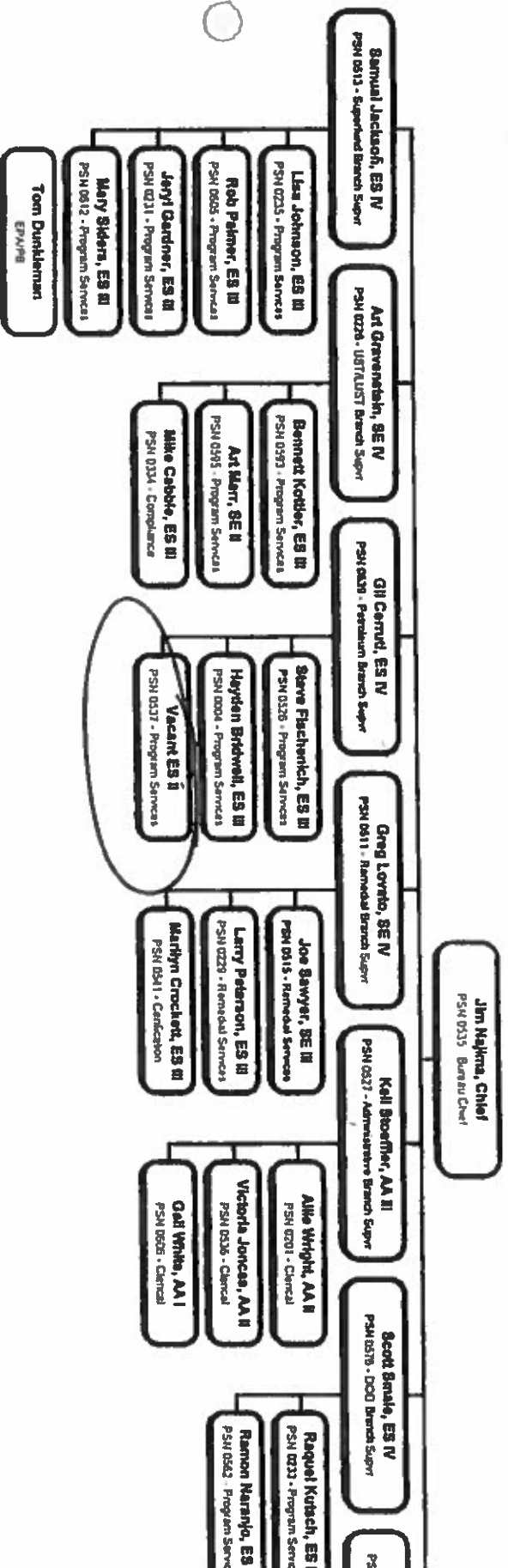
- Representatives of Responsible Parties—contacted in order to work out requirements of federal and State laws and regulations.
- Contractors and Consultants—contacted to discuss Workplan for assessment and remediation strategies, data interpretation, statements of work, related to cost allocations and budget monitoring.
- Federal Employees—contacted to provide site status updates, interface on multi-agency oversight cleanups, and receive occasional technical and regulatory guidance.
- Local Governments—the grant and loan provisions of the federal program means the position must have close contact with local government officials who will be receiving these monies.
- Public—this position must present information during public meetings as required for the Cleanup Program or sensitive cleanups done under an Agreement Order with a Responsible Party.

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

Occasional site visits maybe required which can expose the incumbent to physical and chemical hazards. The position may require 40 hours of OSHA training consistent with 1910.120 (Hazardous Waste Operator).

14. Provide any additional information about the job which you consider to be important to the classification, but which have not been previously mentioned.

BUREAU OF CORRECTIVE ACTIONS UPDATED AS OF 07/26/2006





STATE OF NEVADA

Department of Conservation & Natural Resources

DIVISION OF ENVIRONMENTAL PROTECTION
BUREAU OF CORRECTIVE ACTIONS

P: 775.687.9368 F: 775.687.8335

Kenny C. Guinn, Governor

Allen Biaggi, Director

Leo M. Drozdoff, P.E., Administrator

August 10, 2006

MEMORANDUM

To: J. Mike Nolan, Budget Analyst

Through: Leo Drozdoff, P.E., Administrator *LD*
Tom Porta, P.E., Deputy Administrator *TP*
Dave Emme, Chief, OFPM

From: Jim Najima, Chief, BCA *JN*

Subject: Request to reclassify position control number 0537 from an ES II to MA III

RECEIVED

SEP 05 2006

NEVADA DEPT. OF PERSONNEL
CARSON CITY, NEVADA

I am requesting your consideration and concurrence to reclassify position control #: 0537 from an Environmental Scientist II (Grade 35) to a Management Analyst III (Grade 37).

A request for a change in class to an existing position control number is being prompted by the significant increase of responsibility for fiscal analysis, budgetary preparation, contract creation and monitoring duties and other related fiscal analysis duties and responsibilities as a result of implementation of existing bureau programs. The responsibilities of this position will be commensurate with a Management Analyst III. Through the implementation of the Petroleum Fund Program (fiscal program), this position will also be responsible for preparation, monitoring and maintenance of all of the bureau budgets and contract activities. The duties require budgetary oversight at the bureau level with fiscal assistance oversight from the division's Office of Finance and Budget. The position is funded from Cat. 08, Petroleum Fund.

Your consideration of this request is appreciated. If you have any questions please contact me.



CLASSIFICATION STUDY CORRESPONDENCE/CONTACT AND INFORMATION LOG

Study # 100-2-07

DATE	INFORMATION GATHERED/COMMENTS	INITIALS
9/7/2006	Date Study Received	
9/7/04	Ltr sent to Agency & Budget	AKK
	LISA Fleming BHT - 373-0023 252-2-02	
9/22/06	Mt @ Gil Center - discussion of Problem of having their position classified higher than the BHT Plant owners all financial aspects of their Budget deal when the studies appear to be working will discuss with NDEP management & get back to me. <u>on hold</u>	
10/12	Gil Center reported that NDEP agrees the position should be BHT pr. 35	
10/12	Called Deborah Hanning to let her know will need IFC letter study on hold.	
TOTAL DAYS ON HOLD		

AUDIT NOTES

100-2-07 Study Number	CNR Department	NDEP Division	3187/0537 Budget Acct/PCN
Vacant Incumbent	Phone Number	10/12/06 Date	Analyst Signature
Environmental Scientist II, 10.536, grade 36 Current Class			
Management Analyst III, 7.624, grade 37 Proposed Class			
Management Analyst II, 7.725, grade 35 Decision			
COMMENTS: This position will be for fiscal analysis, budget preparation, contract creation and monitoring in implementing the Bureau of Corrective Action programs. Position has responsibility of cost recovery of resource costs related directly to the oversight and coordination of remediation projects. This requires participation during legal negotiations with responsible parties to insure appropriate cost recovery mechanisms for late payment penalties and stipulated penalties for performance failures, the establishment of payment schedules, review of quarterly billings, tracking of administrative cost recovery terms with associate tasks in using administrative orders of consent. The position will correctly align at one grade lower with the Budget Analyst II, grade 36, in the Admin section that has full responsibility for this and several other budget accounts. The agency is in agreement with the Department of Personnel's determination that his position will be appropriately classified at the Management Analyst II, grade 35 level.			

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☒ New Position
☐ Vacant Position
☐ Filled Position

DEPARTMENT: Department of Business and Industry		RECEIVED State of Nevada Department of Administration DIVISION OF HUMAN RESOURCE MANAGEMENT SEP 10 2013 COMPENSATION, CLASSIFICATION RECRUITMENT DIVISION
DIVISION: Director's Office		
GEOGRAPHIC LOCATION: Las Vegas, Nevada		
OF POSITION:		
AGENCY ID# (3 digits): 740	FUND# 101 (3 digits):	CLASS CODE: CLASS CODE: 7.625
AGENCY ORG/BUDGET# (4 digits): 4681	POSITION CONTROLS#: 0014	
CURRENT CLASS TITLE: New Position Request (If vacant or filled position):		GRADE: 35
REQUESTED CLASS TITLE: Management Analyst 2		
EMPLOYEE NAME:	PHONE#:	EMAIL:
SUPERVISOR NAME: Ash Mirchandani	PHONE#: 325-486-4492	EMAIL: amirchandani@business.nv.gov

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.

Changed responsibilities were/will be effected on: 8/29/13

Date: 8/29/13

Appointing Authority or Designated Representative signature: [Signature]

Date: 9/4/13

Employee signature: [Signature]

Date: 9/4/13

Is this request being submitted with agency approval or knowledge? ☐ No ☒ Yes

3a. FOR COMPLETION BY BUDGET DIVISION ONLY

Required for new positions and when NAC 284.126 (3) applies.

☐ Approved effective date (if change is approved by DHRM)

Date:

☒ Approved - date to be determined and change to be approved by DHRM

☐ Disapproved

Part-time (%):

Expire date:

Signature: Stacey Phoon

Date: 9/9/13

Notes: Approved Aug 2013 IFC- WPC27128

3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY

Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services: Information Technology subgroup.

☐ Approved ☐ Disapproved

Signature:

Date:

4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY

Dept code: 740

Effective date:

Expire date:

Division code: 4681

9-10-2013

Class code: 7.625

Title:

MANAGEMENT ANALYST II

Grade:

35

Class option:

IFC/Legislative approval required?

☒ No

☐ Yes, date approved:

INSTRUCTIONS TO APPOINTING AUTHORITY

Incumbent meets MQ's:

☐ No ☐ Yes

☒ Other:

USE Hiring PROCEDURES

9/20/13 H/c to Budget

Study#:

153-14

Analyst:

Heather Q. Napier

Date: 9/18/13

Supervisor:

JM. [Signature]

Date: 9/19/13

1. What is prompting this request? If this is an existing position, state the significant changes (as defined in NAC 284.126) in duties and responsibilities which have been made in the position since it was established or last reviewed by the Department of Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.

This request is primarily the result of a complex new program placed under the Director's Office of Business and Industry through Senate Bill 357, approved by the 2013 Legislature, enacting the Nevada New Markets Jobs Act.

Under the administrative direction of the Department's Deputy of Programs position, located in the Director's Las Vegas office, the incumbent will be responsible for addressing this new program as well as the existing statewide level programs and projects assigned to the Department. A listing of the programs overseen by the Deputy of Programs in Las Vegas is attached to this request.

The Management Analyst series is requested based upon the need for a support position trained and experienced in statistical and financial analysis, legislative and regulatory analysis and development, the development and maintenance of control policies and workflow procedures, the establishment and oversight of program operations and the implementation of new and revised programs for the Director's Office of the Department of Business and Industry.

SB357, New Market Jobs Act:

The 2013 Legislative Session, through SB357, added another new program to this section that will require substantial analytical and administrative fiscal support in developing and implementing regulations, rules and applications. This will include application review procedures and determinations for Director's findings, ongoing financial monitoring and the collection and accounting for fees, bonds and security deposits. This Program became effective June 12, 2013 and creates a substantial regulatory burden for the Director's office.

Until this time the Director's Office was a fiscal, budgetary and administrative support office. While it administered programs, the Directors Office did not have ultimate regulatory responsibility of the programs on its own. As a result, dedicated program staff for SB 357 do not currently exist within the Director's Office, nor were they addressed for the office within SB357.

The requested position is also needed to address future program growth and regular long range, broad based planning and program and policy development including economic development and small business advocacy and complex program areas statewide and across local and national government jurisdictional lines.

For the Director's Office of the Department of Business and Industry, this position will be singularly expert in their work assignments with the assignments revolving around support for and assistance to the Deputy Director of Programs and the Director of the Department. With the addition of this position, the Director's Office will have resources to provide higher level technical support for the Programs section of the Director's Office.

NOTE:

- A) See the attachment entitled "Summary of Current Business & Industry Director's Office Programs" for the current listing of Programs under the supervision of the Deputy Director of Programs for which the Director's Office is now responsible but lacks sufficient staff to address.

2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)

This is a new request based upon the anticipated workload required for a more expansive business support program with multiple projects that requires an analyst dedicated to program development and financial statement evaluation and compliance reviews primarily as a result of the upcoming New Market Tax Credit Program approved by the 2013 legislature.

3. Briefly describe the major purpose of this job.

This position will function as program analyst working directly for the Deputy Director of Programs within the Las Vegas office. This position will independently develop policies and procedures manuals, forms and operational databases for use by staff and industry including first-time licensing requirements, licensing renewals, office workflow, delinquency collection and audit functions. and oversee and manage various programs developed and supervised by the Director's Office of Business and Industry.

The position responsibilities in conjunction with the Deputy Director of Programs:

- Conduct research and analysis of program operations, prepare and maintain statistical information, manage operational and technical requirements pertaining to programs to ensure compliance with budget limitations, applicable laws, regulations, policies and procedures.
- Prepare internal controls for fiscal and operational oversight responsibilities of each individual program created/managed by the office.
- Review and recommend revisions to Department regulations and related statutes on a regular basis.
- Perform program performance reviews and directly assist the Deputy in developing necessary policies and procedures as a result of Legislative and Executive Branch or federal or other financial or operational audits of Department Programs.
- Develop and maintain reports to monitor program needs
- Conduct statistical and investigative studies, compile and analyze data and present reports to summarize study results, draws conclusions and makes recommendations regarding policy/procedures and the department's position on issues governing licensees and development of new programs or services based upon research conducted.
- Analyze, plan, develop and implement new policies, procedures, workflow changes, new processes and programs to ensure Department and Divisions goals and objectives of the Strategic Plan are met.
- Ensure the accurate accounting of Department bonds, trust and non-executive accounts within the Divisions.
- Prepare grant applications to secure federal funding for State and/or State sponsored programs and oversee grant management and program implementation to ensure adherence to program objectives and performance measure expectations.
- prepare, monitor and maintain the biennial budgets by estimating future expenditure levels based on historical data; projects future costs; monitors fiscal transactions to ensure expenditures are in conformance with State and department regulations and budgetary limits; and develop budgetary and financial reports and comprehensive narratives.
- Conduct financial analysis for program functions and analyze cost estimates for temporary contract employees and increases in payroll cost associated with the approved budgets.
- Testify before the Legislature regarding Department and Division operations and review, analyze and prepare various financial reports and draft Bill Draft Requests and assist in preparation of follow-up Legislative Letter of Intent responses.

4. **Attach a copy of the agency organizational chart to this form. Please circle this position.**

The chart is attached and the requested position requested is shaded.

5. **List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.**

For the 1st fiscal year this position will be dedicated to implementation of the NEW MARKET JOBS ACT. There will be specific job duties assigned for the development and continued oversight of the program.

These duties are explained in detail on the attached summary entitled "SPECIFIC DUTIES REQUIRED OF THIS NEW REQUESTED MANAGEMENT ANALYST POSTION IN IMPLEMENTING THE NEVADA NEW MARKETS JOBS ACT APPROVED THROUGH SENATE BILL 357, EFFECTIVE FY 2014"

When the program is fully implemented this postion will perform continue to process and manage this new program but will additionally be able to focus on new program development and oversight of existing programs including the New Market Jobs Act. The below is an estimate of the continuing duties that will be performed.

DUTY#	DUTY	FREQUENCY
1	<p>Program Development and Existing Program Oversight:</p> <p>Assist the Deputy Director of Programs and the Director in the development and maintenance of new outreach and financial programs coordinating administrative objectives and program services with federal and state policies and regulations. Ensure that issues are carefully researched and information provided is consistent with information researched and/or information and/or data received from the federal government, program representatives, licensees or regulated entities.</p> <p>Assist in setting accounting policies and assists in directing accounting systems for all primary and flow-through funding including systems for bond services, general program and administrative activities, business enterprises and division program and administrative activities.</p> <p>In overseeing applications and performance requirements of licensees, perform a compliance review and certify outside financial reports received from licensed entities including investment funds and trust fund review and management.</p> <p>If applicable, review and authorizes all applications for primary and flow-through grant funding prior to approval by the Deputy Director of Programs</p> <p>Review all program strategic plans and cost analyses. Ensure legislative performance measures are addressed in the strategic plan and maintained timely and accurately.</p> <p>Ensure compliance with all laws and regulations and recommends alternative solutions for any problem areas consistent with Departmental budgetary and administrative goals.</p> <p>In conjunction with the Deputy Director of Programs assists in the development of Departmental plans of direction; initiate and evaluate departmental research projects and needs assessments; assigns available resources in compliance with Departmental goals.</p> <p>Performs a review of new and revised Departmental outreach and support programs to ensure soundness and consistency with financial principals and to review for any potential fiscal impact.</p>	80%

2	<p>Daily Accounting, Reporting and Post Audit:</p> <p>Assist the Deputy Director of Programs who oversees and approves all fiscal procedures and transactions submitted on behalf of the Department to the Legislature, Budget Division, or the Federal Government.</p> <p>This position is responsible for the initial review, posting and processing of applications and other source documents including the maintenance of all accounting transactions, budgeting and financial planning, acceptance of funds and preparation of deposits, set up and processing of vouchers, reconciling daily transactions and preparing program financial statements as related to daily program fiscal support on behalf of the Deputy Director of Programs.</p> <p>Provide program performance reports regarding relevant tasks and budget process and generates monthly reports for the Deputy Director of Programs including analysis and necessary journal adjustments in order to ensure funding. Recommends options and alternatives in the event agency funding proposals are not available.</p> <p>Conduct financial analysis for program functions and analyzes cost estimates for temporary contract employees and increases in payroll and operating cost associated with the approved budgets.</p> <p>Ensure the accurate accounting of Department Private Activity bonds, trust and other non-executive budget accounts within the Office.</p> <p>Conduct research and analysis of operations, legislative impact, statistical information, and technical requirements pertaining to the Department to ensure compliance with budget limitations, applicable laws, regulations, policies and procedures. Review and recommend revisions to Department regulations and related statutes on a regular basis.</p>	15%
3	<p>Federal Grant Requests and Reporting</p> <p>Prepare grant applications to secure federal funding for State and/or State sponsored programs and oversee grant management and program implementation to ensure adherence to program objectives and performance measure expectations.</p> <p>If applicable, ensure the accurate and timely billing of federally funded reimbursement reports cash in-flows and cash out-flows in accordance with the federal Cash Management Improvement Act (CMIA).</p> <p>Testify before the Legislature regarding Department and Division operations and review, analyze and prepare various financial reports and draft Bill Draft Requests (BDR) monitor review and monitor and assist in preparation of Legislative Letter of Intent responses.</p>	2%

4	Audit Follow-up Ensures audit findings are addressed and policies and procedures are updated timely in response to Executive, Legislative Counsel Bureau and outside cognitive agency reviews and audits of Department programs. Ensures all plans regarding correction of audit exceptions are attained and maintained. Assists in negotiating audit findings with federal and state authorities on behalf of the Director. Review and directly assist the Deputy of Programs in developing necessary policies and procedures in response to Legislative and Executive Branch or federal or other financial or operational audits of Department Programs.	3%
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6. What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.

All reviews, operational studies, and projects will require the incumbent to make choices, determinations and judgments which demonstrate the proper advice to the Deputy Director of Programs and the Department Director. The incumbent will also need to make choices and formulate responses or official determinations to provide effective and timely support. Will also decide on research methods and analytical methodology and the approach to the presentation of information, findings and proposals to top management.

- 7a. List the class titles and position control numbers of all employees that are supervised by this position.

None at present time.

- 7b. Describe the extent of supervisory responsibility exercised over these employees.
(Check appropriate boxes.)

☐ Final selection ☐ Work assignment ☐ Performance appraisal ☐ Discipline
☐ Training ☐ Work review ☐ Other (specify):

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

None beyond those required for the classification.

9. List equipment which is used that requires specialized training.

Network hardware, Computer and analytical and statewide systems database applications.

- 10a. List the name, title, and position control number of the position's supervisor.
Ash Mirchandani, Deputy Director of Programs, U4111, PCN 4681-0006.

10b. Describe the type and extent of supervision received.

Minimal supervision for workload, deadlines and related duties.

Works under the general and specific direction of the Department's Deputy Director of Programs. Independently develops and completes all assignments in a manner that favorably reflects upon the Department and the Administration. The Supervisor and Director are kept informed of highly sensitive matters but, incumbent generally has full range of discretion in completing work.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?

Thorough understanding of all statutes and agency regulations supporting the activities of the Department of Business and Industry. Numerous Nevada Revised Statute (NRS); Nevada Administrative Code (NAC); federal laws; State Administrative Manual (SAM); Department of Business and Industry Policies; Governor's Directives, and all other applicable laws, rules, procedures, and policies. The incumbent will need to possess a widely diverse knowledge of all programs within the Department as well as prevailing statewide issues.

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

1. Director, Deputy Director for the Department of Business and Industry. Exchanges information and provides direct oversight and assistance on Departmental projects and development of centralized processes within the Department.
2. Accountant in the Office of the Controller -- as related to coordination of audits of agencies bonds and securities and federal reviews and performance measurement.
3. Internal and External Public and Private Auditors as related to financial and operational reviews and recommendations.
4. Program Analyst for the Legislative Counsel Bureau -- all program and budget related items.
5. Bond Counsel and financial advisors for multiple programs as related to application review and preparation of bond documentation and verification of financial standing for Board of Finance Review and approval.
6. Department of Information Technology staff and Director's Information Systems Manager -- as related to all process reviews and discussion of alternatives and process improvements utilizing technology solutions.
7. Various vendors, contractors and sub-grantees -- review and coordination of all project services provided to the Department.
8. Other Department staff, Governor's Office staff, Local economic development agencies and various other federal, state and local officials as needed.

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

Deadlines for review and analytical responses to the highest level of governmental representation under short notice requires the ability to work on multiple projects with competing deadlines and often alone after hours, requiring the ability to hear and respond to electronic communication, the telephone, fax/scanner/copier machine, various computer networks, fire or safety alarms, and the ability to exit the building unassisted.

14. Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.

At the Director's Office level, complex tasks and responses to public issues are addressed directly to the highest levels of state and federal government organization. As a result, this position must present the highest level of training and skill sets, combined with professionalism and communication skills equivalent to the individuals served.

[illegible]

**SPECIFIC DUTIES REQUIRED OF THIS NEW REQUESTED MANAGEMENT ANALYST
POSITION IN IMPLEMENTING THE NEVADA NEW MARKETS JOBS ACT APPROVED
THROUGH SENATE BILL 357, EFFECTIVE FY 2014:**

Rules and Application

Initially, the department will need to adopt rules to administer the program and develop a form which community Development entities, ("CDEs") can use to apply to have Qualified Equity Investments ("QEIs") certified as eligible for tax credits under the program. This new position will be responsible the mechanics of program implementation (i.e. the Act sets forth the items required in the application, sets the time periods within which funds must be raised and spells out notice and reporting requirements). Sample rules will be the first priority, rules that will promote the efficiency and protect the integrity of the Nevada Program beyond what is found in the Act along with explanations of such rules. As part of the rules process, the department will need to publish an application form that CDEs can use to apply for tax credit authority. It will also be necessary for this position to assist in developing the application form for the state of Nevada along with the policies and procedures

Application Review

As part of the initial set up of the program, the department will announce a date on which it will first begin to accept applications from CDEs. On that date, requests for certification will be submitted in excess of the \$200 million available under the program.

This new position will 1) review and make recommendations to the Deputy director of Programs to approve/decline applications and 2) make allocations.

The review of applications will include verification of compliance for items such as a signed allocation agreement and performance deposit. Determining allocation amounts (not to exceed \$50 million per applicant together with any affiliated applicants), or for the pro rata allocation of the tax credits and QEI authority.

Under the statute, the department has 30 days to review applications and make allocation determinations. Once allocations are set, this position will ensure the department provides each successful application with a Notice of Certification and Allocation of QEI Authority.

QEI Fundings

Successful applicants will have 30 days from receipt of Notice of Certification to issue QEIs in the amount certified by the Department and ten business days from such issuance to notify the Department. Such notifications typically include bank statements that evidence (1) a credit to the CDE's bank account equal to the amount certified and (2) a debit from the holder of the QEI's bank account equal to such amount. In the event a CDE does not issue QEIs in the amount certified, such certification lapses and reverts back to the Department for reissuance to other applicants whose applications were reduced pro rata under Section 16.4.

During this process, a successful applicant may seek to allocate part of its award to one or more other CDEs that are its affiliates. If so, the CDE will need official confirmation of the transfer from the department.

This process will be monitored and maintained by the incumbent in this new position

Ongoing Monitoring and Reporting

This new position will be responsible for verifying the compliance or non-compliance of all CDEs involved in the Nevada Program.

Once the department has made initial awards and received evidence that the QEIs were

funded within the allotted time period the department is required to conduct an annual review of each CDE to ensure that it has complied with the Program's requirements.

These compliance reviews will be conducted by this requested position.

The three main compliance issues with CDEs will be

- 1) continued status as a CDE; 2) initial and continued investment of at least 85% of QEI proceeds in qualifying businesses and 3) distributions that are not in excess of the CDE's operating income.

The new position will be required to have working knowledge of the federal program to police item #1 as it is the CDFI Fund that certifies (and can decertify) an entity as a CDEs.

The new position will certify compliance with items 2 and 3, through review of annual reports submitted by CDEs that demonstrate their investment and distribution activities. The CDE must demonstrate that it has invested at least 85% of the amount of QEIs certified by the first anniversary of issuing the QEI. Failure to do so results in recapture of Nevada tax credits and forfeiture of a performance fee described below. CDEs will be required to notify the Department that they have complied with this provision of the Act and should submit paperwork evidencing investments in qualifying businesses. Distribution limitations are verified by a review of a CDE's financial statements, which are required as part of the CDE's annual report to the department.

The Act also requires the Department report to the legislature every other year on the impact of the program and the compliance of CDEs involved in the program. The incumbent in this new position will use annual reports submitted by the CDEs to elicit information with respect to job creation and retention that resulted from their investments and other community and economic impacts.

Accounting for Performance Fees

Failure to issue QEIs that the department certifies or to invest at least 85% of a QEI's proceeds in Nevada businesses (with no one business receiving greater than 25% of the QEI proceeds) within one year of issuance will result in the forfeiture of a performance fees submitted with each application. This new position will be responsible for full accounting of performance fees held in trust. Each CDE will have to provide evidence in its initial annual report that it has met the required investment threshold (bank statements, wires, information on the Nevada companies funded). Once this new position verifies compliance with these two requirements and formally notifies the CDE, the CDE may request a refund of the performance fee 30 days after demonstration of such compliance. The Department, this position as the Director's designate, then has 30 days to refund such fee.

Summary of Current Business & Industry Director's Office Programs

Under the current administration, The Department of Business & Industry is responsible for several programs which assist businesses, homeowners and other constituents. These programs are summarized as below;

Business Advocacy

Under NRS 232.522 the Department of Business & Industry is empowered to assist businesses through its various programs. The Business & Industry small business advocacy program serves as an advocate for small businesses in their dealings with State government agencies.

Business & Industry advocates on behalf of small businesses and meet with businesses one on one and assist with business challenges, such as - access to capital, regulatory assistance within and outside of State Government, training assistance, connecting businesses with various resource partners.

Business & Industry Roundtables

Quarterly 'roundtables' to ensure better collaborations amongst business entities statewide: The roundtable mission is to identify challenges and work on strategies to overcome these challenges. These roundtables are attended by representatives of over fifty entities throughout Nevada and focus on increasing communication and collaboration between resource partners statewide and also in increasing efficiency in service delivery to small businesses.

One Stop Small Business Information Portal

Business & Industry has developed a comprehensive business portal (business.nv.gov) which has extensive small business resources for Nevadans in a single place. Updating the portal with current information, new resources, and enhancing its aesthetic appeal is a continuing process. The portal also has a calendar which lists business event in Nevada and a step by step guide with internet links for a new small business to get the necessary business licenses and permits.

Access to Capital Programs

To assist smaller businesses build credit and provide financials worthy of securing traditional business loans and lines of credit needed to grow and expand. There are two options available to entrepreneurs seeking to finance their business: borrow funds (debt equity) or sell ownership interest in exchange for capital (equity financing).

The department's access to capital initiatives assists small businesses to research and compare the various small business finance programs available in the State of Nevada to determine which program best meets their needs and connect them to lenders nationwide. A program goal will also be to create a database of all business lending programs and products in the State of Nevada. Seeking new sources of funding for Nevada businesses will also be a goal through many traditional and non-traditional mechanisms for obtaining capital such as:

- Grants and Incentives
- Non-Traditional Financing

- Angel Investors
- Venture Capital
- Crowd funding
- Micro lending
- Community Development Financial Institutions
- Accounts Receivables Financing
- Peer to Peer Lending
- State Small Business Credit Initiative
- Traditional Financing
 - Conventional Loans
 - SBA Loans
 - USDA Loans
- Bonds Programs.

Charter Schools Bonds

Senate Bill 384, 2013 Legislative Session. This bill authorizes the Director of the Department of Business and Industry to issue bonds and other obligations to finance the acquisition, construction, improvement, restoration or rehabilitation of property, buildings and facilities for charter schools. Sections 1-22 of this bill enact the Charter School Financing Law and provide for the issuance of such obligations by the Director. Section 29 of this bill revises provisions governing the closure of a charter school to provide, among other things, for notice of the closure, the development of a plan for closure, an audit and the winding up of the financial affairs of the charter school. Section 30 of this bill authorizes a charter school to incorporate as a nonprofit corporation. Section 31 of this bill authorizes a charter school to borrow money and encumber its property and other assets, and to use public money to purchase property with the approval of the charter school's sponsor.

Home Retention Program

The Home Means Nevada Home Retention Program is designed to assist those individuals and families at risk of losing their homes who have not been helped by other housing programs. The goal of the program is to stabilize home ownership and neighborhoods and return home mortgages to current market value. This is a principle reduction program which leaves the original interest rate intact as long as it falls within a floor-ceiling range to be determined. Loans that are outside that range may be modified if the program chooses. The new notes will be for 100% plus 20% of current market value. The 20% is without interest, to incentivize homeowners to work with our housing counseling agencies to bring their total debt payment below 45% within the next two years. This will enable homeowners to build their credit profile and enhance their eligibility for refinance within a reasonable timeframe. Once the homeowner is in position to refinance the loan and exits the program, 20% of the initial note will be forgiven.

New Market Tax Credit Program

Senate Bill (SB) 357 was passed by the Legislature on June 3, 2013 and approved by the Governor on June 12, 2013. The bill is effective June 12, 2013 for the purpose of adopting regulations and October 1, 2013 for all other purposes. Under the bill a program of insurance premium tax credits for economic development is created, called the Nevada New Markets Jobs Act (Act). Adjudication of the Act falls to the Department of Taxation and the Director of the Department of Business and Industry (Director).

As enrolled, SB 357 creates a substantial regulatory burden for the Director. While the Department of Taxation is responsible for reconciling tax credits claimed on filed tax returns, all other regulation of the Act falls to the Director. After parsing the explicit statutory requirements. The following list of regulatory requirements for the Director has been compiled. The Director must:

- Accept applications from qualified community development entities (CDE) for designation of a qualified equity investment (QEI). The applications must contain a number of items as specified in the Act;
- Accept a nonrefundable application fee of \$5,000 with each application submitted;
- Accept a refundable fee in the amount of 0.5% of the QEI. The refundable fee must be deposited in the New Markets Performance Guarantee Account in the General Fund and refunded or seized as forfeit under certain statutory circumstances;
- Grant or deny the application, in full or in part, within 30 days of receipt of a complete application;
- Certify completed applications and provide notice of a certified QEI to the applicant CDE. The notice must contain the names of the entities who will earn the credits and the respective credit amounts;
- Accept notices when the entity using a credit changes, pursuant to the provisions of the Act;
- Ensure that QEIs are certified in the order in which the applications are received;
- Ensure that QEIs are certified pursuant to the quantitative limitations of the Act;
- Accept notice that a QEI has been transferred to a controlling entity within the parameters of the Act;
- Receive notice from the CDE of receipt of a cash investment within 10 days of the investment being made;
- Seize and reissue lapsed certifications for QEIs pursuant to the provisions of the Act;
- Adjudicate requests to lower the low-income community investment requirement from 30% to no less than 20%;
- Recapture tax credits when the CDE or QEI no longer meet the requirements of the Act;
- Issue letter rulings regarding the Act;
- Decertify QEIs previously approved;
- Review each CDE annually;
- Report on the results of the Act to the Director of the Legislative Counsel Bureau by June 30 of each even-numbered year;
- Adopt regulations; and
- Otherwise enforce the provisions of the Act.

Private Activity Bond Programs

Distribution of State Volume Capacity: NRS 348A.020

The Director of the Department is responsible for determination of the aggregate face amount of certain private activity bonds as defined by and within the calendar year limitations established by 26 U.S.C. § 146. This distribution, known as the 'Volume Cap' is based upon 50% of the federally approved state ceiling for a year. The director is responsible for distributing the state's share combined with individual county requests to projects throughout Nevada.

The State of Nevada through this program has several Private Activity Bond programs to help companies and individuals get tax-exempt municipal bond/public debt instruments to finance specific projects to increase economic growth, industry and employment in Nevada. The Department markets its bond program and works with the Governor's Office of Economic Development, Regional Development Agencies and private businesses looking to use these financing products.

- **Industrial Development Revenue Bonds**

Tax exempt bonds used to finance development of industrial facilities; research and development facilities; commercial, civic, cultural enterprises, accredited educational institutions and health facilities.

- **Renewable Energy Bonds**
Tax exempt bonds used to finance the development of renewable energy facilities.
- **Exportation of Goods Bonds**
Tax exempt bonds used to finance the production of goods for export or the expansion of the production of goods for export.
- **Venture Capital Bonds**
Tax exempt bonds used to provide an attractive opportunity for the investment of venture capital within the State of Nevada.

Housing Data/Index Program

Business & Industry in partnership with Lied Institute of Real Estate Studies provides monthly housing data information. Business & Industry also in partnership with Applied Analysis publishes a quarterly *Nevada Housing Stability Index* to provide authoritative and comprehensive information to policymakers and the public about the state of Nevada's housing market and analyses factors, such as; number of foreclosures, notices of default, amounts of negative equity, the "shadow inventory" of foreclosures, and so on. This index provides historical and baseline data about where Nevada's housing market has been and, more importantly, allows monitoring and measurement of where it is headed.

Constituent Services

Business & Industry regularly assists constituents with their issues, such as; regulatory issues with its divisions, homeowners with mortgage issues, small businesses challenges, etc. We provide assistance quickly and diligently to resolve all of the issues working with our divisions, other federal, state, and local agencies, national banks and mortgage servicers, and our resource partners respectively.

Business & Industry Events

The Office conducts events to benefit Nevadans, such as;

- a) **Home Means Nevada Outreach Event** - This event helps homeowners get their mortgage issues resolved with a myriad of lenders onsite. Last year, the inaugural event was attended in Las Vegas by over 3500 homeowners.
- b) **Governors Conference on Small Business** - This annual conference presented in partnership with the Chamber of Commerce both in Northern & Southern Nevada and held alternatively in Northern Nevada and Southern Nevada each year provides small businesses an opportunity to educate themselves on current issues, resolve issues with governmental agencies by face to face interaction, get assistance to start and expand their businesses, have lunch with the Governor and hear his vision for the State. The charge to a small business to attend this event is \$ 35.00 all inclusive. The inaugural conference was held last year in Las Vegas and the next one is planned in Reno in August of this year.

The conference consists of

- a. Panel discussion on important small business issues.
 - b. Expo with free resources for small businesses, licensing and regulatory assistance by various agencies and departments with federal, state, and local government.
 - c. Governor's luncheon with small businesses.
 - d. A conference souvenir on behalf of the Governor.
- c) **Housing Forum** - This forum is proposed to be held biannually to discuss the analysis of the housing market in Nevada. The inaugural forum was held last month in Las Vegas. We released our First Housing Stability Index at this meeting. This event was attended by over 250 real estate industry professionals.

**STATUTORY REQUIREMENT FOR THE DIRECTOR'S OFFICE PROGRAM SECTION UNDER
THE TITLE, OFFICE OF BUSINESS FINANCE AND PLANNING:**

NRS 232.520 Director: Powers and duties. [Effective July 1, 2013.] The Director:

1. Shall appoint a chief or executive director, or both of them, of each of the divisions, offices, commissions, boards, agencies or other entities of the Department, unless the authority to appoint such a chief or executive director, or both of them, is expressly vested in another person, board or commission by a specific statute. In making the appointments, the Director may obtain lists of qualified persons from professional organizations, associations or other groups recognized by the Department, if any. The chief of the Consumer Affairs Division is the Commissioner of Consumer Affairs, the chief of the Division of Financial Institutions is the Commissioner of Financial Institutions, the chief of the Housing Division is the Administrator of the Housing Division, the chief of the Manufactured Housing Division is the Administrator of the Manufactured Housing Division, the chief of the Real Estate Division is the Real Estate Administrator, the chief of the Division of Insurance is the Commissioner of Insurance, the chief of the Division of Industrial Relations is the Administrator of the Division of Industrial Relations, the chief of the Office of Labor Commissioner is the Labor Commissioner, the chief of the Taxicab Authority is the Taxicab Administrator, the chief of the Nevada Transportation Authority is the Chair of the Authority, the chief of the Division of Mortgage Lending is the Commissioner of Mortgage Lending and the chief of any other entity of the Department has the title specified by the Director, unless a different title is specified by a specific statute.

2. Is responsible for the administration of all provisions of law relating to the jurisdiction, duties and functions of all divisions and other entities within the Department. The Director may, if he or she deems it necessary to carry out his or her administrative responsibilities, be considered as a member of the staff of any division or other entity of the Department for the purpose of budget administration or for carrying out any duty or exercising any power necessary to fulfill the responsibilities of the Director pursuant to this subsection. This subsection does not allow the Director to preempt any authority or jurisdiction granted by statute to any division or other entity within the Department or to act or take on a function that would contravene a rule of court or a statute.

3. May:

(a) Establish uniform policies for the Department, consistent with the policies and statutory responsibilities and duties of the divisions and other entities within the Department, relating to matters concerning budgeting, accounting, planning, program development, personnel, information services, dispute resolution, travel, workplace safety, the acceptance of gifts or donations, the management of records and any other subject for which a uniform departmental policy is necessary to ensure the efficient operation of the Department.

(b) Provide coordination among the divisions and other entities within the Department, in a manner which does not encroach upon their statutory powers and duties, as they adopt and enforce regulations, execute agreements, purchase goods, services or equipment, prepare legislative requests and lease or use office space.

(c) Define the responsibilities of any person designated to carry out the duties of the Director relating to financing, industrial development or business support services.

4. May, within the limits of the financial resources made available to the Director, promote, participate in the operation of, and create or cause to be created, any nonprofit corporation, pursuant to chapter 82 of NRS, which he or she determines is necessary or convenient for the exercise of the powers and duties of the Department. The purposes, powers and operation of the corporation must be consistent with the purposes, powers and duties of the Department.

5. For any bonds which the Director is otherwise authorized to issue, may issue bonds the interest on which is not exempt from federal income tax or excluded from gross revenue for the purposes of federal income tax.

6. May, except as otherwise provided by specific statute, adopt by regulation a schedule of fees and deposits to be charged in connection with the programs administered by the Director pursuant to chapters 348A and 349 of NRS. Except as otherwise provided by specific statute, the amount of any such fee or deposit must not exceed 2 percent of the principal amount of the financing.

7. May designate any person within the Department to perform any of the duties or responsibilities, or exercise any of the authority, of the Director on his or her behalf.

8. May negotiate and execute agreements with public or private entities which are necessary to the exercise of the powers and duties of the Director or the Department.

9. May establish a trust account in the State Treasury for depositing and accounting for money that is held in escrow or is on deposit with the Department for the payment of any direct expenses incurred by the Director in connection with any bond programs administered by the Director. The interest and income earned on money in the trust account, less any amount deducted to pay for applicable charges, must be credited to the trust account. Any balance remaining in the account at the end of a fiscal year may be:

(a) Carried forward to the next fiscal year for use in covering the expense for which it was originally received; or

(b) Returned to any person entitled thereto in accordance with agreements or regulations of the Director relating to those bond programs.

(Added to NRS by 1963, 1072; A 1969, 141; 1973, 1071, 1482; 1975, 394, 625; 1979, 128, 1218; 1981, 1620; 1983, 1475, 1698, 1987, 1349, 1873; 1989, 1389, 1998, 1991, 279, 1311, 1608, 1637, 2252; 1993, 614, 1485; 1995, 2246; 1997, 1971, 1999, 3617; 2001, 2904; 2003, 3575; 2009, 2697, 2733; 2011, 2652, effective July 1, 2013)

NRS 232.521 Director: Duty to provide website link by which employers may verify social security numbers of employees.

1. The Director shall include on the Internet website maintained by the Department a link which connects to the Social Security Administration where an employer may verify the social security number of an employee.

2. The link required pursuant to subsection 1 must be maintained in the area of the website that encourages and promotes the growth, development and legal operation of businesses within the State of Nevada.

(Added to NRS by 2007, 1270)

NRS 232.522 Director: Creation of Office of Business Finance and Planning; creation of Center for Business Advocacy and Services; communication and cooperation among entities within Department. The Director may:

1. Create within the Department, as part of the Office of the Director, an Office of Business Finance and Planning to:

(a) Administer and coordinate programs related to financing for the assistance of entities engaged in business and industry in this state;

(b) Provide information to the public concerning the regulatory programs, assistance programs, and other services and activities of the Department; and

(c) Interact with other public or private entities to coordinate and improve access to the Department's programs related to the growth and retention of business and industry in this state.

2. Create within the Department, as part of the Office of Business Finance and Planning, a Center for Business Advocacy and Services:

(a) To assist small businesses in obtaining information about financing and other basic resources which are necessary for success;

(b) In cooperation with the Executive Director of the Office of Economic Development, to increase public awareness of the importance of developing manufacturing as an industry and to assist in identifying and encouraging public support of businesses and industries that manufacture goods in this state;

(c) To serve as an advocate for small businesses, subject to the supervision of the Director or the Director's representative, both within and outside the Department;

(d) To assist the Office of Business Finance and Planning in establishing an information and referral service within the Department that is responsive to the inquiries of business and industry which are directed to the Department or any entity within the Department; and

(e) In cooperation with the Executive Director of the Office of Economic Development, to advise the Director and the Office of Business Finance and Planning in developing and improving programs of the Department to serve more effectively and support the growth, development and diversification of business and industry in this state.

3. Require divisions, offices, commissions, boards, agencies or other entities of the Department to work together to carry out their statutory duties, to resolve or address particular issues or projects or otherwise to increase the efficiency of the operation of the Department as a whole and the level of communication and cooperation among the various entities within the Department.

(Added to NRS by 1995, 2243; A 2011, 3448)

NRS 232.525 Director: Employment of staff. The Director may employ, within the limits of legislative appropriations, such staff as is necessary to the performance of the Director's duties.

(Added to NRS by 1963, 662; A 1985, 407)

**NEW PROGRAMS ESTABLISHED WITHIN THE DIRECTOR'S OFFICE FOR
FY14:**

**Senate Bill No. 357—Senator Roberson,
Smith and Atkinson
Joint Sponsors: Assemblymen Neal,
Stewart and Hambrick
CHAPTER.....**

AN ACT relating to economic development; enacting the Nevada New Markets Jobs Act which provides for tax credits for certain business entities; authorizing the Director of the Department of Business and Industry to adopt regulations; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

Sections 2-27 of this bill enact the Nevada New Markets Jobs Act. Specifically, section 14 of this bill, in conjunction with section 27.1 of this bill, allows certain business entities to receive a credit against the premium tax imposed on insurance companies in exchange for investing in a qualified community development entity. Section 16 sets forth the application procedures, which include the payment of certain fees, which must be followed by a qualified community development entity that seeks to have an equity investment or long-term debt security designated as a qualified equity investment and eligible for tax credits. Section 16 also sets forth certain requirements that the Department of Business and Industry must follow when determining whether to approve or disapprove such an application. Section 17 sets forth certain conditions under which the tax credits allowed pursuant to the provisions of this bill must be recaptured. Section 18 provides that the recapture provisions of section 17 are subject to a 6-month cure period. Section 18 also prohibits any recapture until the qualified community development entity has been given notice of noncompliance and afforded 6 months after the date of notice to cure the noncompliance.

Section 19 sets forth: (1) the amount of the performance fee that a qualified community development entity must include with an application made to the Department pursuant to section 16; and (2) the procedure for obtaining a refund of such a fee.

Section 20 requires the Department to issue letter rulings regarding the tax credit program authorized by this bill and sets forth the procedures for issuing those letter rulings.

Section 22 sets forth the requirements for decertifying a qualified equity investment.

Section 24 authorizes the Director of the Department to adopt regulations to carry out the provisions of this bill.

Sections 25-27 set forth certain further requirements for a long-term debt security, a qualified active low-income community business and a qualified community development entity.

SENATE BILL No. 384—SENATOR HAMMOND
MARCH 18, 2013

Referred to Committee on Education

SUMMARY—Revises provisions relating to charter schools.
(BDR 34-687)

FISCAL NOTE: Effect on Local Government: No.
Effect on the State: No.

EXPLANATION – Matter in *bolded italics* is new; matter between brackets [omitted material] is material to be omitted.

AN ACT relating to charter schools; renaming the State Public Charter School Authority the Nevada Public Charter School Authority; authorizing the Authority to issue bonds, notes and other obligations to finance the acquisition of property, buildings and facilities for charter schools; establishing the procedure for the issuance of such obligations; providing for the payment of the obligations; revising provisions relating to the closure of a charter school and the payment of its debts; authorizing a charter school to incorporate as a nonprofit corporation, borrow money and encumber its assets; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

1 Under existing law, the State Public Charter School Authority, consisting of
2 seven members appointed by the Governor, the Majority Leader of the Senate, the
3 Speaker of the Assembly and the Charter School Association of Nevada, exists
4 primarily to sponsor certain charter schools and oversee their operations. (NRS
5 386.509, 386.5095, 386.515) This bill changes the name of the State Public Charter
6 School Authority to the Nevada Public Charter School Authority and authorizes it
7 to issue bonds and other obligations to finance the acquisition, construction,
8 improvement, maintenance or furnishing of property, buildings and facilities for
9 charter schools. Sections 1-22 of this bill enact the Charter School Financing Law
10 and provide for the issuance of such obligations by the Authority.
11 Section 29 of this bill revises provisions governing the closure of a charter
12 school to provide, among other things, for notice of the closure, the development of
13 a plan for closure, an audit and the winding up of the financial affairs of the charter
14 school. Section 30 of this bill authorizes a charter school to incorporate as a
15 nonprofit corporation. Section 31 of this bill authorizes a charter school to borrow
16 money and encumber its property and other assets, and to use public money to
17 purchase property with the approval of the charter school's sponsor.

ESSENTIAL FUNCTIONS

CLASS TITLE: MANAGEMENT ANALYST 2, Department of Business and Industry, Director's Office

BUDGET ACCOUNT NO: 4681 POSITION CONTROL NO: New Proposed: 0011

DATE PREPARED: 7/01/13

INTERVIEWER: _____

Ability to read, speak, write and understand the English language effectively.

Ability to read and understand typed or hand-written materials submitted in electronic and non-electronic format.

Ability to follow oral or written instructions and/or established procedures.

Ability to hear conversation in a quiet/noisy environment.

Ability to communicate by telephone.

Ability to prioritize projects and organize workload to effectively meet deadlines.

Ability to write clear, concise reports and instructions for customer agencies.

Ability to learn new technology and apply it to solutions for new projects.

Ability to work independently.

Ability to respond to alarms or emergency lights in an office setting.

Ability to exit building without assistance.

Ability to use a desktop computer and software through standard interfaces.

Ability to type or otherwise use repetitive hand motions extended periods.

Can you perform these essential functions with or without reasonable accommodations?

____ Yes

____ No

CANDIDATE'S SIGNATURE: _____ DATE: _____

CLASSIFICATION STUDY CORRESPONDENCE/CONTACT AND INFORMATION LOG

STUDY # 153-14

HOLD TIME	DATE	INFORMATION GATHERED/COMMENTS	INITIALS
	9/10/13	DATE STUDY RECEIVED - From Budget	AKH
	9/10/13	Sent to analyst.	SA
7	9/17/13	Study received by Analyst; message to Ash Mirchandani to discuss duties	AKH
	9/18/13	Spoke with Deputy Director Ash Mirchandani to verify listed duties. The duties assigned to this position include, but are not limited to the following: develop & maintain financial programs in coordination with State & federal regulations; set accounting policy & direct accounting systems for all primary & flow through funding; oversee application & performance requirement; review all program strategic plans & cost analysis & ensure performance measures are addressed; assist in the development & evaluation of plans of direction, research projects & need assessments; review of programs to ensure consistency with financial principals & impact; conduct financial analysis of program functions; provide reports; conduct research; analysis of operations; legislative impact; statistical information; technical requirements; prepare & oversee grant applications & implementation; testify before legislature. The duties assigned to this position meet concepts & should be classified at the Management Analyst II level.	AKH
	9/20/13	Copies to Budget / Letter sent	AKH

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☒ New Position
☐ Vacant Position
☐ Filled Position

DEPARTMENT: DETR		2. DEPARTMENT OF PERSONNEL RECEIVED NEVADA DEPT. OF PERSONNEL MAY 10 2010 COMPENSATION & CLASSIFICATION DIV. CARSON CITY, NEVADA	
DIVISION: Rehabilitation/Bureau of Disability Adjudication			
GEOGRAPHIC LOCATION OF POSITION: Carson City			
AGENCY ID# 801 (3 digits):	FUND# (3 digits): SSA-101		
AGENCY ORG/BUDGET# (4 digits): 3289	POSITION CONTROL#: 004		
CURRENT CLASS TITLE (If vacant or filled position):		CLASS CODE:	GRADE:
REQUESTED CLASS TITLE: Management Analyst II		CLASS 7.825 CODE:	GRADE: 35
EMPLOYEE NAME: Vacant	PHONE#:	EMAIL:	
SUPERVISOR NAME: Sandra Kelley	PHONE#: 775-887-5808	EMAIL: Sandra.Kelley@ssa.gov	

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION	
RECEIVED date stamp MAY 03 2010 HUMAN RESOURCES DETR CARSON CITY	
CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete. Changed responsibilities were/will be effected on: _____ Date: _____ Appointing Authority or Designated Representative signature: <i>D. L. S. [Signature]</i> Date: 4-30-10 Employee signature: _____ Date: _____	
Is this request being submitted with agency approval or knowledge? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
3a. FOR COMPLETION BY BUDGET DIVISION ONLY	
Required for new positions and when NAC 284.128 (3) applies.	
<input checked="" type="checkbox"/> Approved effective date (if change is approved by Dept. of Personnel) Date: 2/3/10 <input type="checkbox"/> Approved - date to be determined and change to be approved by Dept. of Personnel <input type="checkbox"/> Disapproved	
Part-time (%): _____ Expire date: _____	
Signature: <i>Kathrine Nielsen</i> Date: 5/12/10	
Notes: <i>New Position approved via WPC47164 at 2/3/10 IFC.</i>	
3b. FOR COMPLETION BY DEPARTMENT OF INFORMATION TECHNOLOGY ONLY	
Required when NR8 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services: Information Technology subgroup.	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Signature: _____ Date: _____	
4. FOR COMPLETION BY DEPARTMENT OF PERSONNEL ONLY	
Dept code: E15	Effective date: 2/3/10
Division code: R05	Expire date: _____
Class code: 7.625	Title: MANAGEMENT ANALYST II
Class option: _____	Grade: 35
IFC/Legislative approval required? SEE ABOVE <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, date approved: _____	
INSTRUCTIONS TO APPOINTING AUTHORITY	
<input type="checkbox"/> Incumbent meets MQ's: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Other: _____	
Study#: 414-10	
Analyst: <i>Frank Stenberg</i> Date: 5/17/10	
Supervisor: <i>Mary Day</i> Date: 5/17/10	

1. **What is prompting this request? If this is an existing position, state the significant changes (as defined in NAC 284.126) in duties and responsibilities which have been made in the position since it was established or last reviewed by the Department of Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.**

The Bureau of Disability Adjudication has grown significantly in employee numbers over the past few years. It has been a challenge for the Bureau Chief to keep adequate control over fiscal planning as well as control over facilities and contracts. This position would be responsible for tracking of an annual budget of approximately \$13 million. It would interpret Federal, State, and departmental policies, directives and procedures to ensure proper implementation. Incumbent would also have responsibility for the acquisition of goods and services.

2. **What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)**

These duties have been performed by the Bureau Chief as well as others.

3. **Briefly describe the major purpose of this job.**

Under the general direction of the BDA Bureau Chief incumbent would be responsible for budget management within BDA. Incumbent would analyze and review complex data to prepare monthly, quarterly and annual fiscal and programmatic reports including monthly obligations narrative reports and spending plan forecast reports. Position would monitor and assess the Bureau's financial status according to closely controlled Federal and State budgetary allocations; analyze the budget impact of proposed program improvements, and make certain adequate state funds are authorized in all expenditure categories. Incumbent would complete the quarterly time and attendance reports for SSA. Facilities management with responsibility for all facilities issues in both Carson City and Las Vegas offices including coordination of new furniture, fixtures and building relocation. Use analytical skills to plan, develop, and implement special program related projects or studies (e.g. study of CE rates).

4. **Attach a copy of the agency organizational chart to this form. Please circle this position.**

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.

DUTY#	DUTY	FREQUENCY
1	Budget Manager: Analyze expenditures and encumbrances from the accounting reports. Assess current and historical expenditure trends to provide fiscal projections for budgetary planning and monitoring purposes. Utilize the analyzed data and expenditure projections to prepare a Monthly Obligations Report narrative for the Social Security Administration, the funding source for BDA's federal program. SSA and BDA utilize the MOR to effectively monitor expenditures and ensure appropriate budget allocation levels throughout the federal and state fiscal years. Prepare quarterly time and attendance reports required by SSA.	35%
2	Facilities Manager: Responsible for all facilities issues in the Carson City and Las Vegas offices including the coordination of new furniture, fixtures and building relocation. This includes some procurement activities. Responsible for addressing concerns reported by the BDA Safety Committee.	35%
3	Special Studies/Correspondence: Read incoming correspondence, memoranda and reports, plan and formulate response or needed action. Compose correspondence dealing with subject matter requiring considerable discretion, judgment and decision making. Conduct special studies as needed including gathering data, interpreting results, and preparing a report of findings.	10%
4	Contracts Manager: Responsible for oversight and tracking of all contract activities within BDA.	10%
5	Management Meetings and Back-up for Bureau Chief: Attend management meetings with BDA and with BDA counterparts. Act as back-up in the absence of both the Bureau Chief and Operations Manager.	10%

6. What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.

Decisions must factor in priorities, State/Federal contractual obligations, State and Federal fiscal regulations, and operational effectiveness and efficiency. Lack of judgment or poor decisions/recommendations may result in violation of contractual obligations with the Social Security Administration, delay and/or errors in federal reporting, errors in the allocation of program costs or costly/ineffective procurement of equipment.

- 7a. List the class titles and position control numbers of all employees that are supervised by this position.

None

- 7b. Describe the extent of supervisory responsibility exercised over these employees.
(Check appropriate boxes.)

<input type="checkbox"/> Final selection	<input type="checkbox"/> Work assignment	<input type="checkbox"/> Performance appraisal	<input type="checkbox"/> Discipline
<input type="checkbox"/> Training	<input type="checkbox"/> Work review	<input type="checkbox"/> Other (specify):	

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

None

9. List equipment which is used that requires specialized training.

None

- 10a. List the name, title, and position control number of the position's supervisor.

Sandra J. Kelley, BDA Bureau Chief, PCN 0001

- 10b. Describe the type and extent of supervision received.

The work is assigned with general direction. Incumbent is expected to take the initiative to work in an independent manner. This final product is reviewed for completeness and timeliness.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?

State of Nevada laws and administrative procedures, Social Security Administration Program Operational Systems Manual, regulations, and policies.

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

The Fiscal Manager will have frequent contact with DETR Financial Management to obtain reports of expenditures, SSA Regional fiscal specialists for matters of general fiscal coordination and procurement, and regular contact with BDA management staff regarding equipment needs/purchases and budget allotments and expenditures. Will have contact with vendors in the community for purposes of procurement.

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.
None

14. Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.

D O

Study # 414-10

2 days
Held

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☐ New Position
☒ Vacant Position
☐ Filled Position

DEPARTMENT: Department of Employment Training and Rehabilitation		2 Division of Human Resource Management Management date stamp State of Nevada Department of Administration DIVISION OF HUMAN RESOURCE MANAGEMENT DEC 21 2015 COMPENSATION CLASSIFICATION RECRUITMENT DIVISION CARSON CITY, NEVADA	
DIVISION: Employment Security Division			
GEOGRAPHIC LOCATION OF POSITION: SAO - Carson City			
AGENCY ID# (3 digits): 902	FUND# (3 digits): 205		
AGENCY ORG/BUDGET# (4 digits): 4770	POSITION CONTROL#: 5182		
CURRENT CLASS TITLE (If vacant or filled position): ESD Appeals Referee I		CLASS CODE: 12.135	GRADE: 36
REQUESTED CLASS TITLE: Management Analyst II		CLASS CODE: 7.625	GRADE: 35
EMPLOYEE NAME: Vacant	PHONE#:	EMAIL:	
SUPERVISOR NAME: Christina Guzman	PHONE#: 775-684-3906	EMAIL: cmguzman@nvdehr.org	

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION			
AGENCY PERSONNEL OFFICE date stamp	CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.		
	Changed responsibilities were/will be effected on:		Date:
	Appointing Authority or Designated Representative signature: <i>Renée J. Olson</i>		Date: 12.12.15
	Employee signature:		Date:
Is this request being submitted with agency approval or knowledge? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
3a. FOR COMPLETION BY BUDGET DIVISION ONLY			
BUDGET DIVISION date stamp	Required for new positions and when NAC 284.126 (3) applies.		
	<input type="checkbox"/> Approved effective date (if change is approved by DHRM)		Date:
	<input type="checkbox"/> Approved - date to be determined and change to be approved by DHRM		
	<input type="checkbox"/> Disapproved		
	Part-time (%):		Expire date:
Signature:		Date:	
Notes:			
3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY			
EITS date stamp	Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services; Information Technology subgroup.		
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	Signature:		Date:
4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY			
Dept code:	Effective date:	Expire date:	
Division code:	12/21/15		
Class code: 7.625	Title: Management Analyst 2	Grade: 35	
Class option:	IFC/Legislative approval required? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, date approved: 2/11/16		
INSTRUCTIONS TO APPOINTING AUTHORITY			
Incumbent meets MQ's: <input type="checkbox"/> No <input type="checkbox"/> Yes		Study #: 338-16	
<input checked="" type="checkbox"/> Other: use reg hiring procedures		Analyst:	Date:
		Supervisor:	Date: 2/11/16

1. What is prompting this request? If this is an existing position, state the significant changes (as defined in NAC 284.126) in duties and responsibilities which have been made in the position since it was established or last reviewed by Human Resource Management. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.

This request is to re-classify PCN 5182 an ESD Appeals Referee I (class code 12.135) to a Management Analyst II (class code 7.625).

The Employment Security Division's (ESD) Management and Administrative Support Services (MASS) unit is being developed within the Administrator's office to provide the members of division leadership and management with high level analytical and research support. MASS will provide ESD management and administration with centralized and coordinated facilitation of essential functions previously scattered throughout various units of the division. MASS will also provide complex analysis and research as needed to support the programmatic and fiscal administration of the division's programs, and will make operational recommendations on a broad spectrum of divisional issues.

This PCN is being reclassified to fill a need in the Management and Administration Support Services (MASS) unit in ESD. With MASS being significantly restructured and expanded, and the number and complexity of assignments for this unit growing, this PCN 5182 (as a MA II) is an essential position in the development of the MASS unit. This position will assist in accomplishing the unit's major functions and assignments. The attached worksheet demonstrates the duties this unit will handle and the estimated time required, translated into FTE's, to accomplish the work assigned to the unit. *Note: The duties for all MASS positions are considered on a two-year rotation and not on a yearly rotation. This is due to the increased workload on opposite years related to the Legislative and Budget process. By looking at the duties on a two-year rotation, it is possible to account for work that will only take place every other year into the calculation of work duties and time allotted to each duty.*

The Management Analyst series has a strong emphasis on Budget and independent analysis. The scope of responsibility with Division Budgets and Fiscal issues has a high consequence of error and it is essential for this position to have the authority to take action and make decisions when needed. This position is responsible for performing complex duties independently; the duties and responsibilities of this position are adequately represented in the Management Analyst series. The major purpose of this job and further details of responsibilities are covered under question 3.

2. **What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)**

MASS is being significantly restructured and expanded, and the number and complexity of assignments for this unit will grow. PCN 6891, the MA III in MASS unit and PCN 5220, Business Process Analyst I, have performed some of these duties in the past. However, with the expanded purpose of the MASS unit in ESD, PCN 6891 and PCN 5220 were not able to take on all of the workload that was needed for the unit. Workload, including new and existing responsibilities, is being distributed among this PCN 5182 (MA II), PCN 5249 (MA III), PCN 6736 (MA II), and PCN 0069 (MA I). There is also an accompanying reclassification request for the leadership supervisory position for the MASS unit (PCN 6891 MA IV). The composition of duties assigned to the MASS unit is the result of several factors. Some of the duties centralized into MASS were previously scattered to individuals in different areas of the division. Other duties are new and not previously performed by anyone, but considered by the Administrator to be essential to the effective management of the division. In addition, there are some duties that the Administrator assigned to MASS originally for which the staff resources have been inadequate to fully realize the expectations of the duty or responsibility assigned. Also, these MASS responsibilities and duties are being expanded or enhanced to more effectively provide support needed by management and the Administrator.

3. **Briefly describe the major purpose of this job.**

This position assists the ESD Management Analyst IV (PCN 6891) in the MASS unit with budget and management support, including ESD program and communication support within the division. This position is responsible for analysis and planning of the ESD biennial budget for Budget Account 4770, monitoring program funding for the **Unemployment Insurance (UI) Federal Grant Programs**, UI Bond Administration, Supplemental Budget Requests, and the Career Enhancement Program (CEP) tax collection duties in coordination with DETR Financial Management, ESD Unemployment Insurance Support Services (UISS), and the ESD Management Team. This includes support with the budget and legislative process, contracts, responsibility for personnel organization charts, personnel/staffing planning projects. This position also facilitates the regulation process for the yearly Contributions Tax rate and any other regulations that may be necessary in relation to the Unemployment Insurance (UI) and CEP programs. Another responsibility for this position is the annual Resource Justification Model (RJM) administrative UI funding review and analysis. This position also provides staffing to the Employment Security Council. Communication support is also an essential function for this position. This includes gathering information and assembling responses on behalf of the ESD Administrator for internal and external customers. Each of the above items is essential in providing ESD management and administration with centralized and coordinated support.

4. **Attach a copy of the agency organizational chart to this form. Please circle this position.**

See Attached.

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.

DUTY#	DUTY	FREQUENCY
1	Fiscal Matters, Funding Analysis and Reporting and Budgeting Planning *	44%
2	Legislative/Regulatory Analysis and Support*	9%
3	Performance Measurement Development and Reporting *	6%
4	Administrative Policy Development and Maintenance *	2%
65	Purchasing and Inventory Control*	1%
76	Manage Personnel Analysis and Information Support *	9%
87	Other Duties and Special Projects*	30% 29

Note: The duties for all MASS positions are considered on a two-year rotation and not on a yearly rotation. This is due to the increased workload on opposite years related to the Legislative and Budget process. By looking at the duties on a two-year rotation, it is possible to account for work that will only take place every other year into the calculation of work duties and time allotted to each duty.

6. **What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.**

This position is responsible for making sure all the duties necessary related to the areas of responsibility outlined in response to question 5 are accomplished. All of the duties for this position require the incumbent to make independent choices and show good judgment in regard to the division's programs. It is expected that the incumbent will be able to utilize analytical skills and logic to perform duties in compliance with State and Federal regulations and in alignment with the ESD's Strategic Plan, Mission and Vision.

- Assist the MA IV in the MASS unit with the administration of ESD programs, including, but not limited to, support with the budget and legislative process, contracts, personnel organization charts, personnel/staff planning projects, etc.
- Analysis and planning of ESD Executive biennial budget request for budget accounts **Unemployment Insurance** and CEP Programs requires the incumbent to have working knowledge of data collection, independent evaluation, analysis and statistical knowledge required to analyze and project fiscal matters.
- Monitoring program funding and on-going budget status for the Federal Grant Programs, SBRs, and requires the incumbent to possess accounting, auditing, financial reporting and/or research/statistical methods; quantitative methods and techniques.
- Essential functions include providing the MA IV in the MASS unit budget status reports, analysis, budget recommendations including compiling, reviewing, and analyzing monthly reports and monitoring ESD program performance levels. Each of these duties requires the incumbent to have the ability to analyze organizational and administrative programs, policies and procedures, prepare plans for revision, and make recommendations.
- Communicate to resolve problems, make recommendations, negotiate and exchange ideas on program performance and revision. This includes the ability to define problems, research, identify trends, analyze issues, formulate recommendations, communicate solutions and reach consensus.
- Gather information and assemble responses on behalf of the ESD Administrator for internal and external customers. Develop correspondence, inquiries, and requests for information from the general public, department and divisional resources, state and federal governmental entities, the Nevada Legislature and et al. requires the incumbent to utilize relevant, professional skills, including, but not limited to, language and computer skills. Exhibit professional and respectful behavior to staff, customers, and the general public. This includes exhibiting a positive attitude, being dependable, and maintaining cooperative and productive relationships with co-workers, supervisors, and subordinates.

- 7a. **List the class titles and position control numbers of all employees that are supervised by this position.**

None

7b. Describe the extent of supervisory responsibility exercised over these employees.
(Check appropriate boxes.)

- | | | | |
|--|--|--|-------------------------------------|
| <input type="checkbox"/> Final selection | <input type="checkbox"/> Work assignment | <input type="checkbox"/> Performance appraisal | <input type="checkbox"/> Discipline |
| <input type="checkbox"/> Training | <input type="checkbox"/> Work review | <input type="checkbox"/> Other (specify): | |

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

None

9. List equipment which is used that requires specialized training.

Operate a personal computer and related hardware and software.

10a. List the name, title, and position control number of the position's supervisor.

ESD is currently restructuring the Management and Administration Support Services (MASS) unit and is reclassifying position 6891 to be the Management Analyst IV in the MASS unit. This position will be the supervisor of the unit and this PCN 5182 will report to the MA IV.

10b. Describe the type and extent of supervision received.

This position will report directly to the Management Analyst IV, PCN 6891, but is expected to work independently to complete assignments daily. This includes working independently on larger projects according to specified deadlines.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?

- Code of Federal Regulations
- Nevada Revised Statutes (Including but not limited to: Title 31 – Public Financial Administration and Title 53 – Labor and Industrial Relations, Chapter 612 Unemployment Compensation)
- Department of Labor, Employment and Training Administration Advisories
- Department of Administration instructions on Purchasing, Personnel, Records Retention, Budget, NEBS, PPPBB, IFC, and Work Programs.
- State Administrative Manual
- Budget Division Policy Directives
- DETR Policy Directives
- ESD Strategic Plan and Policies and Procedures
- Grant Budget Plans and Planning Documents

12. **What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.**

ESD Managers, Supervisors, and staff may be contacted in order to assist the Management and Administration Support Services (MASS) Unit with centralized and coordinated facilitation of essential managements and administration functions. Staff in DETR Financial Management, Human Resources, Information Development & Processing Division, and the Research and Analysis Bureau may be contacted for information gathering and research purposes. Department of Administration and Legislative Council Bureau staff may be contacted for legislative and budget purposes and research.

13. **Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.**

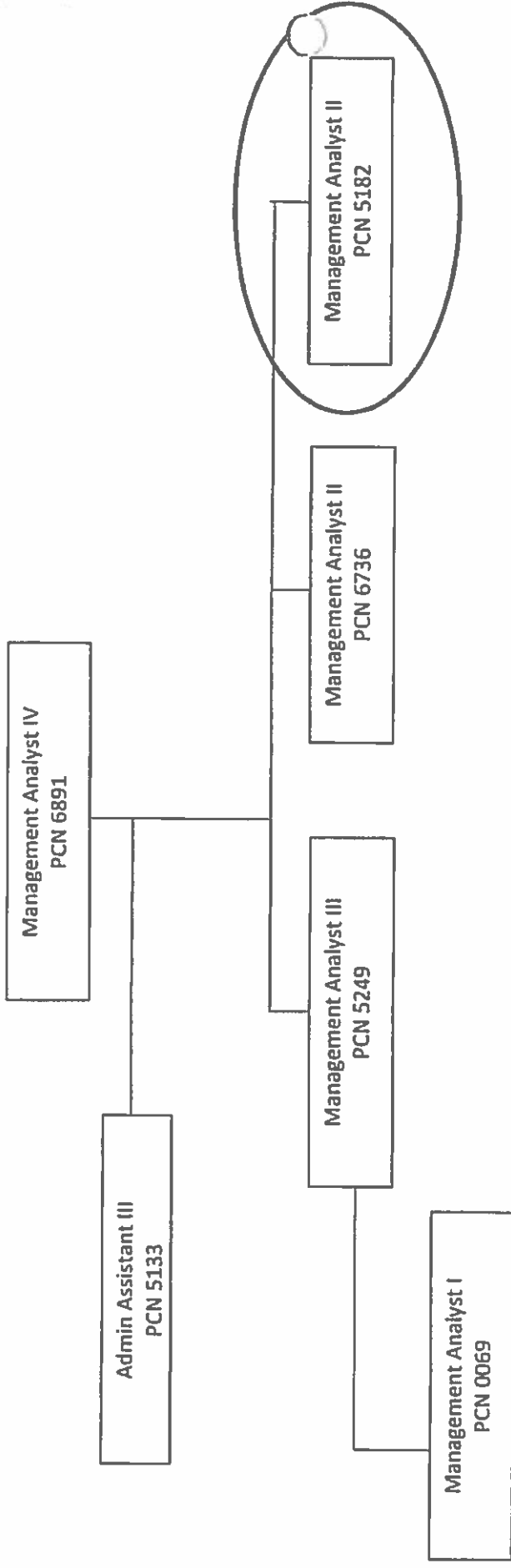
None

14. **Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.**

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

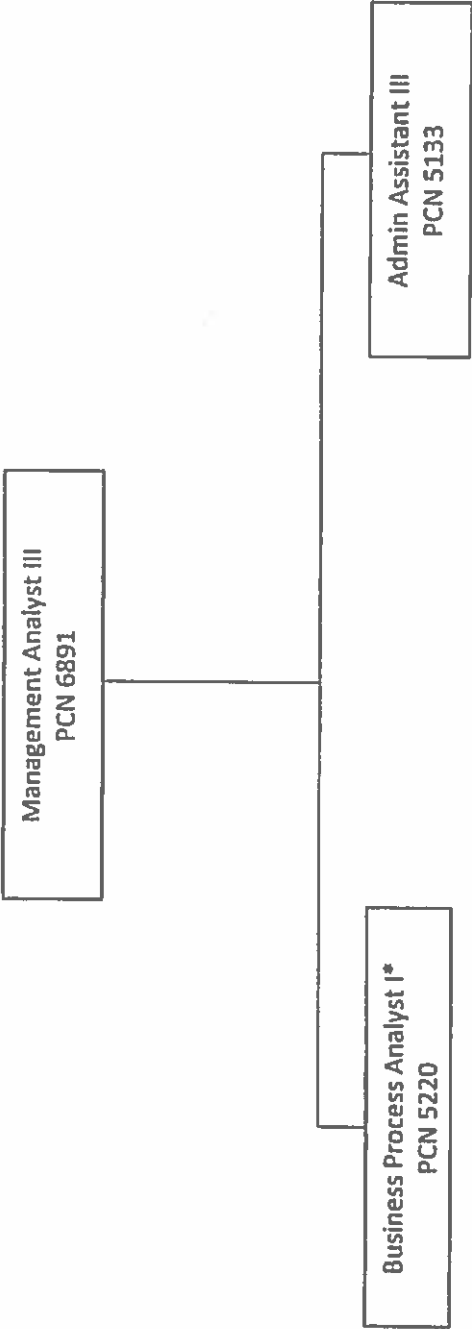
ESD Management and Administration Support Services

Proposed



ESD Management and Administration Support Services

Current



*PCN 5220 will not be staying in the proposed MASS Org Chart and will be moved to the UISS unit in ESD.

971

1

**EMPLOYMENT SECURITY
DIVISION**

Office of the Administrator



DETR

Nevada Department of Employment,
Training and Rehabilitation

BRIAN SANDOVAL
Governor

DON SODERBERG
Director

RENEE L. OLSON
Administrator

MEMORANDUM

DATE: December 11, 2015

To: Brian Boughter, Personnel Officer 3
DETR, Human Resources

FROM: Renee L. Olson, Administrator
Employment Security Division

SUBJECT: Reclassification Change Requiring Interim Finance Committee Review

The Employment Security Division's (ESD) Management and Administration Support Services (MASS) unit is being developed within the ESD Administrator's office. This unit will provide capacity in the Administrator's office to give the members of the Division's leadership and management high level analytical and research support that has previously been lacking and has caused difficulties in administering division programs. MASS will provide ESD management and administration with centralized and coordinated facilitation of essential functions previously scattered throughout various units of the Division. MASS will also provide complex analysis and research as needed to support the programmatic and fiscal administration of the Division's programs, and will make operational recommendations on a broad spectrum of divisional issues.

The concept for this unit has been under development for a few years, and it has become clear over time that the current staffing level and combination of existing staff in the unit is inadequate to accomplish the work required. Much of this work is being left incomplete pending the formation and staffing of this unit. The successful operation of this unit is highly dependent upon the repurpose and reclassification of the following four PCNs (6891, 6736, 5182, and 0069).

The following classification change requests each represent a change from one occupational group to another and require Interim Finance Committee review and approval in accordance with NRS 353.224.

The positions affected by this reclassification request are listed below:

AGENCY	AGENCY/ ACCOUNT NUMBER	POSITIO N NUMBER	PRESENT CLASS CODE, GRADE & SALARY	PROPOSED CLASS CODE, GRADE & SALARY
Employment Security Division	902/4770	0069	Workforce Service Rep III Code: 12:157 Grade: 30/01 Employee/Employer Paid Retirement: \$37,291.68	Management Analyst I Code: 7.637 Grade: 33/01 Employee/Employer Paid Retirement: \$42,323.76
Employment Security Division	902/4770	6736	Unemployment Insurance Rep III Code: 12.167 Grade: 31/01 Employee/Employer Paid Retirement: \$38,899.44	Management Analyst II Code: 7.625 Grade: 35/01 Employee/Employer Paid Retirement: \$46,019.52
Employment Security Division	902/4770	5182	ESD Appeals Referee I Code: 12.135 Grade: 36/01 Employee/Employer Paid Retirement: \$48,086.64	Management Analyst II Code: 7.625 Grade: 35/01 Employee/Employer Paid Retirement: \$46,019.52
Employment Security Division	902/4770	6891	Management Analyst 3 Code: 7.624 Grade: 37/02 Employee/Employer Paid Retirement: \$52,387.92	Management Analyst 4 Code: 7.612 Grade: 39/02 Employee/Employer Paid Retirement: \$57,190.32

Position Reclassification Cost:

The total yearly cost for salary: \$14,887.44 which the division has adequate funding and authority in Category 01 to cover the change in cost.

Justification: See attached NPD-19s for the above four positions.

RLO:cg

Attachments

MEMORANDUM

TO: File

FROM: Rachel Baker, Supervisory Personnel Analyst
Compensation, Classification and Recruitment Unit

DATE: January 8, 2016

SUBJECT: Request for Reclassification BA 4770, PCNs 6736 and 5182 –
Management Analyst II and BA 4770, PCN 0069 – Management
Analyst I

The purpose of this request is to reclassify 3 vacant positions within the Department of Employment, Training and Rehabilitation, Employment Security Division as Mananagement Analyst II, grade 35 and Management Analyst I, grade 33. Positions work in the Management and Administrative Support Services (MASS) unit. MASS will provide ESD management and administration with centralized and coordinated facilitation of essential functions previously scattered throughout various units of the division, and will provide complex analysis and research as needed to support the programmatic and fiscal administration of the division's programs, and will make operational recommendations on a broad spectrum of divisional issues.

These positions perform duties which include: Coordinate and manage the preparation, monitoring and maintenance of the division's Legislative budget and specific program budgets. This includes the Biennial budget and collecting and organizing executive budget request information from division program areas for consideration by the administrator. Items included under the Biennial budget include the following: vendor schedule, building maintenance schedule, enhancement units, fleet services, agency owned vehicles, building rent and grounds, new equipment, replacement equipment, permanent staff analysis, intermittent staff analysis, associated bill draft requests, developing performance indicators for the Priorities and Performance Based Budget (PPBB), meetings, development of the division request for the Director's office, and coordinating and preparing all responses to the budget office or legislative fiscal analysts.

When the positions were last reviewed, PCN 6736 was classified as such to perform duties related to the timely and accurate processing and payment of unemployment insurance benefit claims; processing aspects and types of unemployment insurance claims; processing and responding to questions from employers, the general public and other agencies seeking information regarding unemployment insurance benefits. Currently, the position is is required to handle duties for the Workforce Service grants in ESD. This includes federal grant programs: Wagner Peyser/Employment Services (ES), Workforce Innovation and Opportunity Act (WIOA), Veterans Grant, Trade Training, Work Opportunity Tax Credit (WOTC), Foreign Labor certification (FLC), Reemployment Services and Eligibility Assessment (RESEA) and ES Supplemental Budget Requests. And state programs: Career Enhancement Program (CEP), Silver State Works (SSW), and the Displaced Homemaker program. In addition to the duties outlined above in the second paragraph, the position monitors and analyzes budget and grant financial reports and make reports to the administrator and others regarding status. This includes monitoring and analyzing budget and financial reports and grant plans on a weekly, monthly, quarterly, and yearly basis. It is responsible for collecting and organizing work program request information and justification from division program areas for consideration by the administrator for both Interim Finance Committee (IFC)

and Non-IFC, and it acts as fiscal liaison between Employment Security Division and DETR Financial Management to communicate and handle fiscal or budgetary matters as needed. This includes communicating with the State Grant Office.

PCN 5182 – was classified to conduct fair and impartial quasi-judicial hearings related to unemployment insurance benefits, experience rating rulings and employ tax liability cases; schedule, open and preside at hearings under the guidelines of the Nevada Administrative Procedure Act, federal laws, regulations and standards, and agency policies and procedures; review and analyze documented evidence and arguments and research applicable laws, case law and regulations. is required to handle duties for the **Unemployment Insurance (UI) grants** in ESD. This includes the federal UI grant programs, and UI Supplemental Budget Requests. And state programs: UI Bond Administration, and Career Enhancement Program (CEP) tax collection. In addition to the duties outlined above in the second paragraph, the position monitors and analyzes budget and grant financial reports and make reports to the administrator and others regarding status. This includes monitoring and analyzing budget and financial reports and grant plans on a weekly, monthly, quarterly, and yearly basis. It is responsible for collecting and organizing work program request information and justification from division program areas for consideration by the administrator for both Interim Finance Committee (IFC) and Non-IFC, and it acts as fiscal liaison between Employment Security Division and DETR Financial Management to communicate and handle fiscal or budgetary matters as needed. This includes communicating with the State Grant Office.

PCN 0069 - is required to handle the duties for ESD Administration and Budget Account 4771.

Per supervisor, Christina Guzman, Management Analyst 3, the difference in the work performed by the MA 1 versus the two MA 2 positions is determined by level of supervision needed and based on the complexity of the budget account and grants for which the position is responsible. The MA 1 will perform duties under general supervision and at a journey level, reporting to the MA 3 in the MASS unit. The MA 1 position, PCN 0069, is not directly responsible for the federal grants and state programs that the two MA 2 positions are responsible for. Not being directly responsible for federal and state grants differentiates the MA 1 position from the MA 2 position in level of responsibility and consequence of error. All of the duties for the MA 1 and both MA 2 positions fall under the Management Analyst series concept, however the two MA 2 positions carry a heavier burden of responsibility and complexity due to the number and size of the federal grants and state programs that the MA 2 positions are responsible for. Both MA 2 positions also are required to work under limited supervision in accomplishing these duties.

Management Analysts conduct a variety of studies, research and analysis of management and administrative and departmental operations such as forms, policies and workflow; legislative analysis; management research; and statistical and informational analysis. Incumbents make recommendations and assist in or implement new or revised procedures and systems; compile and analyze data; prepare and present reports summarizing study results/conclusions; may make recommendations regarding policies, procedures, the department's position on issues or future course of action; coordinate the development of new forms, work methods and automated systems used to process information related to assigned programs; review, write, revise and recommend administrative policies for the work unit and/or programs; issue oral and written directives in the form of policy statements and manuals; prepare correspondence.

The Management Analyst 2 positions (6736 and 5182) performs similar duties to those of other (financial) Management Analyst IIs in State service and warrants allocation to Management Analyst II, grade 35.

The Management Analyst 1 is consistent with the concept for the class.

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☐ New Position
☒ Vacant Position
☐ Filled Position

DEPARTMENT: Motor Vehicles		RECEIVED NEVADA DEPT. OF PERSONNEL OCT 05 2012 COMPENSATION & CLASSIFICATION DIV. CARSON CITY, NEVADA	
DIVISION: Field Services			
GEOGRAPHIC LOCATION OF POSITION: 8250 W. Flamingo Rd., Las Vegas			
AGENCY ID# (3 digits): 810	FUND# (3 digits): 201		
AGENCY ORG/BUDGET# (4 digits): 4735	POSITION CONTROL#: CA5280		
CURRENT CLASS TITLE (If vacant or filled position): Supervisor I		CLASS CODE: 11.422	GRADE: 31
REQUESTED CLASS TITLE: Management Analyst III		CLASS CODE: 7.624	GRADE: 37
EMPLOYEE NAME: Vacant	PHONE#:	EMAIL:	
SUPERVISOR NAME: Nancy Wojcik	PHONE#: 702-488-8655	EMAIL: NWojcik@dmv.nv.gov	

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.

Changed responsibilities were/will be effected on:

Appointing Authority or

Designated Representative signature:

Employee signature: Vacant

Date:

Date: 10-2-12

Date:

Is this request being submitted with agency approval or knowledge? ☐ No ☒ Yes

3a. FOR COMPLETION BY BUDGET DIVISION ONLY

Required for new positions and when NAC 284.126 (3) applies.

☐ Approved effective date (if change is approved by Dept. of Personnel)

Date:

☒ Approved - date to be determined and change to be approved by Dept. of Personnel

☐ Disapproved

Part-time (%):

Expire date:

Signature:

Date:

Notes:

3b. FOR COMPLETION BY DEPARTMENT OF INFORMATION TECHNOLOGY ONLY

Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services: Information Technology subgroup.

☐ Approved ☐ Disapproved

Signature:

Date:

4. FOR COMPLETION BY DEPARTMENT OF PERSONNEL ONLY

Dept code: 810

Effective date:

Expire date:

Division code: 4735

10-05-2012

Class code: 17.625

Title: MANAGEMENT ANALYST II

Grade: 35

Class option:

IFC/Legislative approval required?

☐ No

☒ Yes date approved:

INSTRUCTIONS TO APPOINTING AUTHORITY

☐ Incumbent meets MQ's

☐ No ☐ Yes

☐ Other

Study#

Analyst:

Supervisor:

Date: 11/2/12

Date: 4/18/13

MANID CARRIED TO BUDGET 4/19/13

1. What is prompting this request? If this is an existing position, state the significant changes (as defined in NAC 284.126) in duties and responsibilities which have been made in the position since it was established or last reviewed by the Department of Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.

The Field Services Division (FSD) is the largest division in the Department of Motor Vehicles (DMV). Current staffing is 670 which include 18 field offices across the state.

The MAIII's duties require: Budget monitoring, budget building, daily divisional statistic gathering and monitoring, preparation of a detailed monthly report, purchasing and order tracking, running crystal reports, represent FSD in meetings, work with Ops-Coordinators on daily facility issues, monitoring of all applicable Bill Draft Requests (BDR), bills and regulations to determine any potential effect on the Division.

This position has advanced level job duties and the work load is more than what one MAIII can complete. Therefore, the division is requesting this position to be upgraded from a Supervisor I to an MAIII.

In addition, there is more in depth research and analyzing that needs to occur in Field Services. This is to include but not limited to, tracking and analyzing transactions, alternate methods of customer flow, alternate transaction methods and an ongoing analysis of window coverage.

This position will be located at the West Flamingo office in Las Vegas which is the same location as the Division Administrator.

2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)

<u>Class Title</u>	<u>Pos. Ctrl. #</u>
Management Analyst III	WF4010

3. Briefly describe the major purpose of this job.

Under general administrative direction, the incumbent is required to develop, track and maintain the FSD budget account which exceeds \$40,000,000. This position has a high degree of authority to review and make recommendations and decisions concerning various programs within the budget account. This position participates in strategic planning and goal-setting activities, plans, develops, coordinates and oversees projects to determine the effectiveness of new or revised programs and provides statistical information as requested; responsibility to formulate, organize, monitor and implement new projects while ensuring project costs do not exceed project authority, scope and that all goals and objectives are met within specified timeframes. This position coordinates work processes and financing for major new projects and programs and assists Administration as needed. This position also reviews bill draft requests prior to each Legislative Session and provides in person, televised testimony before various committees within the Nevada State Legislature as applicable.

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

5. List the duties performed on this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.

DUTY#	DUTY	FREQUENCY
1	Design, establish and implement methods, standards and data collection techniques to evaluate performance indicator statistics for the Field Services Division. Analyze data collected for accuracy, applicability and variances. Use analysis to draw conclusions, establish baselines and identify areas of potential improvement. Make recommendations for action plans based on analysis of current and historical data. Participate in strategic planning and goal-setting activities.	45%
2	Develop and prepare statistical reports for use by the Administrator, Deputy Director, Director, Legislative Council Bureau (LCB) and other interested parties. Additional in-depth data analysis for performance indicators utilized by the Division.	35%
3	Partners with budget division in the preparation, monitoring and maintenance of the division's biennial budget by estimating future expenditure levels based on historical data; making projections for future costs; preparing and presenting the budget and/or justification to the division administrator, deputy director and/or the director. Monitoring fiscal transactions to ensure expenditures are in conformance with State and department rules, regulations and budgetary limits.	10%
4	Review, monitor and research bills submitted to the legislature impacting the work unit. Inform management of possible implications; and recommend an appropriate course of action. Draft revisions to, or develop new policies and procedures pertaining to the program area.	5%
5	Perform other duties as requested by the Administrator, Deputy Director, or Director. Coordinate work processes for major new projects and programs; and perform related work as required. Coordinate with internal/external agencies	5%

6. What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.

Under General Direction:

1 - This position is responsible for budget development, oversight, analysis, projections, forecasting, expenditure approval/denial and tracking. This position is required to make sound decisions as they relate to the FSD budget account.

2 - Participates in strategic planning and goal-setting activities, provides statistical information and analysis as requested and investigates and analyzes current business practices in order to evaluate and make recommendations for improvement or discontinuation. In addition, this position has a high level of authority for making decisions and recommendations regarding the department's position on issues or future course of action.

4 - This position is responsible for tracking and assessing all pending legislation which may impact the Division and informs management of any possible implications. In addition, this position is responsible for providing in person, televised testimony before various committees within the Nevada State Legislature as applicable.

5 - This position also plans, organizes and coordinates the development and implementation of revised operating policy and procedures, issues oral and written directives in memo form and policy statements utilizing a variety of analysis.

7a. List the class titles and position control numbers of all employees that are supervised by this position.

N/A

**7b. Describe the extent of supervisory responsibility exercised over these employees.
(Check appropriate boxes.)**

N/A

☐ Final selection

☐ Work assignment

☐ Performance appraisal

☐ Discipline

☐ Training

☐ Work review

☐ Other (specify):

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

N/A

9. List equipment which is used that requires specialized training.

Personal Computer and related software, i.e. Kodak Scanner, Microsoft Office Suite Pro, Windows Client, Host Explorer and Internet.

10a. List the name, title, and position control number of the position's supervisor.

Nancy Wojcik, Administrator, PCN# : CC1001

10b. Describe the type and extent of supervision received.

General Administrative Direction.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?

Federal Laws, State Laws, Nevada Administrative Code, State Rules and Regulations, Department Policies & Procedures, State Administrative Manual and Nevada Revised Statutes:

NRS 481.0475, 353.210, .215, .220, .245, .253, .255, .260, .3235, & .333, NRS 408.235, NRS 481.031, .035, .047, .0473, .051, .052 & .055, Sam Chapters 0200, 2500, 2600, 2700, 2800, 3000.

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

Administrator, Managers and Supervisors: To provide suggestions, strategy and information on program development and implementation, to ensure budgetary integrity is maintained, to authorize expenditures from the Divisions' budget, to enforce the policies and procedures for the Division/Department, to extract and analyze data for the purpose of identifying inconsistencies, cost savings, budget projections and potential improvements and to supply requested data for statistical reporting.

Director & Deputy Director: To ensure that the Director and Deputy Director are kept apprised of the various Division projects and programs along with updated statistical data as requested.

LCB and DMV Budget Staff: To communicate the Division's needs including projections, forecasting methodologies, statistics and budget justifications.

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

N/A

14. Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.

This position has a high degree of authority to review and make recommendations and decisions concerning the various programs of the Division. It is required to forecast and review revenue projections and expenditures, to analyze the fiscal impact of potential legislation, prepare, review and analyze fiscal reports and special projects, under general administrative direction.

Brian Sandoval
Governor



Jeff Muhlenkamp
Director

Lee-Ann Euston
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
555 East Washington Avenue, Suite 1400 | Las Vegas, Nevada 89101-1046
Phone: (702) 486-2900 | <http://dop.nv.gov>

MEMORANDUM

TO: File

FROM: Heather A. Dapice, Personnel Analyst
Division of Human Resource Management
Compensation, Classification & Recruitment

DATE: November 2, 2012

SUBJECT: Request for Re-Classification, Study 094-13; Vacant

The Nevada Department of Motor vehicles, Field Service Division, has requested that position #CA5380 be reclassified from DMV Services Supervisor I, 11.422, grade 31 to Management Analyst III, 7.624, grade 37. This request is being made due to the size of the division resulting in an increased need for research and analysis in tracking and analyzing transactions, developing alternate methods of customer flow, developing alternate transaction methods and analysis of window coverage in Southern Nevada.

In reviewing the NPD-19 submitted, and in interviews with Administrator Nancy Wojcik and Personnel Officer Willette Gerald, it was determined that new duties assigned to this position include but are not limited to the following: assist in designing, establishing and implementing methods, standards and data collection techniques to evaluate performance indicator statistics for the Field Services Division in Southern Nevada; analyze data collected for accuracy, applicability and variances; use analysis to draw conclusions, establish baselines and identify areas of potential improvement; make recommendations for action plans based on analysis of current and historical data; participate in strategic planning and goal-setting activities; develop and prepare statistical reports; assists in budget preparation; and review, monitor and research bills submitted to the legislature.

This position is no longer responsible for duties and responsibilities attributed to a DMV Services Supervisor.

While these new duties were previously assigned to position #WF4010, Management Analyst III, located within the Field Services Division in Northern Nevada; the northern position will still have overall responsibility for full integration Statewide. As a result, this position more closely resembles a Management Analyst II. Administrator Nancy Wojcik is aware of, and is okay with, this recommendation.

Therefore, as a result of the information gathered, it is recommended that this position be reclassified from DMV Services Supervisor I, 11.422, grade 31 to Management Analyst II, 7.625, grade 35.

STATE OF NEVADA POSITION QUESTIONNAIRE

- ☐ New Position
- ☐ Short Form
- ☐ Reclassify Vacant Position
- ☐ Reclassify Filled Position
- ☐ Legislative Review FY 1

POSITION INFORMATION			
DEPARTMENT/DIVISION/SECTION: Department of Motor Vehicles			
POSITION'S PHYSICAL ADDRESS: 655 Wright Way, Carson City, NV, 89711			
AGENCY ID# (3 digits): 810	FUND# (3 digits): 201	AGENCY ORG/BUDGET# (4 digits): 4745	POSITION CONTROL#: 0025
CURRENT CLASS TITLE: Management Analyst II		CLASS CODE: 7.625	GRADE: 35
REQUESTED CLASS TITLE: Management Analyst III		CLASS CODE: 7.624	GRADE: 37
INCUMBENT NAME: Bethany Musselman		PHONE#: (775) 684-4561	
SUPERVISOR NAME AND TITLE: Charles Mahoney		PHONE#: (775) 684-4688	
APPOINTING AUTHORITY OR DESIGNEE NAME AND TITLE: Cynthia Munoz		PHONE#: (775) 684-4501	

RECEIVED

Nevada Department of Administration

APR 11 2018

Division of Human Resource Management
Compensation, Classification, and Recruitment
Carson City, Nevada

EMAIL: bmusselman@dmv.nv.gov
EMAIL: cmahoney@dmv.nv.gov
EMAIL: cmunoz@dmv.nv.gov

<p>RECEIVED</p> <p>APR 05 2018</p> <p>DMV CARSON CITY HUMAN RESOURCES</p>	<p style="text-align: center;">APPOINTING AUTHORITY/INCUMBENT CERTIFICATION</p> <p>I certify that I have read the NPD-10 Instructions and that the statements provided in this NPD-10 and the attached organizational chart are accurate and complete to the best of my knowledge.</p> <p><i>Short Form Use Only:</i> I further certify that the requested position(s) will perform essentially all of the type and level of duties and responsibilities described in the attached class specification and the requested class is listed on the NPD-10 Short Form Class List.</p> <p>Position Duties or Changed Duties were/will be Effective: _____</p> <p>Appointing Authority or Designee Signature: <u>Charles Mahoney</u> Date: <u>1/4/18</u></p> <p>Incumbent Signature: <u>Bethany Musselman</u> Date: <u>11/1/18</u></p> <p>Is this request being submitted with agency knowledge? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No approval? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p style="text-align: center;">FOR COMPLETION BY BUDGET DIVISION ONLY</p> <p>Required for new positions and when NAC 284.126(3) applies.</p> <p><input checked="" type="checkbox"/> Approved - Effective Date if Change is Approved by DHRM _____ Date: _____</p> <p><input checked="" type="checkbox"/> Approved - Date to be Determined and Change Approved by DHRM _____ Date: _____</p> <p><input type="checkbox"/> Disapproved _____</p> <p>Budget Representative Name: <u>Heather Field</u> Expiration Date: _____</p> <p>Budget Representative Signature: <u>Heather Field</u> Date: <u>4/13/18</u></p> <p>Note: <u>Verified Funding</u></p>	
<p style="text-align: center;">FOR COMPLETION BY EITS ONLY</p> <p>Required when NRS 284.172 applies</p> <p>EITS Administrator Name: _____ <input type="checkbox"/> Reviewed</p> <p>EITS Administrator Signature: _____ Date: _____</p>	
<p style="text-align: center;">FOR COMPLETION BY DHRM ONLY</p> <p>IF C/Legislative approval required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Agency ID# _____ Agency Org/Budget# _____</p> <p>Class Code: _____ Class Option _____ Grade _____</p> <p>Class Title: <u>No Change</u></p> <p>Analyst Signature: <u>Charles Mahoney</u> Date: <u>9/5/18</u></p> <p>Supervisor Signature: <u>Heather Field</u> Date: <u>9/11/18</u></p>	

INSTRUCTIONS TO APPOINTING AUTHORITY

Incumbent meets MQ's: ☐ Yes ☒ No

☐ Use Hiring Process

☐ Preliminary Approval Pending FY _____ Budget approval and no changes to the duties

☐ Other.

RECEIVED

SEP 11 2018

BUDGET DIVISION

1. What is prompting this request?

A prior NPD-19 was submitted requesting PCN 0025, Accountant Technician II (pay grade 32) be changed to an Accountant II (pay grade 36). At the conclusion of the classification study, the position was reclassified to a Management Analyst II (pay grade 35). Since the last reclassification in approximately March 2005, this position has changed dramatically as a result of evolved technology, LCB audit recommendations, and to meet Department needs. In fact, very little of the duties identified in the prior NPD-19 are still performed. The current incumbent is responsible for extremely complex reconciliations and financial business rule review. In addition, this incumbent has been tasked with providing back-up support for legislative fiscal note management to ensure efficient practices are in place and allow for coverage during Legislative Session. In an effort to reduce risks to the public, in line with Department goals, this position is tasked with the added responsibility of researching, outlining change requirements, testing, and granting approval for significant financial/program changes typically related to fee changes or confirming the accuracy of financial distribution extractions in collaboration with the Divisions' ASO III (PCN 0027) and Management Analyst III (0004). In review of the incumbent's current duties, they appear to align more appropriately with a Management Analyst III.

2. What position(s), if any, previously performed the new duties?

Management Analyst III (PCN 0004) and Management Analyst IV (PCN CC7012). Specifically, PCN 0025, provides back-up support for certain duties for PCN 0004 and CC7012. If this position discontinues to provide back-up for fiscal management, there are no available contingencies, nor are other resources available. Back up support allows the division to continue processes, and function uninterrupted, and is helpful in cessation preparedness. Further, without the added reconciliation processes the Department risks not identifying major financial discrepancies leading to potential distribution issues and/or errors. Testing has been identified as a crucial function to prevent financial extraction errors and prevent any fee change discrepancies.

3. Briefly describe the major purpose of this position.

Incumbents independently complete complex reconciliation of major financial data and information, responsibility for statistical and financial reporting, and confirming proper distribution of funds through additional reconciliation processes. Cash reconciliation of \$125 million monthly and \$1.5 billion annually to keep the DMV, Advantage, and Wells Fargo in balance. Incumbents identify financial discrepancies and recommend solutions and/or corrective measures. Incumbents play critical role in reviewing, testing, and approving financial changes made to DMV Systems. Incumbent is responsible for knowing/analyzing other fiscal, statistical, and financial responsibilities for other positions within the Division in order to provide support/coverage in the absence of the Division's ASO III (PCN 0027), MAIV (PCN CC7012), and MAIII (PCN 0004).

4. List the duties performed by this position. Put an asterisk (*) next to each new duty or new function within a duty. Note: If not using NEATS Position Description online system, additional duties can be added by placing the cursor in the desired row and right clicking. Next select "Insert", then either "Insert Rows Above" or "Insert Rows Below".

DUTY NUMBER	DUTY	% of TIME SPENT PERFORMING DUTY
1	<p>Monthly Reconciliation</p> <ul style="list-style-type: none"> On a monthly basis, perform financial, statistical and investigative reconciliation of cash between DMV's accounting system (CARRS), the State's financial system (IFS/DAWN), and the State's banking institution (Wells Fargo). Monthly reconciliation must be submitted to ASO III no later than 45 days after the end of the month. * Maintain ITI Commissions spreadsheets for all Kiosks by obtaining commission cost data from the ITI Repository. Perform monthly reconciliation of ITI Commissions spreadsheets to monthly invoice received from ITI and submit completed reconciliation to Program Officer II for payment. Spreadsheet must be updated on a daily basis to keep it current. Reconciliation with ITI invoice must be submitted to Program Officer II within five days of receipt of invoice. * Review all transactions completed on the front end of the DMV accounting system (CARRS) and the transactions extracted the DMV General Ledger to ensure proper distribution of funds received. 	50%

1. What is prompting this request?
2. What position(s), if any, previously performed the new duties?
3. Briefly describe the major purpose of this position.
4. List the duties performed by this position. **Put an asterisk (*) next to each new duty or new function within a duty.** **Note:** If not using NEATS Position Description online system, additional duties can be added by placing the cursor in the desired row and right clicking. Next select "Insert", then either "Insert Rows Above" or "Insert Rows Below".

DUTY NUMBER	DUTY	% of TIME SPENT PERFORMING DUTY
1	<p>Monthly Reconciliation</p> <ul style="list-style-type: none"> On a monthly basis, perform financial, statistical and investigative reconciliation of cash between DMV's accounting system (CARRS), the State's financial system (IFS/DAWN), and the State's banking institution (Wells Fargo). Monthly reconciliation must be submitted to ASO III no later than 45 days after the end of the month. Act as the Department subject matter expert on this duty. Officer II within five days of receipt of invoice. 	17%
2	<p>Data Integrity</p> <ul style="list-style-type: none"> Analyze data from in-house computer application to account for the lack of accounting functionality. At the end of each accounting period, ensure all funds received through the application are then extracted wholly and correctly to the Department general ledger. Monitor and analyze all holding accounts to ensure funds are distributed to the Department cash accounts as designed. Work with Department IT division to correct functionality, develop balancing reports and monitor programming. Review and analyze transactions completed through all partnership kiosks to ensure that the records of the kiosk provider tie to the records of the department. Once analyzed, submit ITI invoice with any necessary adjustments to Program Officer II within five days of receipt of invoice. Act as the Department subject matter expert on above listed data integrity duties. 	22%
3	<p>Quarterly Trial Balance</p> <ul style="list-style-type: none"> On a quarterly basis, compile, analyze, and reconcile data between CARRS and IFS Trial Balance in DAWN to ensure that all monies collected and distributed are in conformance with State and agency rules. Make and/or request correcting entries as applicable in IFS or CARRS, utilizing adjusting entries in CARRS via the GL Maintenance Application or JVD's in IFS. Quarterly reconciliation must be completed no later than 45 days after the end of the quarter. Act as the Department subject matter expert on above listed trial balance duties. 	4%

4	<p>Annual FHWA Report</p> <ul style="list-style-type: none"> • Prepare the annual Federal Highway Administration (FHWA) report for DMV. Obtain revenue and statistical data from multiple sources within the DMV, organize the data using numerous spreadsheets and pivot tables and enter the information in several report forms provided by the FHWA. • Submit reports to NDOT for subsequent submission to the Federal Highway Administration. • Annual FHWA report must be completed no later than December 15th. • Act as the Department subject matter expert on FHWA reports. 	5%
5	<p>Fiscal Year-End Closing</p> <ul style="list-style-type: none"> • Perform all necessary fiscal year- end tasks to close CARRS, including making and/or requesting adjustments to CARRS or IFS to accurately close the fiscal year, making sure that the relevant account codes in CARRS tie to the corresponding GL's in IFS/DAWN. • Fiscal year-end closing must be completed before August 31. • Rollover will be done in CARRS before Period 05. 	7%
6	<p>Location Set-up</p> <ul style="list-style-type: none"> • In cooperation with CED and MSP, create and set up Emission Stations and Kiosk Locations. Emission Stations and kiosk set-up must begin within five days of receipt of the initial notification. 	3%
7	<p>Merchant Fees</p> <ul style="list-style-type: none"> • Maintain the Merchant Fees spreadsheets to provide statistical analysis and projections. • Merchant Fees spreadsheet analysis must be submitted to the ASO III and Budget Analyst III no later than 30 days after the end of the month. 	10%
8	<p>Projects Assigned</p> <ul style="list-style-type: none"> • Perform special projects as assigned by management such as (but not limited to) creating ad hoc reports as needed, provide revenue reports and information as needed to DMV staff. Carry out the assignment promptly and effectively and report the results when finished. • Assist the ASO III, Revenue Manager for DMV in overseeing the collection and distribution of approximately \$1.1 billion annually. Assist the ASO III with projecting revenues for planning and budgetary purposes and with representing the Administrative Services Division of DMV during projects related to implementation of new legislation, regulations, etc. that impact revenue for all DMV programs. • When required, perform the duties of the Revenue Recovery Supervisor in review and approval or denial of Waiver Requests for NRS fees. Review customer Waiver Requests submitted by Revenue Recovery staff for approval. Provide staff with approval or denial of Waiver Request within 24 hours of receipt of Waiver Request. • Perform assigned duties in regards to fiscal note management, including review, submission, and approval. Facilitate, organize, and grant approval for sensitive program changes resulting from Legislative changes and/mandates. • Represent Division as a financial subject matter expert for new programs and projects. 	24%

Total 100%

5. Provide examples of the duties performed by this position requiring the incumbent to make choices, determinations or judgments.

Incumbent must independently manage and plan all daily, monthly, quarterly, and annual tasks in order to achieve goals, objectives, and directives.

Duty 1 - Monthly Reconciliation - -Incumbent must be able to identify discrepancies resulting from monthly reconciliation and complete or recommend corrective action/measures to ensure proper distribution of funds.

Duty 2 - Data Integrity - -Incumbent must be able to identify discrepancies resulting from data analysis and complete or recommend corrective action/measures to ensure proper distribution of funds. Incumbents recommend financial adjustments to invoices based on reconciliation of data and reports available. Incumbents work with internal IT staff to correct programming flaws identified through data analysis.

Duty 3 - Quarterly Reconciliation - Incumbent must be able to identify discrepancies and perform research based on reconciliation of quarterly reports. Incumbent suggests appropriate changes based on statutory/regulatory authority. Incumbent completes and/or requests correcting entries as applicable in IFS or internal DMV Systems (CARRS) utilizing adjusting entries in CARRS via the GL Maintenance Application or JVD's in IFS.

Duty 4 - Annual FHWA Report - Determine utilization/exclusion of data for timely filing of federal reports. Point of contact on any questions or concerns in regards submitted reports.

Duty 5 - Fiscal Year-End Closing - perform all necessary fiscal year- end tasks by requesting/determining necessary reports needed to utilize for closing DMV financial systems (CARRS), including making and/or requesting adjustments to ensure proper balancing.

Duty 6 - Location Set-up - perform all necessary tasks and work with divisions within the Department and other state agencies to complete the set up of new merchant services locations.

Duty 7 - Merchant Fees - Must verify, prepare, and calculate Merchant Fees spreadsheets to provide statistical analysis and projections. Initiate contact with Merchant Service resources for additional data or information needed to provide complete and accurate statistical information and projections.

Duty 8 - Projects Assigned - Must be able to independently identify and determine necessary criteria and information to create reports and material assigned. Decision maker when representing the Division as a financial subject matter expert for new programs and projects. Review proposed legislation to determine impact on the Department and review/approve corresponding fiscal notes.

6a. List the class title(s) and position control number(s) of all employees that are supervised by this position.

6b. Describe the extent of lead worker/supervisory responsibility exercised.

Check applicable boxes:

- | | | |
|--|---|---|
| <input type="checkbox"/> Performance Appraisal | <input type="checkbox"/> Work Performance Standards | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Work Assignment | <input type="checkbox"/> Work Review | <input type="checkbox"/> Discipline |
| <input type="checkbox"/> Final Selection | <input type="checkbox"/> Training | <input type="checkbox"/> Other (Specify): |

7. List any licenses, certificates, degrees or credentials that are required by law for this position.

8. List equipment this position is required to use that requires specialized training.

9a. List the name, title and position control number of this position's supervisor.

old

2	<p>*Quarterly Reconciliation</p> <ul style="list-style-type: none"> On a quarterly basis, compile, analyze, and reconcile data between CARRS and IFS Trial Balance in DAWN to ensure that all monies collected and distributed are in conformance with State and agency rules. Make and/or request correcting entries as applicable in IFS or CARRS, utilizing adjusting entries in CARRS via the GL Maintenance Application or JVD's in IFS. Quarterly reconciliation must be completed no later than 45 days after the end of the quarter. 	10%
3	<p>*Annual FHWA Report</p> <ul style="list-style-type: none"> Prepare the annual Federal Highway Administration (FHWA) report for DMV. Obtain revenue and statistical data from multiple sources within the DMV, organize the data using numerous spreadsheets and pivot tables and enter the information in several report forms provided by the FHWA. Submit reports to NDOT for subsequent submission to the Federal Highway Administration. Annual FHWA report must be completed no later than December 15th. 	5%
4	<p>*Fiscal Year-End Closing</p> <ul style="list-style-type: none"> Perform all necessary fiscal year-end tasks to close CARRS, including making and/or requesting adjustments to CARRS or IFS to accurately close the fiscal year, making sure that the relevant account codes in CARRS tie to the corresponding GL's in IFS/DAWN. Fiscal year-end closing must be completed before August 31. Rollover will be done in CARRS before Period 05. 	5%
5	<p>*Back-up</p> <ul style="list-style-type: none"> Act as backup to the ASO III, Revenue Manager for DMV in overseeing the collection and distribution of approximately \$1.5 billion annually. *Assist the ASO III with projecting revenues for planning and budgetary purposes and with representing the Administrative Services Division of DMV during projects related to implementation of new legislation, regulations, etc. that impact revenue for all DMV programs. Act as backup to MA III in creating and setting up Emission Stations and Kiosk Locations. Emission Stations and kiosk set-up must begin within five days of receipt of the initial notification. Act as backup to Revenue Recovery Supervisor in review and approval or denial of Waiver Requests for NRS fees. Review customer Waiver Requests submitted by Revenue Recovery staff for approval. Provide staff with approval or denial of Waiver Request within 24 hours of receipt of Waiver Request. 	5%
6	<p>*Merchant Fees</p> <ul style="list-style-type: none"> Maintain the Merchant Fees spreadsheets to provide statistical analysis and projections. Merchant Fees spreadsheet analysis must be submitted to the ASO III and Budget Analyst III no later than 30 days after the end of the month. 	10%
7	<p>*Special Projects As Assigned</p> <ul style="list-style-type: none"> Perform special projects as assigned by management such as (but not limited to) creating ad hoc reports as needed, provide revenue reports and information as needed to DMV staff. Carry out the assignment promptly and effectively and report the results when finished. Provide back-up support for fiscal note management, including review, submission, and approval. Facilitate, organize, and grant approval for sensitive program changes resulting from Legislative changes and mandates. Represent Division as a financial subject matter expert for new programs and projects. 	15%

Total 100%

5. Provide examples of the duties performed by this position requiring the incumbent to make choices, determinations or judgments.

Incumbent must independently manage and plan all daily, monthly, quarterly, and annual tasks in order to achieve goals, objectives, and directives.

Duty 1 - Monthly Reconciliation - Incumbent must be able to identify discrepancies resulting from monthly reconciliations and complete or recommend corrective action/measures to ensure proper distribution of funds. Incumbents recommend financial adjustments to invoices based on reconciliation of data and reports available.

Duty 2 - Quarterly Reconciliation - Incumbent must be able to identify discrepancies and perform research based on reconciliation of quarterly reports. Incumbent suggests appropriate changes based on statutory/regulatory authority. Incumbent completes and/or requests correcting entries as applicable in IFS or internal DMV Systems (CARRS) utilizing adjusting entries in CARRS via the GL Maintenance Application or JVD's in IFS.

Duty 3 - Annual FHWA Report - Determine utilization/exclusion of data for timely filing of federal reports. Point of contact on any questions or concerns in regards submitted reports.

Duty 4 - Fiscal Year-End Closing - perform all necessary fiscal year- end tasks by requesting/determining necessary reports needed to utilize for closing DMV financial systems (CARRS), including making and/or requesting adjustments to ensure proper balancing.

Duty 5 - Back-up - Responsible for determining when needed to step in and provide backup resources. Must analyze and manage any special assignment by determining appropriate data and resources of data and information. In back-up capacity, when appropriate must set deadlines, approve/deny waiver and fiscal notes, when appropriate make suggested changes for work products such as: distributions, financial reports, budget projections, and fiscal notes.

Duty 6 - Merchant Fees - Must verify, prepare, and calculate Merchant Fees spreadsheets to provide statistical analysis and projections. Initiate contact with Merchant Service resources for additional data or information needed to provide complete and accurate statistical information and projections.

Duty 7 - Special Projects As Assigned - Must be able to independently identify and determine necessary criteria and information to create reports and material assigned. Decision maker when representing the Division as a financial subject matter expert for new programs and projects.

6a. List the class title(s) and position control number(s) of all employees that are supervised by this position.

N/A.

6b. Describe the extent of lead worker/supervisory responsibility exercised.

N/A

Check applicable boxes:

- | | | |
|--|---|---|
| <input type="checkbox"/> Performance Appraisal | <input type="checkbox"/> Work Performance Standards | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Work Assignment | <input type="checkbox"/> Work Review | <input type="checkbox"/> Discipline |
| <input type="checkbox"/> Final Selection | <input type="checkbox"/> Training | <input type="checkbox"/> Other (Specify): |

7. List any licenses, certificates, degrees or credentials that are required by law for this position.

Must meet minimum qualifications of the Management Analyst position.

8. **List equipment this position is required to use that requires specialized training.**
Personal computer, internal computer software programs, such as CARRS, Discoverer, Crystal Reports, internally developed programs and software. Training for this equipment and some of the software is provided as part of the on the job training.
- 9a. **List the name, title and position control number of this position's supervisor.**
Charles Mahoney, Administrative Services Officer III, PCN 0027.
- 9b. **Describe the type and extent of supervision this position receives.**
Incumbent must be able to work independently and works under the general direction of an ASO III (PCN 0027).
10. **List the statutes, laws, rules, procedures or guidelines used in performing the duties of this position?**
NRS 41.620, NRS 360.238, NRS 371, NRS 372, NRS 481.079, NRS 353, NRS 353C, NRS 366, NRS 482, corresponding NAC's, SAM, DMV P&Ps.
11. **Which individuals are contacted while carrying out the duties of this position?**
Internal employees (SME's), internal and external IT resources, contracted IT resources, other State Agencies, Merchant Services Vendors, other mic.
12. **Describe any unusual physical demands or working conditions required to perform the duties of this position.**
None.
13. **Provide any additional information about this position.**
Based on Management Analyst class specifications, the duties the current incumbent is performing align with a Management Analyst III, grade 37 (7.624). The Department wants to ensure that we are recognizing the role and responsibilities with the appropriate pay and grade level. Based on our review, it appears the duties performed and expectations of the position meet the minimum qualifications for the requested classification.

Department of Motor Vehicles
Administrative Services Division
Administrator Cyndie Munoz, 0001
Budget Account 4745

Griselda Madera
Administrative Assistant III
0013

Joy Grimmer
Administrative Services Officer III
CC4011

Gareth Jones
Facilities Supervisor I
CC0030

Tim Ralston
Telecom Coordinator II
0060

Angela Smith-Lamb
Management Analyst IV
CC7012

Chuck Mahoney/Margaret Moe
Administrative Services Officer III
0027

Erika Saloun
Auditor III
VF4028

Vicki Leigh
Budget Analyst III
CC4023

Tyler Saunders
Program Officer II
0037

Kathy Hobdy
Accountant Technician II
0100

Heidi Azevedo
Program Officer II
0031

Lili Hatch
Administrative Assistant III
0110

Pamela Gray
Budget Analyst II
CC4022

Chris Chaffee
Supply Technician II
CC7011

Debbie Craugh
Accounting Assistant III
0130

Cindy St. Hilaire
Management Analyst III
0004

Pamela Dietz
Accountant Technician II
0030

Bethany Musselman
Management Analyst II
0025

Stephanie Lee
Management Analyst I
0039

Danny Marcin
Supply Technician I
DPS 135

Ronaldo DeLeon
Accounting Assistant II
0023

Tiffany Laguna
Accounting Assistant I
0014

Emmalyn Ledesema
Accounting Assistant III
HN4088

Sylvia Pope
Accounting Assistant III
0140

Mercedes Wilcox
Accounting Assistant II
0020

Katherine Pacheco
Administrative Assistant III
CC7010

Jennifer Iverson
Accounting Assistant III
0035

Erik Bennett
Accounting Assistant III
0010

Alexandra Castillo
Accounting Assistant I
SA7002

Shannon James
Accounting Assistant I
0028

Leticia Shoemaker
Accounting Assistant II
0018

Mike Morris
Mail Services Clerk I
0029

VACANT
Administrative Assistant II
CC7019

Margie Slevier-Flood
Accountant Technician II
0160

Joanne Almquist
Accounting Assistant I
0022

Gail Woo
Accounting Assistant I
0042

Andrew Marcin
Mail Services Clerk I
0047

Joy Marvin
Accounting Assistant II
0032

Nina Rose
Accounting Assistant I
0017

Sandra Hill
Accounting Assistant I
0048

Michelle Lyons
Mail Services Clerk I
DPS 0028

Sharmila Bhardwaj
Accounting Assistant I
RN4087

Christy Belts
Accounting Assistant I
VF4091

Jacqueline Winfield
Accounting Assistant I
0053

Shefawn Phillips
Supply Technician II
0036

VACANT
Accounting Assistant I
0051

Bobbie Sheaks
Accounting Assistant I
0062

Teresa Siegmund
Accounting Assistant I
0016

Ariel Acob
Supply Assistant
0041

Dale Dove
Driver Warehouse Worker I
CC7013

Last Updated 4/3/2018

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b/

CLASSIFICATION STUDY CORRESPONDENCE/CONTACT AND INFORMATION LOG

STUDY # 356-18		
DATE	INFORMATION GATHERED/COMMENTS	INITIALS
4/11/18	DATE STUDY RECEIVED — full copy to Budget	AC
4/16/18	Received from budget SPA to assign	WNS
4/16/18	Received to assign	WNS
4/16/18	Please assign to Analyst Krishna Harris	KH
4/17	Email to agency/incoming	WNS
4/17/18	File Received	KH
4/19/18	Let email to schedule desk audit;	KH
5/8/18	desk audit scheduled 5/8/18	KH
5/8/18	Desk audit conducted	KH
5/30/18	Let supervisor questionnaire	KH
6/1/18	Left 2 nd message w/ supervisor; need to discuss concerns—e.g., removal of duties that allowed, reclass to MA II; Current duties as submitted NPD-19, reflective of Accountant Tech II, which is a lower grade level (60% of duties—reclassification)	KH
6/4/18	Spoke with Charles Mahoney; informed him if I were to classify at this time, my recommendation would be for an Accountant Technician II; discussed duties of current MA II and concern of changes from its current classification to the MA II; will work on revising & will get back to me.	KH
6/11/18	on hold per agency	KH
6/27/18	Spoke with Charles Mahoney; reminded him that my current recommendation would be a no change; informed that I could submit my recommendation and they could appeal or withdrawal or keep on hold and continue in their discussion; would need an email letting me know either way.	KH



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

September 5, 2018

Bethany Musselman
bmusselman@dmv.nv.gov
Department of Motor Vehicles
555 Wright Way
Carson City, NV 89711

Dear Ms. Musselman,

The Division of Human Resource Management has carefully reviewed your request to reclassify your position from a Management Analyst II, 7.625, grade 35, to a Management Analyst III, 7.624, grade 37. The process of evaluating your position included an in-depth analysis of documents such as the amended NPD-19; the class specification for the Accountant Technician and Management Analyst series; information received during the May 8, 2018, desk audit; communication with your supervisor Charles Mahoney, Administrative Services Officer III; and other pertinent historical data.

Based on data collected during this review, we have concluded that the level of responsibility and scope of duties correctly align with Management Analyst II, 7.625, grade 35.

Per regulation, a position may be reclassified when significant change in the duties and responsibilities being performed has occurred. NAC 284.126(1)(b) defines significant change as "a change in 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 of duties and responsibilities being allocated to a different class."

In short, significant change means that the duties assigned to a position have changed to such a degree that the current class concept no longer fairly describes the preponderance of responsibilities. In applying the definition, change that is the result of natural growth or an increase in workload, common to most positions in State service, is not considered to fall within the meaning of significant change, nor is the addition of duties that are similar in nature or complexity

to current or previously performed responsibilities. The use of new technologies and methods to carry out the same or similar duties also would not constitute significant change. Performance based characteristics, such as length of service, compensation and superior work performance would also not constitute significant change. Positions may perform some higher-level duties; however, this does not provide the basis for reclassification to the higher-level. To be reclassified from one level in a series to a higher level, a position must spend the preponderance of time performing higher level duties.

Duty statements outlined in the class concepts of a specification are not an exhaustive list of assignments tasked to positions within a class. Most classes include a mixture of higher and lower-level duties and of stronger, average and weaker positions. The key to determining if duties are appropriately classified is whether they are related to the series and class concept, and whether the predominant duties are of comparable difficulty and complexity to duties considered characteristic of the class.

Upon review of all pertinent information, it is determined that, while there has been some change, significant change has not occurred that would warrant reclassification of your position to a higher-level. Most of the duties and responsibilities assigned to your position are either the same as, or similar to, duties ascribed to the position in 2005 (Study 187-2-05) when the position was reclassified from an Accountant Technician II to a Management Analyst II and are similar in nature and complexity to previously assigned duties; as such, these duties do not meet the definition of significant change.

Comparing the amended NPD-19 and the 2005 NPD-19 that reclassified your position, which were verified by both you and your supervisor, your position is no longer responsible for the supervision of the Carson City and Reno Revenue section staff nor the duties related to that supervision, the section is now supervised by a Management Analyst III. Also, your position is no longer responsible for representing DMV in the State Request for Proposal (RFP) for Merchant Services; monitoring budgetary appropriations for Fund 618 expenditures to ensure there are appropriate levels available; and establishing and maintaining policies, procedures and internal controls. During your desk audit you stated that you assist the Management Analyst IV and III, as well as, your supervisor with developing administrative accounting policies and internal controls related to funds handling, revenue recover and check logs.

The duties and responsibilities currently assigned to your position, as described in the amended NPD-19, verified through the desk audit and your supervisor are summarized below. The tasks found in the duties performed are not outside of the scope of work that can reasonably be expected of a Management Analyst II.

Duty 1. Monthly Reconciliation: perform financial, statistical and investigative reconciliation of cash between DMV's accounting system, the State's financial system and the State's banking institution; ensure records of the kiosk provider ties to the records of the department; submit invoices to the appropriate staff; and act as the department's subject matter expert for monthly reconciliation. (17%)

During the desk audit you acknowledged that you've performed this duty since becoming the incumbent in January 2016. You indicated that this position is

responsible for reconciling \$1.5-\$1.6 billion annually. You also stated that your position is responsible for the reconciliation of Fund 618; however, you do not monitor the expenditure of the fund. This duty is not new to your position, is similar to, or the same as Study 187-2-05 Duty 1 reconciliation tasks and is within the scope of work that can reasonably be expected at or below the Management Analyst II level; as such, this duty doesn't meet the definition of significant change.

- Duty 2. Data Integrity: work with the department information technology division to correct functionality, develop balancing reports and monitor programming; analyze data from in-house computer application to account for the lack of accounting functionality; identify discrepancies; recommend corrective actions to ensure proper distribution of funds to the department general ledger; ensure all funds received through the application are properly extracted to the department general ledger; monitor and analyze all holding accounts to ensure funds are distributed to the department cash accounts; maintain kiosk spreadsheets; review and analyze transactions completed through partnership kiosks; act as the department subject matter expert on data integrity duties. (22%)

During the desk audit you acknowledged that you've performed this duty since becoming the incumbent in January 2016; however, a portion of this duty is new to your position. You stated that you serve as the financial subject matter expert for the modernization of DMV systems. You also indicated that the responsibility of maintaining the spreadsheets for, and reviewing the transactions of, the kiosks was previously performed by auditors in Las Vegas and Carson City. The new tasks of this duty do not represent a preponderance of duties performed by your position and are within the scope of work that can reasonably be expected at or below the Management Analyst II level; as such, this duty doesn't meet the definition of significant change.

- Duty 3. Quarterly Trial Balance: compile, analyze and reconcile data between department accounting system and Integrated Financial System (IFS) Trial Balance to ensure monies collected and funds distributed to the department general ledger are in conformance with State and agency rules; make and/or request correcting entries to the State financial system or department accounting system; utilize adjusting entries within the accounting system through the general ledger maintenance application or decentralized journal voucher; act as the department subject matter expert on assigned trial balance duties. (4%)

During the desk audit you stated that you've performed this duty since 2016 as the result of a State audit. Although the duty may be new to you, this position was ascribed other related duties in 2005 (Study 187-2-05 Duty 6) that included "*implementation of audit recommendations and special projects.*" This duty is not new to the position, is similar in nature and complexity to previously assigned duties and is within the scope of work that can reasonably be expected at or below the Management Analyst II level; as such, this duty doesn't meet the definition of significant change.

- Duty 4. Annual Federal Highway Administration (FHWA) Report: prepare the annual FHWA report for the department; obtain revenue and statistical data from multiple sources

within the department; organize data using numerous spreadsheets and pivot tables; enter information in several report forms provided by FHWA; submit report to the Nevada Department of Transportation; act as subject matter expert on FHWA report. (5%)

During the desk audit you acknowledged that you've performed this duty since becoming the incumbent in January 2016. Although the duty may be new to you, this position was ascribed the development of comprehensive report responsibilities in 2005 (Study 187-2-05 Duty 2). This duty is not new to the position, is similar in nature and complexity to previously assigned duties and is within the scope of work that can reasonably be expected at or below the Management Analyst II level; as such, this duty doesn't meet the definition of significant change.

- Duty 5. Fiscal Year-End Closing: perform fiscal year-end tasks to close the department accounting system; make and/or request adjustments to the department accounting system or State financial system to close the fiscal year; make sure relevant account codes within the department accounting system ties to the corresponding general ledgers within the State financial system. (7%)

During the desk audit you stated that this duty is a shortened version of your monthly reconciliation duty and that you work with your supervisor and a DMV Management Analyst III to complete this duty. This duty is similar in nature and complexity to previously assigned duties and is within the scope of work that can reasonably be expected at or below the Management Analyst II level; as such this duty doesn't meet the definition of significant change.

- Duty 6. Location Set-up: create and set-up emission station and kiosk locations; work with department staff and other state agencies to complete and set-up new merchant services locations. (3%)

During the desk audit you acknowledged that you've performed this duty since becoming the incumbent in January 2016. This position has been responsible for "*ensuring that all emission stations are in compliance with governmental accounting statutes, Nevada Revised Statutes, Nevada Administrative Code and policies and procedures*" (Study 187-2-05 Duty 7) since 2005 and is similar to the new duty. While this duty is new to your position it does not represent a preponderance of the duties performed and is within the scope of work that can reasonably be expected at or below the Management Analyst II level; as such, this duty doesn't meet the definition of significant change.

- Duty 7. Merchant Fees: verify, prepare, calculate and maintain spreadsheets to provide statistical analysis and projections; initiate contact with merchant service resources for additional data or information needed to provide complete and accurate statistical information and projects. (10%)

During the desk audit you acknowledged that you've performed this duty since becoming the incumbent in January 2016. This is a new duty to your position; however,

this duty does not represent a preponderance of the duties performed and is within the scope of work that can reasonably be expected at or below the Management Analyst II level; as such this duty doesn't meet the definition of significant change.

- Duty 8. Special Projects: perform special projects assigned by management; create ad hoc reports; provide revenue reports and information; assist with oversight of the collection and distribution of approximately \$1.1 billion annually; assist with the projection of revenues for planning and budgetary purposes; assist with representing the divisions during projects related to implementation of new legislation and regulations; review proposed legislation to determine impact on the department; facilitate, organize and grant approval for sensitive program changes resulting from legislative changes and mandates; assist with the review and approve or denial of Waiver Requests; perform assigned duties in regards to fiscal note management; review, approve and submit fiscal notes; represent division as a financial subject matter expert for new programs and projects. (24%)

During the desk audit you acknowledged that you've performed this duty since becoming the incumbent in January 2016. You also stated that the two tasks that are new to the position have been performed by you since 2017. You stated that one of your new tasks is your position's responsibility to assist a Management Analyst IV with fiscal notes, not *"providing back-up support for fiscal note management."* The other new task is assisting with department legislation and regulations. Most of the tasks within this duty have been the responsibility of this position since 2005, e.g., assisting with budget development; reviewing and reconciling at least \$1.1 billion annually; analyzing revenue accounts and reports; ad hoc reporting; developing and distributing comprehensive reports; implementing various special projects; and performing other duties as assigned (Study 187-2-05 Duty 1, 2 and 6). The new tasks of this duty do not represent a preponderance of the duties performed; are similar in nature and complexity to previously assigned duties; and are within the scope of work that can reasonably be expected at or below the Management Analyst II level; as such this duty doesn't meet the definition of significant change.

An analysis of a position to determine the appropriate class level uses classifiable factors such as *"nature and complexity of work performed; the knowledge, skills and abilities required; independence/supervision received; scope of responsibility/consequence of error; authority to take action/decision making; and personal contacts necessary to complete work"* as required in the class specification.

A position that spends the preponderance of its time performing reconciliation duties would be more appropriately classified within the Accountant Technician series. The series concept for the Accountant Technician states, in part, incumbents *"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. Control complex accounts payable functions for agencies with multiple cost/project centers ..."*

Control complex accounts receivable functions to include determining the billing amount using cost accounting procedures ... Assist management in preparation of complex budgets ... 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 ... preparing complex financial reports in compliance with federal, grant, contractual, or other external requirements ... 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."

The Management Analyst series concept states, in part, incumbents "conduct a variety of studies, research and analysis of management and administrative areas such as budgeting and financial analysis (versus bookkeeping); departmental operations such as ... management research; and statistical and informational analysis. Incumbents make recommendations and assist in or implement new or revised procedures and systems ... Conduct and/or assist in conducting financial, statistical or investigative studies; compile and analyze data; prepare and present reports summarizing study results/conclusions ... coordinate the development of ... work methods and automated systems used to process information related to assigned programs ... Participate in the preparation, monitoring and maintenance of the work unit's biennial budget and/or program budget(s) by estimating future expenditure levels based on historical data; making projections for future costs ... monitor fiscal transactions to ensure expenditures are in conformance with State and department policies, regulations and budgetary limits; and developing comprehensive narrative and financial reports for presentation to management, commissions and other entities."

The Management Analyst III class concept states, in part, "incumbents perform technically complex assignments critical to agency operations. They conduct the more complex, sensitive, investigative and analytical studies that may involve any aspect of the agency's operations such as planning, research, policy development, budgeting and legislative drafting ... This class is distinguished from the Management Analyst II class based upon the level of technical complexity involved in work assignments and the specialized knowledge, skills and abilities required to perform these duties." Whereas the Management Analyst II performs "all or part of the duties and responsibilities described in the series concept ... difficult assignments related to budgets, programs, research and drafting legislation." Your position performs part of the duties and responsibilities described in the series concept.

The following are comparable examples of a Management Analyst II:

- A position within the Department of Health and Human Services prepares, monitors and maintains a biennial budget by estimating future expenditure levels based on historical data; projects future costs; monitors fiscal transactions to ensure expenditures are in conformance with State and department regulations and budgetary limits; and develops budgetary and financial reports and comprehensive narratives; conducts financial studies; compiles and analyzes data; prepares and presents reports summarizing study results/conclusions; makes recommendations regarding policies and procedures; prepares grant applications to secure federal funding for State and/or State sponsored programs;

reviews and evaluates proposals submitted by organizations for program participation; provides guidance and technical assistance to service providers to ensure program operations are in compliance; oversees grants management, program planning, interpretation and analysis of regulations and policies and procedures; and monitors service provider operations to ensure adherence to program objectives.

- A position within the Department of Health and Human Services, Aging and Disabilities division develops and monitors reports to track program performance and identify program deficiencies; compile and analyzes data; prepares and manages contracts for services; assists in the development and maintenance of databases; determines processes to increase efficiencies while remaining compliant with applicable statutes and regulations; assists with quality management development; evaluates policies and procedures and makes recommendations to ensure efficient collection and reporting of program data; and other special projects related to legislative request, budget preparation and other administrative needs.

An illustration of higher-level responsibilities of a Management Analyst III, without supervisory responsibilities, is demonstrated by the following positions:

- A position within the Department of Health and Human Services, Health Care Financing and Policy analyzes data and make recommendations; establishes and monitors performance measures; analyzes initiative benchmarks; gathers and analyzes data and makes recommendations based on findings; monitors and revises care plans; serves as liaison with external organizations, contracted vendors and others; develops and maintains internal tracking for complaints or issues report; works with other units within the Division to ensure comprehensive and consistent approach to quality initiatives; participates in public hearings and workshops; assists with vendor procurements, the RFP process for initial bid solicitation and subsequent amendments; monitors and conducts internal audits; oversees contracts to ensure compliance with the terms and conditions; tracks reporting requirements; participates in the development and oversight of corrective action plans; tracks sanctions for areas of noncompliance and/or under performance; evaluates data; assembles, analyzes, summarizes, reports on and communicates financial, statistical, utilization and performance information of operational contractors and vendors; compiles and researches annual and ad hoc reports; develops and maintains reporting systems to ensure compliance with established standards; assists in drafting new policies and procedures; and other special projects related to legislative request, budget preparation and other administrative needs.
- A position within the DMV Director's Office serves as project lead; plans, develops, coordinates and oversees projects to ensure project costs do not exceed project authority and scope and that all goals and objectives are met within specified timeframes; participates in strategic planning and goal-setting activities; provides statistical information and analysis; investigates and analyzes current business practices in order to evaluate and make recommendations for improvement or discontinuation; develops, maintains and tracks the Director and Hearing Office budget accounts; provides budgetary oversight of two multi-million dollar budget accounts; analyzes, projects, tracks, forecasts and maintains the biennial budget; approves and denies requests for purchases and expenditures; develops

new and/or revises existing regulations; plans, organizes and coordinates the development and implementation of revised operating policies and procedures; issues oral and written directives in memo form and policy statements; performs a variety of analyses such as work flow, space allocation and staffing; develops, drafts and finalizes bill draft requests; tracks and assesses pending legislation which may impact the department; informs management of possible implications; and maintains and tracks proposed legislation for the department.

- A position within the DMV, Management Services and Programs section conducts research and analysis of departmental operations, legislative impact, statistical information and technical requirements pertaining to the Motor Carrier division; writes, reviews and revises policies and procedures, forms and manuals for use by staff and industry including first-time licensing requirements, licensing renewals, tax collection, office workflow, delinquency collection and audit functions; conducts statistical and investigative studies, compiles and analyzes data; presents reports that summarize study results, draw conclusions and make recommendations regarding policies and procedures and the department's position on issues governing Motor Carrier programs; develops new programs or services based upon research conducted; and plans, organizes and coordinates the implementation of new policies, procedures and workflow changes.

An illustration of higher-level responsibilities of a Management Analyst III with supervisory responsibilities is demonstrated by the following position:

- A position within DMV, Administrative Services division, supervises the Revenue section; conducts financial, statistical or investigative studies of cash between the DMV application, State IFS system and the State banking institution; compiles and analyzes data; monitors fiscal transactions to ensure all monies collected and distributed are in conformance with State and departmental policy; makes corrective entries or works with other divisions to take corrective action to avoid future problems or errors; analyzes, verifies and reconciles monthly credit card fees, statements and Automated Clearing House settlements between credit card vendor, state bank account and DMV application; analyzes division programs and accounting aspects thereof to identify deficiencies, weaknesses, problems and recommend improvements; supplies reports of findings and provides recommendations to management; coordinates the development or revision of policies and procedures related to work unit or program by analyzing workflow, staffing and automated system changes; prepares annual FHWA reports; analyzes ratios and trends; analyzes and reviews departmental operations to ensure internal controls are established and being followed; assists in the development of computer automation design of manual or inadequate operations; revises the system processes based upon new automation processes; performs user acceptance testing, debugging and monitoring of the computer system change in the productions region of the DMV application; conducts detailed analysis of revenue accounts; produces ad hoc reports; and assists the budget unit on the development of annual or biennial budgets for the division.

After a thorough review of all duties performed and analysis of all relevant documentation, it has been determined that, although there has been some change, a significant change has not occurred in duties and responsibilities being performed by your position that would warrant reclassification

to a higher-level and that the nature and complexity of work and preponderance of duties being performed remain consistent with Management Analyst II, 7.625, grade 35.

It should be noted that the removal of several duties that established the position at the Management Analyst II class has weakened the position. If additional duties are removed from your position, a subsequent review of the position will be required for a possible downgrade reclassification.

This classification decision is not a reflection on your abilities or accomplishments, nor should it be seen as minimizing your contributions. It is apparent that you are providing a valuable service to your agency; however, we are required to make decisions based on objective classification principles and regulations.

If you disagree with this determination, you may file a written appeal with Division of Human Resource Management Administrator Peter Long within 30 days after the date of receipt of written notice of this determination. Complete details of the appeal process may be found within Nevada Administrative Code (NAC) 284.152. Correspondence to Division Administrator Peter Long should be sent to his attention at:

Division of Human Resource Management
Blasdel Building
209 East Musser Street, Suite 101
Carson City, Nevada 89701-4204
plong@admin.nv.gov

We appreciate your participation in the classification process and wish you the best in your career with the State of Nevada. If you have any questions concerning this matter, please contact me at 775-684-0139.

Respectfully,

Keisha Harris, Personnel Analyst
Department of Administration
Division of Human Resource Management

CC: Cyndie Munoz, Division Administrator
Department of Motor Vehicles
Administrative Services Division
cmunoz@dmv.nv.gov

Charles Mahoney, Administrative Services Officer III
Department of Motor Vehicles
Administrative Services Division
cmahoney@dmv.nv.gov

Alys Dobel, Personnel Officer III
Department of Motor Vehicles
Administrative Services Division
adobel@dmv.nv.gov



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>
MANAGEMENT ANALYST IV	39	B	7.612
MANAGEMENT ANALYST III	37	B	7.624
MANAGEMENT ANALYST II	35	B	7.625
MANAGEMENT ANALYST I	33	B	7.637

SERIES CONCEPT

Management Analysts conduct a variety of studies, research and analysis of management and administrative areas such as budgeting and financial analysis (versus bookkeeping); departmental operations such as forms, policies and workflow; legislative analysis; management research; and statistical and informational analysis. Incumbents make recommendations and assist in or implement new or revised procedures and systems.

Conduct and/or assist in conducting financial, statistical or investigative studies; compile and analyze data; prepare and present reports summarizing study results/conclusions; may make recommendations regarding policies, procedures, the department's position on issues or future course of action, and the development of new programs or services based upon study findings.

Plan, organize and coordinate the development and implementation of revised operating procedures/methods for the work unit by analyzing work flow, space allocation, staffing and other factors to improve effectiveness and efficiency of operations; coordinate the development of new forms, work methods and automated systems used to process information related to assigned programs.

Participate in the preparation, monitoring and maintenance of the work unit's biennial budget and/or program budget(s) by estimating future expenditure levels based on historical data; making projections for future costs; preparing and presenting the budget and/or justifications to the legislature; monitor fiscal transactions to ensure expenditures are in conformance with State and department policies, regulations and budgetary limits; and developing comprehensive narrative and financial reports for presentation to management, commissions and other entities.

Develop, monitor and review complex contracts and grants; recommend approval or modification to contracts based on governing laws and regulations.

Review, write, revise and recommend administrative policies for the work unit and/or programs; issue oral and written directives in the form of policy statements and manuals; prepare correspondence.

Review, monitor and research bills submitted to the legislature impacting the work unit; inform management of possible implications; and recommend an appropriate course of action.

Perform related duties as assigned.

MANAGEMENT ANALYST IV	39	B	7.612
MANAGEMENT ANALYST III	37	B	7.624
MANAGEMENT ANALYST II	35	B	7.625
MANAGEMENT ANALYST I	33	B	7.637

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CLASS CONCEPTS

Management Analyst IV: Under general administrative direction of the department director/administrator, incumbents manage and supervise both the supervisory and professional staff in the division or section of a department engaged in providing department management with research, analysis or operational recommendations on broad departmental or divisional issues. Work is highly technical involving advanced principles, techniques and methods relating to problems or unprecedented circumstances. Management Analyst IV's are responsible for long range, broad based planning, program or policy development affecting major aspects of the work unit's activities/functions crossing divisional lines and are responsible for broad based, complex program areas. This class is distinguished from Management Analyst III by greater supervisory authority and by the broader scope of responsibility and complexity of work.

Management Analyst III: Under general direction, incumbents perform technically complex assignments critical to agency operations. They conduct the more complex, sensitive, investigative and analytical studies that may involve any aspect of the agency's operations such as planning, research, policy development, budgeting and legislative drafting. Additionally, positions in this class typically serve as first line supervisors for lower level Management Analysts or other professional staff and are singularly expert in their program or discipline area. This class is distinguished from the Management Analyst II class based upon the level of technical complexity involved in work assignments and the specialized knowledge, skills and abilities required to perform these duties.

Management Analyst II: Under limited supervision, incumbents perform all or part of the duties and responsibilities described in the series concept. Management Analyst II's perform difficult assignments related to budgets, programs, research and drafting legislation. Positions at this level may supervise professional, technical and administrative support personnel. This class is distinguished from the Management Analyst I class based upon the independence in performing assigned duties.

Management Analyst I: Under general supervision, incumbents perform work of a professional nature as described in the series concept at the journey level. Management Analyst I's assist management in conducting research, analyzing legislative implications, budget analysis and revenue/expenditure projections, determine data processing program needs or requirements, or other activities which involve providing recommendations to management.

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.

MANAGEMENT ANALYST IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and four years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures; **OR** one year of experience as a Management Analyst III in Nevada State service; **OR** an equivalent combination of education and experience on a year-for-year basis. (See *Special Requirement*)

MANAGEMENT ANALYST IV	39	B	7.612
MANAGEMENT ANALYST III	37	B	7.624
MANAGEMENT ANALYST II	35	B	7.625
MANAGEMENT ANALYST I	33	B	7.637

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MINIMUM QUALIFICATIONS (cont'd)

MANAGEMENT ANALYST IV (cont'd)

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

Detailed knowledge of: financial analysis, planning, research, program/policy development, and budget administration. **Working knowledge of:** legislative process relating to budgeting; supervisory techniques including disciplinary processes, employee evaluation, and the development of work performance standards. **Skill in:** designing, researching and interpreting study results; recommending courses of action based upon study outcomes and results; and motivating others and encouraging effective action; organizing, planning, implementing and overseeing multiple programs or areas of responsibility where little precedent exists in resolving complex problems; *and all knowledge, skills, and abilities required at the lower levels.*

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

Detailed knowledge of: the legislative process relating to budgeting; recognizing and assessing the impact of legislative actions; governmental accounting, auditing, and financial reporting; long range goals and objectives of the agency sufficient to develop appropriate and effective policy and procedures; and agency organizational structure and resources.

MANAGEMENT ANALYST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and three years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures; OR one year experience as a Management Analyst II in Nevada State service; OR an equivalent combination of education and experience on a year-for-year basis. *(See Special Requirement)*

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

Working knowledge of: legislative proceedings and processes; State government agencies, resources and functions sufficient to locate and obtain needed information and/or resources, accepted practices and methods used in designing program reviews and audits. **Ability to:** read, interpret, and apply complex rules and regulations for various funding sources; read and interpret technical reports, governmental publications and federal directives; write comprehensive reports, recommendations and legislative proposals using correct English grammar, spelling, vocabulary and punctuation. **Skill in:** developing computer generated reports; and organizing, developing and making oral presentations; advanced level financial analysis, planning, preparation and administration; advanced mathematical and statistical computation; designing analytical research studies; identifying research needs and problems; coordinating and implementing diverse work plans; advanced research and analysis techniques; *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 Management Analyst IV.)

MANAGEMENT ANALYST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and two years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures; OR one year of experience as a Management Analyst I in Nevada State service; OR an equivalent combination of education and experience on a year-for-year basis. *(See Special Requirement)*

MANAGEMENT ANALYST IV	39	B	7.612
MANAGEMENT ANALYST III	37	B	7.624
MANAGEMENT ANALYST II	35	B	7.625
MANAGEMENT ANALYST I	33	B	7.637

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MINIMUM QUALIFICATIONS (cont'd)

MANAGEMENT ANALYST II (cont'd)

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

Working knowledge of: techniques of statistical analysis including data collection, evaluation, analysis, financial statements and manipulation; statistical methods required to analyze, project and present fiscal effects; accounting, auditing, financial reporting and/or research/statistical methods; quantitative methods and techniques. **Ability to:** analyze organizational and administrative programs, policies and procedures, prepare plans for revision, and make recommendations; perform statistical computations such as correlation studies, variance analysis, averages and trends; analyze user needs and develop appropriate solutions and requirements; produce clear, concise and valid operational manuals, reports and other presentation materials; operate a personal computer and related hardware and software; establish and maintain effective working relationships with co-workers, other agencies and the general public; organize materials, information and resources systematically way to optimize efficiency; independently organize, plan, implement and oversee multiple programs; negotiate and exchange ideas, information and opinions with others to formulate policies and programs, and reach consensus; define problems, identify trends, analyze issues, solve problems, and communicate solutions. **Skill in:** organizing, planning, implementing and overseeing multiple programs or areas of responsibility; *and 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 Management Analyst III.)

MANAGEMENT ANALYST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and one year of professional or paraprofessional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures, or administration of policies and procedures for a program or functional area; **OR** an equivalent combination of education and experience on a year-for-year basis. *(See Special Requirement)*

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

General knowledge of: research and analysis techniques and methodologies; accounting and budgeting; management and administration concepts, principles and practices sufficient to assist in evaluating, developing and recommending effective administrative and/or operational policies and procedures for the work unit; and various computer software including word processing, spreadsheet and database applications. **Ability to:** communicate effectively both orally and in writing; compose business correspondence and reports; analyze information, problems or practices to identify relevant concerns, identify patterns, tendencies, and relationships, and formulate logical conclusions.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Management Analyst 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 series.

	<u>7.612</u>	<u>7.624</u>	<u>7.625</u>	<u>7.637</u>
ESTABLISHED:	7/1/93P 11/6/92PC	7/1/63	7/1/63	6/7/65

MANAGEMENT ANALYST IV	39	B	7.612
MANAGEMENT ANALYST III	37	B	7.624
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	<u>7.612</u>	<u>7.624</u>	<u>7.625</u>	<u>7.637</u>
REVISED:		4/1/70	12/15/69	12/15/69
REVISED:			5/22/78-3	
REVISED:		9/28/78-3	9/28/78-3	9/28/78-3
REVISED:		7/1/93P	7/1/93P	7/1/93P
		11/6/92PC	11/6/92PC	11/6/92PC
REVISED:	6/5/98UC	6/5/98UC	6/5/98UC	6/5/98UC
REVISED:	12/14/07PC	12/14/07PC	12/14/07PC	12/14/07PC
REVISED:	7/1/17LG	7/1/17LG	7/1/17LG	7/1/17LG

Mark Froese, MVIT Administrator

**Department of Motor Vehicles,
Motor Vehicles Information Technology Division**

March 15, 2019

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This Exhibit consists of the two letters which were sent to both Mr. Peter Long, Administrator at the Division of Human Resource Management and to Ms. Katherine Fox, Chair of the Personnel Commission.

The first paragraph in the letters provides a brief timeline of this reclassification process.

Steve Sisolak
Governor



Julie Butler
Director

Department of Motor Vehicles
555 Wright Way
Carson City, Nevada 89711-0900
Telephone (775) 684-4549

January 14, 2019

Mr. Peter Long, Administrator
Division of Human Resource Management
Blasdel Building
209 East Musser Street, Suite 101
Carson City, NV 89701

Dear Mr. Long:

On July 28, 2018 the DMV's Motor Vehicles Information Technology (MVIT) Division submitted a request for a classification change for PCN 4103 from a Management Analyst II to a Management Analyst III position. On October 29, 2018, the DMV received a memo denying the request for reclassification. On November 26, 2018, the Department submitted an appeal, and on December 27, 2018, received a response denying the appeal.

As allowed per NAC 284.152, please consider this letter official notification that the Department will appeal this denial to the Personnel Commission.

The rationale for our disagreement with your determination is based on the duties performed by this position in comparison to the Management Analysts who report directly to the other Department Administrators. We believe the duties and responsibilities are very similar and the classification of this PCN as a Management Analyst II creates inequity within the Department. This inequity has resulted in six people rotating through this Management Analyst II position in 6.5 years.

Very truly yours,

Mark Froese, Administrator
Motor Vehicle Information Technology

cc: Cyndie Munoz, DMV Deputy Director
Alys Dobel, DMV Human Resources Administrator

Steve Sisolak
Governor



Julie Butler
Director

Department of Motor Vehicles
555 Wright Way
Carson City, Nevada 89711-0900
Telephone (775) 684-4549

January 14, 2019

Ms. Katherine Fox, Chair
Personnel Commission
Division of Human Resource Management
Blasdel Building
209 East Musser Street, Suite 101
Carson City, NV 89701

Dear Personnel Commission

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Very truly yours,

Mark Froese, Administrator
Motor Vehicle Information Technology

MF/cap

cc: Cyndie Munoz, DMV Deputy Director
Alys Dobel, DMV Human Resources Administrator

This Exhibit is a Report showing the other Division's Management Analyst positions, which are all 3s, to compare with MVIT's Management Analyst position which is a 2.

DMV MANAGEMENT ANALYST POSITIONS PERFORMING BUDGET RESPONSIBILITIES

2/1/2019

BA#	Division	Employee Name	PCN	Class Code	Class Title	Budget
MANAGEMENT ANALYST 2						
4715	Information Technology	Vacant	CC4103	7.625	MANAGEMENT ANALYST 2	Yes
MANAGEMENT ANALYST 3						
4735	Field Services		WF4010	7.624	MANAGEMENT ANALYST 3	Yes
4741	Central Services		CC4057	7.624	MANAGEMENT ANALYST 3	Yes
4740	Compliance Enforcement		CC4029	7.624	MANAGEMENT ANALYST 3	Yes
4742	Management Services & Programs		CC4024	7.624	MANAGEMENT ANALYST 3	Yes
4717	Motor Carrier		CC4026	7.624	MANAGEMENT ANALYST 3	Yes
4744	Director's Office		0004	7.624	MANAGEMENT ANALYST 3	Yes

This Exhibit is a Position History report from the HR Data Warehouse of the MA2 position being requested to be reclassified to a MA3.

In May of 2012 I began my time in my current position. Since that time there have been 6 different people in the MVIT's MA2 position. A review of the report in this Exhibit confirms this. In many ways this has created many hardships on the Division due to constantly training new people in this position. The training time is from multiple staff within my division as well as from other divisions. All but one of these people have gone on to promotion opportunities. The high turnover which this report reveals, supports the fact that with this MA2 position there is an inequity which is the reason for the high turnover rate.

HR Data Warehouse

State of Nevada

Warehouse current as of January 29, 2019 11:59 PM

Position History**Position History - Incumbents**[Home](#) | [Site Help](#) | [Logout](#)

User: DAVID BADGER [DBADGER]

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Position								Incumbents						
Agcy	Org	Posn ID	Title	Grade	Status	Eff Date	Exp Date	Empl ID	Appl ID	Last Name	First Name	Eff Date	Exp Date	Yrs Mth Dys
810	4715	CC4103	07.625	35	ACTPM	07/01/2009				VACANT		01/12/2019		00 00 19
								009549		CASEY	TOMI	10/10/2016	01/11/2019	02 03 02
										VACANT		08/06/2016	10/09/2018	00 02 04
								052973		REZAIE	NIMA	02/16/2015	08/05/2016	01 05 18
										VACANT		01/19/2015	02/15/2015	00 00 28
								048956		VEZINA	BRIAN	10/13/2014	01/18/2015	00 03 08
								013419		COOPER	JENNIFER	08/24/2013	10/12/2014	01 03 19
										VACANT		03/30/2013	08/23/2013	00 02 25
								014273		YOUNG	LISA	10/15/2012	03/29/2013	00 05 15
										VACANT		08/31/2012	10/14/2012	00 01 15
								023278		GRAVES	PATRICIA	07/01/2009	08/30/2012	03 01 30
810	4715	CC4103	07.625	35	NEWPM	10/01/2007	06/30/2009	023278		GRAVES	PATRICIA	03/03/2008	06/30/2009	01 03 28
										VACANT		10/01/2007	03/02/2008	00 05 02

This Exhibit begins with the P&P which details how to create the Division's Performance Measures. These Performance Measures are created on a quarterly basis. Following the P&P are the various worksheets, reports, and "documentation" needed to calculate the Performance Measures.

A quick glance at the P&P for this task will show that this is a technically complex assignment requiring the staff to know several technologies (Crystal Reports, Excel, Word, statistical logic and analysis) in order to arrive at the correct figures.

At the beginning of each fiscal year the total productive hours for the Applications group is recalculated due to the number of vacancies and MSA Contract programmers changing in our division. If this is miscalculated it will negatively affect the third Performance Measure which the Department depends upon to report how large the backlog is for the Department. This figure also impacts the responsiveness of the Department to Legislative mandates.

This is an example of a complex sensitive analytical assignment which impacts the Division's research, planning, budgeting and legislative drafting. For example if the trend is such that it is determined that more staff are needed to provide support for designing, developing and creating enhancements to better serve the citizens of our state there are hard numbers to support this type of initiative. As well the information would show trends to also support this type of initiative.

STATE OF NEVADA
DEPARTMENT OF MOTOR VEHICLES

This policy will be reviewed and revised to reflect any changes if necessary.

POLICY/PROCEDURE NO: MVIT-25	SUBJECT: PPBB Performance Measures	ORIGINATION DATE: 9/06/12 REVISED DATE:
ORIGINATED BY: MVIT Administrator	SPECIAL INSTRUCTIONS: Effects MVIT	REVIEWED BY: Mark Froese
APPROVED BY: Mark Froese MVIT Administrator	DATE ISSUED: 09/07/12	DATE EFFECTIVE: 9/07/12

1. POLICY

To establish the processes for creating and reporting of the three new Priorities and Performance Based Budgeting (PPBB) Performance Measures for MVIT. The three PPBB Performance Measures are as follows, 1) Percentage of projects implemented within timeline and projected programmer hours (efficiency), 2) Percentage of production jobs completed on schedule (efficiency), 3) Percentage of staff programmer hours available compared to projected hours required to complete projects (outcome).

2. DEFINITIONS

PPBB: Priorities and Performance Based Budgeting

DMV Application: This is the computer application used by DMV staff for processing registrations, driver license, business & occupational licensing and revenue.

MVIT: Motor Vehicle Information Technology

3. PROCEDURE

1. **Percent of projects; implemented within timeline and meeting projected programmer hours. (This Performance Measure identifies effectiveness in managing projects. Also this Measure identifies DMV staff properly identifying requirements with proposed Projects.)**

- a. **Total number of PSRs received within reporting period and number of PSRs completed within project timeline and programming hours**

1. Open Crystal Report found at: *I:_Admin_Time Accounting Reports\PPBB-PM-ProdJobsOnSchedule*
 2. Once in Crystal Reports, select Report Expert
 3. Select Data Parameters required for reporting period
 4. Refresh Report (this will require your Remedy password)
 5. Run Report
 6. Count total number of PSRs completed within timeframe
 7. Count total number of Projects that were completed within both the Projected Hours **AND** the Estimated Completion Date
 8. Report as a fraction – Results from item #7 over results from item #6

2. **Percent of production jobs completed on schedule. (This Performance Measure identifies the effectiveness found with programming staff to properly code the DMV Application with minimal failures.)**

- a. **Job statistics received from Production Control Manager**

1. Total jobs printed (this number should be in number format)
 2. Total jobs completed without failures (this number should be in number format)
 3. Report this information as a fraction – Results from item #2 over results from item #1

3. **Percent of existing staff programmer hours available within timeline compared to projected hours required to complete programming projects. (This Performance Measure identifies backlog in programming projects when staffing full.)**

- a. **Total programming hours required to complete all Application PSRs**

1. Open the following file: *I:_Admin\Time Accounting Reports\App_Time/(pg02)Summary_Sheet_new*
 - a. This is a Crystal Report. Select Report Expert
 - b. Select Data Parameters required for reporting period

- c. Refresh Report (this will require your Remedy password)
 - d. Run Report
2. To determine available programmer hours:
- a. Established productive hours per year – 1680 hrs
 - b. After running the above report found in 3.a.1, add total time found in columns labeled: Tickets, Prod Issues, Admin Meetings, LCB, & Training.
 - c. Divide the number from 3.a.2.b by the total number of Application staff FTEs. This number will reveal additional non-Project hours per Application staff per year.
 - d. Subtract the number found in 3.a.2.c from 1680. This number reflects the standard time available for Application staff to work on projects.
 - e. Multiply the hours found in 3.a.2.d by total number of programmers (minus Track Leads and the Applications Manager)
 - f. Multiply the hours found in 3.a.2.d by total number of Track Leads times 50% (Track Leads generally perform programming work 50% of their day; the balance being that of supervisor, on-the-job trainer, etc.)
 - g. Multiply the hours found in 3.a.2.d by the total number of Applications Managers times 30% (Application Managers generally perform programming work 30% of their day; the balance being that of supervisor, on-the-job trainer, etc.)
 - h. Add together the numbers found in 3.a.2.e thru 3.a.2.g.
 - i. This will give the available programmer hours per year.
3. To determine Projected hours required to complete programming project:
- a. Open Crystal Report found at: *I:_Admin_Time Accounting Reports\PPBB-PM-Open_PSR's*
 - b. Once in Crystal Reports, select Report Expert
 - c. Select Data Parameters required for reporting period
 - d. Refresh Report (this will require your Remedy password)
 - e. Run Report

- i. This report will auto total the number of projected hours
 - f. For each Application Track, there will be an auto total of the number of project by Track. Count each Tracks projects that have estimated times
 - g. Divide the total projected hours by the number of projects with estimated times. This will give an average time per project.
 - h. Multiply the total overall open projects by the average time per project as found in 3.a.3.g.
 - i. This will give the estimated projected hours required to complete programming projects.
- 4. Divide the number determined in 3.a.2.i by the number determined in 3.a.3.i.
 - 5. This will give the estimated time, in years, required to complete all programming projects.

Operations Job Stats - FY18

Start Date	To Date	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Weekly Job count	Jobs Abnormal End	Failure Rate	Success Rate
7/1/2017	7/7/2017	280	187	331	167	324	370	361	2020	9	0.45%	99.55%
7/8/2017	7/14/2017	189	166	323	314	327	370	362	2051	6	0.29%	99.71%
7/15/2017	7/21/2017	211	171	323	317	328	373	363	2086	4	0.19%	99.81%
7/22/2017	7/28/2017	192	164	322	318	327	374	363	2060	2	0.10%	99.90%
7/29/2017	8/4/2017	190	164	376	403	333	376	364	2206	4	0.18%	99.82%
8/5/2017	8/11/2017	193	179	326	316	329	373	364	2080	9	0.43%	99.57%
8/12/2017	8/18/2017	190	167	321	336	329	372	362	2077	2	0.10%	99.90%
8/19/2017	8/25/2017	192	166	322	317	326	372	363	2058	8	0.39%	99.61%
8/26/2017	9/1/2017	189	163	320	315	326	425	443	2181	26	1.19%	98.81%
9/2/2017	9/8/2017	199	181	175	314	324	369	361	1923	11	0.57%	99.43%
9/9/2017	9/15/2017	189	167	319	314	328	370	379	2066	11	0.53%	99.47%
9/16/2017	9/22/2017	192	166	320	315	325	370	361	2049	4	0.20%	99.80%
9/23/2017	9/29/2017	190	163	320	314	326	370	360	2043	2	0.10%	99.90%
9/30/2017	10/6/2017	242	265	333	318	325	369	360	2212	6	0.27%	99.73%
10/7/2017	10/13/2017	192	166	318	315	327	369	361	2048	4	0.20%	99.80%
10/14/2017	10/20/2017	189	186	320	317	325	370	360	2067	0	0.00%	100.00%
10/21/2017	10/27/2017	191	163	319	313	325	369	213	1893	6	0.32%	99.68%
10/28/2017	11/3/2017	189	163	318	366	412	376	364	2188	17	0.78%	99.22%
11/4/2017	11/10/2017	193	178	323	314	327	369	213	1917	3	0.16%	99.84%
11/11/2017	11/17/2017	189	166	319	313	344	370	361	2062	10	0.48%	99.52%
11/18/2017	11/24/2017	192	166	321	314	327	219	213	1752	4	0.23%	99.77%
11/25/2017	12/1/2017	191	163	321	314	325	422	444	2180	4	0.18%	99.82%
12/2/2017	12/8/2017	199	185	323	314	324	369	361	2075	12	0.58%	99.42%
12/9/2017	12/15/2017	189	171	319	313	327	369	378	2066	8	0.39%	99.61%
12/16/2017	12/22/2017	193	171	322	317	325	370	361	2059	2	0.10%	99.90%
12/23/2017	12/29/2017	191	168	175	314	326	370	360	1904	2	0.11%	99.89%
12/30/2017	1/5/2018	190	221	272	325	328	370	360	2066	6	0.29%	99.71%
1/6/2018	1/12/2018	193	181	319	313	329	369	361	2065	10	0.48%	99.52%
1/13/2018	1/19/2018	190	167	193	314	325	371	360	1920	2	0.10%	99.90%
1/20/2018	1/26/2018	194	170	322	315	326	372	361	2060	4	0.19%	99.81%
1/27/2018	2/2/2018	193	165	320	315	378	453	369	2193	6	0.27%	99.73%
2/3/2018	2/9/2018	198	180	325	316	326	371	363	2079	2	0.10%	99.90%
2/10/2018	2/16/2018	192	168	321	315	329	390	363	2078	4	0.19%	99.81%
2/17/2018	2/23/2018	194	168	176	318	326	372	361	1915	0	0.00%	100.00%
2/24/2018	3/2/2018	192	166	321	316	378	451	367	2191	6	0.27%	99.73%
3/3/2018	3/9/2018	198	181	323	314	324	369	361	2070	20	0.97%	99.03%
3/10/2018	3/16/2018	192	169	319	313	327	388	361	2069	5	0.24%	99.76%
3/17/2018	3/23/2018	194	169	320	313	324	370	359	2049	15	0.73%	99.27%
3/24/2018	3/30/2018	192	167	321	316	326	371	361	2054	4	0.19%	99.81%
3/31/2018	4/6/2018	244	271	333	318	325	369	360	2220	7	0.32%	99.68%
4/7/2018	4/13/2018	194	174	319	315	327	369	361	2059	10	0.49%	99.51%
4/14/2018	4/20/2018	191	193	321	318	325	370	360	2078	20	0.96%	99.04%
4/21/2018	4/27/2018	194	171	320	314	326	370	361	2056	12	0.58%	99.42%
4/28/2018	5/4/2018	192	170	372	403	332	373	361	2203	11	0.50%	99.50%
5/5/2018	5/11/2018	194	181	323	313	327	370	361	2069	6	0.29%	99.71%

5/12/2018	5/18/2018	191	169	319	331	326	370	360	2066	10	0.48%	99.52%
5/19/2018	5/25/2018	194	169	321	315	325	370	361	2055	6	0.29%	99.71%
5/26/2018	6/1/2018	192	167	175	314	325	422	445	2040	14	0.69%	99.31%
6/2/2018	6/8/2018	203	185	325	315	325	370	362	2085	21	1.01%	98.99%
6/9/2018	6/15/2018	192	171	320	314	328	370	378	2073	27	1.30%	98.70%
6/16/2018	6/22/2018	195	170	323	318	326	371	362	2065	18	0.87%	99.13%
6/23/2018	6/29/2018	194	168	323	316	328	372	362	2063	17	0.82%	99.18%
6/30/2018	6/30/2018	247							247	0	0.00%	100.00%
FY 2016 Totals									107511	439	0.41%	99.59%

Operations Job Stats - June 2018

From Date	To Date	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Weekly Job count	Jobs Abnormal	Failure Rate	Success Rate
5/26/2018	6/1/2018							445	445	4	0.90%	99.10%
6/2/2018	6/8/2018	203	185	325	315	325	370	362	2085	21	1.01%	98.99%
6/9/2018	6/15/2018	192	171	320	314	328	370	378	2073	27	1.30%	98.70%
6/16/2018	6/22/2018	195	170	323	318	326	371	362	2065	18	0.87%	99.13%
6/23/2018	6/29/2018	194	168	323	316	328	372	362	2063	17	0.82%	99.18%
6/30/2018	7/6/2018	247							247	0	0.00%	100.00%
Totals									8978	87	0.97%	99.03%

Operations Forms Stats - June 2018

DL Postcards (two sided)

MDL8	12,837
CDL8	531
MED8	2,310
MED9	4
MD10	10
MID8	1,896
M300	303
MTSA	94
MSC8	2,719

Motor Carrier

C1RL	0
Labels	0

(pages)

OBL

OBL6	0
Letterhead	605
Watermark	171
RSB6	711

VR Postcards

RRP's	134,193
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Titles

Regular	49,323
Salvage	4,810

Other

(single)

Labels	2,080
Greenbar	0

(Plain Paper)

Reports	128,500
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Total pages: 341,097

Ticket Status By Group

Assigned To Group:	Assigned	Work In Progress	Pending	Resolved	Closed	Average Time Spent (mins)	Total Time Spent (mins)
Alternative Tech. Services	8	0	0	10	6,919	133	919392
Analyzer Support	0	0	0	0	2	10	20
Application Help Desk	0	0	0	3	1,904	17	32653
Build Group	0	0	0	0	21	87	1825
Computer Help Desk	0	0	0	56	22,460	51	1150999
Data Integrity	0	0	0	0	396	9	3580
Desktop Support	8	12	0	70	1,455	76	115356
Digimarc	2	0	0	0	3,815	75	287211
Driver's License	206	9	2	10	9,098	79	716185
Framework and Control	120	15	2	0	720	192	138551
ITI	0	0	0	0	3,280	0	931
JCM	0	0	0	0	1,398	1	1686
Kovis Support	2	0	0	2	207	13	2763
Motor Carrier	41	5	0	3	2,751	241	664849
Network Security	0	0	0	0	186	31	5705
Network Support	35	19	0	27	47,676	150	7178111
OLBL and Info. Requests	250	23	29	13	8,035	173	1391567
Operations	0	0	0	1	4,230	68	288840
Registration	241	11	0	17	22,749	76	1729435
STS	0	0	0	0	248	15	3699
System Outage Group	0	0	0	0	13	254	3307
Systems	1	0	0	4	1,159	317	368363
Web	0	0	0	0	301	148	44682
WebExtender Support	0	0	0	0	90	10	859
Totals for MVIT	914	94	33	216	139,113	108	15,050,569

Please Note that Network Security has been absorbed by Network Support. No more tickets or PSRs will be assigned to Network Security Group.

Assigned To Group:	Assigned	Work In Progress	Pending	Resolved	Closed	Average Time Spent (mins)	Total Time Spent (mins)
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Report Date and Time: 7/7/2018 11:04:54AM

PSR Status By Group

Based on Go Live Date of August 13, 2001

Assigned_Group	New	Approved	Work In Progress	Pending	Completed	Disapproved	Closed	Average Time Spent (hrs.)	Hours Spent
Alternative Tech. Services	1	25	1	0	1	1	203	335.16	68,371.90
Application Help Desk	0	0	0	0	0	0	3	0.33	1.00
Computer Help Desk	0	0	0	0	0	13	35	4.75	166.30
Driver's License	6	66	3	0	0	4	271	201.17	54,516.41
Framework and Control	1	8	2	0	0	0	29	121.37	3,519.65
Helpdesk	14	2	0	0	0	3	38	2.68	101.72
Motor Carrier	0	33	1	0	0	0	31	1,457.17	45,172.15
Network Support	0	5	0	0	0	0	117	290.40	33,977.27
OLBL and Info. Requests	5	54	3	1	0	9	513	85.15	43,681.05
Operations	0	0	0	0	0	0	4	12.58	50.30
Registration	0	17	6	0	2	33	568	160.72	91,608.46
Systems	0	1	0	1	0	1	44	385.19	16,948.20
Web	0	0	0	0	0	0	27	45.68	1,233.35
Totals for MVIT	27	211	16	2	3	64	1,883	190.53	359,347.76

Closed PSR's for Applications Group for FY15

As of 7/9/2018 and Sorted by Assigned to Group, and Request ID. (From the MVIT Remedy Tickelling System)

<u>Assigned to Group</u>	<u>Request ID</u>	<u>Short Description</u>	<u>Assigned To</u>	<u>Projected Hours</u>	<u>Actual Hours</u>	<u>Est. Comp. Date</u>	<u>Actual Completion Date</u>
Alternative Tech. Services	PSR2092	EMV compliance	ALBERT RUIZ	8,000.00	7,140.00	12/1/2016 12:00:00A	8/7/2017 12:00:00AM
Alternative Tech. Services	PSR2147	Planning and implementation for System Modernization based on		89,000.00	16,135.00	12/31/2021 12:00:00	4/18/2018 12:00:00AM
Alternative Tech. Services	PSR2449	Administrative Services Division (ASD) receives annual rate updates	ALBERT RUIZ	480.00	449.50	7/1/2017 12:00:00AM	9/1/2017 12:00:00AM
Alternative Tech. Services	PSR2458	AB486 is a current pending GST Allocation bill in the 79th Legislative	ALBERT RUIZ	60.00	45.00	7/1/2017 12:00:00AM	7/1/2017 12:00:00AM
Alternative Tech. Services	PSR2651	Inactive Account codes should not be selectable value in the CARRS	ALBERT RUIZ	600.00	386.00	12/10/2017 12:00:00	11/12/2017 12:00:00AM
Alternative Tech. Services	PSR2726	Change payment transaction for RR	ALBERT RUIZ	229.00	221.00	1/21/2018 12:00:00A	2/11/2018 12:00:00AM
Alternative Tech. Services	PSR2749	PSR only. MSP will complete work under SR 170121 (AAA Carson	ALBERT RUIZ	40.00	9.30	12/31/2017 12:00:00	11/29/2017 12:00:00AM
Total Number of PSR's Assigned to Alternative Tech. Services Group: 7							
Motor Carrier	PSR1680	We need to correct the programming for the Motor Fuel	ISAI ARASU MARICHAMY	8.00	2.00	6/30/2012 12:00:00A	4/13/2018 1:58:44PM
Total Number of PSR's Assigned to Motor Carrier Group: 1							
OLBL and Info. Requests	PSR2063	Please add a column titled Inspector on the VIR Search results page.	DAN DIECKMANN	10.00	13.00	11/2/2015 12:00:00A	7/24/2017 10:35:59AM
Total Number of PSR's Assigned to OLBL and Info. Requests Group: 1							
Registration	PSR1244	The DMV website needs to be enhanced to allow for the ordering of	JEREMY KOURY	620.00	0.00	4/6/2018 12:00:00AM	4/6/2018 12:00:00AM
Registration	PSR1279	Conduct the necessary Joint Application Design (JAD) sessions.	MANIVANNAN KARUPPUSV	35,000.00	18,675.00	7/1/2018 12:00:00AM	4/18/2018 12:00:00AM
Registration	PSR1441	In the DMV application Required Documents.	RON SWENSON	40.00	1.00	11/30/2017 12:00:00	10/9/2017 12:00:00AM
Registration	PSR1814	Field Services is requesting reports be made on the Intranet that breaks	JAKOB SHEPHERD	85.00	25.50	10/30/2017 12:00:00	10/18/2017 12:00:00AM

<u>Assigned to Group</u>	<u>Request ID</u>	<u>Short Description</u>	<u>Assigned To</u>	<u>Projected Hours</u>	<u>Actual Hours</u>	<u>Est. Comp. Date</u>	<u>Actual Completion Date</u>
Registration	PSR1836	Need a monthly report on the Infranet to provide total exemptions	GIRISH MAHAPATRA	100.00	324.50	7/31/2018 12:00:00A	6/25/2018 12:00:00AM
Registration	PSR1840	NVLIVE requests that the batch process that deletes Waiting Periods	ROBERT WILCOX	0.00	0.00	4/9/2018 12:00:00A	2/28/2018 1:20:23PM
Registration	PSR1882	Give an ability / profile to Special Purpose Registration (Under Cover)		0.00	0.00	4/23/2018 12:00:00A	4/23/2018 12:00:00AM
Registration	PSR1937	AB309 mandates the Department contract to establish and implement	RON SWENSON	2,765.00	1,839.00	1/4/2016 12:00:00A	3/13/2018 12:00:00AM
Registration	PSR2078	Explore the practicality, logistics and cost of having supplemental		0.00	0.00	4/18/2018 12:00:00A	4/18/2018 12:00:00AM
Registration	PSR2085	Due to the passage of AB484, we need to have revised P&P and forms	Prashanth Kodela	585.00	514.00	9/25/2017 12:00:00A	12/6/2017 12:00:00AM
Registration	PSR2141	NVLIVE is requesting the ability to have a Resolve letter printed when	Prashanth Kodela	200.00	152.00	7/31/2017 12:00:00A	7/5/2017 1:14:12PM
Registration	PSR2277	Requesting a PSR for changes to the ELT programming.	RON SWENSON	180.00	180.50	8/31/2017 12:00:00A	12/4/2017 1:29:53PM
Registration	PSR2303	Currently upon completing an address change for vehicle	GIRISH MAHAPATRA	600.00	1,526.00	6/23/2018 12:00:00A	6/23/2018 12:00:00AM
Registration	PSR2455	Special Plates needs to add Sparks Heritage Museum to the dropdown	JEREMY HACK	40.00	54.30	11/30/2017 12:00:00	11/15/2017 7:44:39AM
Registration	PSR2499	Please create a button to generate a new reinstatement code.	JOSEPH NEVILLE	40.00	26.50	8/31/2017 12:00:00A	8/15/2017 5:03:40PM
Registration	PSR2503	SB37 Passed in the 2017 Legislative Session reinstating a \$20 charitable	Prashanth Kodela	40.00	45.00	7/17/2017 12:00:00A	10/23/2017 2:07:38PM
Registration	PSR2524	Please create a cover sheet for EC-18's.	RON SWENSON	120.00	42.00	8/13/2017 12:00:00A	8/15/2017 1:28:18PM
Registration	PSR2533	Update to OHV Late Fee from \$25.00 to \$10.00 per AB29 2017	JOSEPH NEVILLE	40.00	9.00	7/10/2017 12:00:00A	7/10/2017 12:00:00AM
Registration	PSR2576	PSR to research that Junk and Salvage Information (JSI) is being	Ron Swenson	300.00	254.25	3/1/2018 12:00:00A	2/23/2018 12:00:00AM
Registration	PSR2599	This SR/PSR is being submitted to change the Fast Title transactions to	RON SWENSON	200.00	33.00	2/28/2018 12:00:00A	9/10/2017 12:00:00AM
Registration	PSR2624	Currently NVLIVE receives job MPVV501A in a printed green bar		40.00	2.50	12/10/2017 12:00:00	12/12/2017 8:24:01AM

Report Data from 7/9/2018 and run at: 3:01:01PM

<u>Assigned to Group</u>	<u>Request ID</u>	<u>Short Description</u>	<u>Assigned To</u>	<u>Projected Hours</u>	<u>Actual Hours</u>	<u>Est. Comp. Date</u>	<u>Actual Completion Date</u>
Registration	PSR2626	Implement bonded title program due to passage of SB462 in 2017	RON SWENSON	400.00	307.00	2/28/2018 12:00:00A	2/19/2018 12:00:00AM
Registration	PSR2652	Develop report for transactions involving decal issuance	JONATHAN TOWLE	40.00	39.00	1/1/2018 12:00:00AM	6/18/2018 12:00:00AM
Registration	PSR2674	The Document Processing Unit is seeking to update the font on the	Prashanth Kodela	20.00	2.30	12/10/2017 12:00:00	12/12/2017 9:16:54AM
Registration	PSR2701	Revise VP203 to remove NV DL, ID, or DoB lin. Review VP-B29.04 to	JONATHAN TOWLE	40.00	10.00	1/29/2018 12:00:00A	3/28/2018 12:00:00AM
Registration	PSR2727	Please make the EC-18 coversheet available to print from the Go To	RON SWENSON	20.00	6.00	2/11/2018 12:00:00A	2/20/2018 10:37:32AM
Registration	PSR2774	SB339 added years 1943 through 1961 to the available years for	JEREMY HACK	80.00	36.30	2/28/2018 12:00:00A	2/20/2018 8:01:11AM
Registration	PSR2900	Bonded title transaction will include non-repairable vehicles. This PSR		0.00	0.00	3/20/2018 12:00:00A	3/20/2018 12:00:00AM
Total Number of PSR's Assigned to Registration Group: 28				140,022.00	48,505.45		

PRODUCTIVE HOURS PER YEAR

Working Days @ 52 weeks	X 5 Days	260 Days	
Holidays	less 11 Days	-11 Days	
Sick Leave	less 10 Days	-10 Days	
Annual Leave	less 15 Days	-15 Days	
Break time @ .5 hr x 224 days	less 14 Days	-14 Days	
Non productive hours		Days	
Annual Productive hours		210 X 8	1,680.0

2014 Information for Programming Staff

Vacancies 4

Programmer Hours

Established Productive Hrs 1680

Tic 6940.1

Prod 1454.48

Ad Meet 1152.58

Train 1762.85

TOTAL 11310.01

divide by Application Staff FTE's 25

TOTAL 371.88

1680

Subtract 371.88

TOTAL 1308.12

***Project Hours available based on above
information***

1302.999667 / year / per Program Area

Hours Available per Programming Staff 1308.1

multiply number of Program Staff 20.0

Total Available for Program Staff Annually 26162.4

Hours Available per Programming Staff 1308.1

multiply by number of Team Lead 5.0

Total Available for Program Staff Annually 6540.6

multiply by 50% 0.5

3270.3

Hours Available per Programming Staff 1308.1

multiply by number of Application Managers 0.0

Total Available for Program Staff Annually 0.0

multiply by 30% 0.3

0.0

26162.4

3270.3

0.0

Total hours available for Programming 29432.7

Annually by Applications Group in 2012

Information for Programming Staff	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
Vacancies	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Programmer Hours	1680	1680	1680	1680	1680	1680	1680	1680	1680	1680
Established Productive Hrs (from ASD)*	6779.67	6780	6940.1	8062.59	6057.2	6057.2	7070.86	6779.67	7070.86	7070.86
Tie	1760.17	1760	1454.48	1390.25	1063.6	1063.6	1170.94	1760.17	1170.94	1170.94
Prod	1138.58	1139	1152.58	1641.42	990.52	990.52	1103.02	1138.58	1103.02	1103.02
Ad Meet	1477.92	1478	1762.85	2433.25	1623.4	1623.4	3124.16	1477.92	3124.16	3124.16
Train	11156.34	11156	11310.01	13533.51	9740.7	9740.7	12469	11156.34	12469	12469
TOTAL	28	27	28	30	32	32	32	32	32	32
divide by Application Staff FTE's	398	413	404	451	304	304	349	390	390	390
TOTAL	1680	1680	1680	1680	1680	1680	1680	1680	1680	1680
Subtract	398	413	404	451	304	304	349	390	390	390
TOTAL	1282	1267	1276	1229	1376	1376	1331	1290	1290	1290
Project Hours available based on above Information	1282	1267	1276	1229	1376	1376	1331	1290	1290	1290
/ year / per Program Area	1282	1267	1276	1229	1376	1376	1331	1290	1290	1290
Hours Available per Programming Staff	1282	1267	1276	1229	1376	1376	1331	1290	1290	1290
multiply by number of Program Staff	24.0	22.0	24.0	19.0	26.0	26.0	28.0	26.0	26.0	26.0
Total Available for Program Staff Annually	30737	24770	30594	21199	35766	35644	37945	37945	37945	37945
Hours Available per Programming Staff	1282	1267	1276	1229	1376	1376	1331	1290	1290	1290
multiply by number of Team Lead	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Total Available for Program Staff Annually	6408	6334	6380	6144	6878	6470	6657	6452	6452	6452
multiply by 50%	3204	3167	3190	3072	3439	3235	3328	3226	3226	3226
Hours Available per Programming Staff	1282	1267	1276	1229	1376	1376	1331	1290	1290	1290
multiply by number of Application Managers	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Total Available for Program Staff Annually	1282	1267	1276	1229	1376	1376	1331	1290	1290	1290
multiply by 30%	384	380	383	369	413	413	399	387	387	387
Hours Available per Programming Staff	1282	1267	1276	1229	1376	1376	1331	1290	1290	1290
multiply by number of Application Managers	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Total Available for Program Staff Annually	1282	1267	1276	1229	1376	1376	1331	1290	1290	1290
multiply by 30%	384	380	383	369	413	413	399	387	387	387
Total hours available for Programming Annually by Applications Group In 2013	34346	31417	34199	26790	39617	37267	37162	37162	37162	37162
Hours reported in year 2013 Q	5.734	6.09565516	RDV/01	RDV/01	RDV/01	RDV/01	RDV/01	RDV/01	RDV/01	RDV/01
Hours reported in year 2013 Q	5.6339	5.98018033	RDV/01	RDV/01	RDV/01	RDV/01	RDV/01	RDV/01	RDV/01	RDV/01
Hours reported in year 2013 Q	5.9093	6.28198323	RDV/01	RDV/01	RDV/01	RDV/01	RDV/01	RDV/01	RDV/01	RDV/01
Hours reported in year 2013 Q	6.1397	6.54817105	RDV/01	RDV/01	RDV/01	RDV/01	RDV/01	RDV/01	RDV/01	RDV/01

6.25% of 8 hrs working day

Break Time

6.25% of 8 hrs working day

6.25% of 8 hrs working day

6.25% of 8 hrs working day

6.25% of 8 hrs working day

6.25% of 8 hrs working day

6.25% of 8 hrs working day

6.25% of 8 hrs working day

PPBB - Performance Measure #1

Total Completed PSR's 37
Completed on time/hrs 18
48.65%

PPBB - Performance Measure #2

FY 2018 Qtr 1	Monthly Job Count	# of Jobs Abnor- mal End	Success Rate	Successes
April	8903	46	99.48%	8857
May	9254	43	99.54%	9211
June	8978	87	99.03%	8891
Total	27135	176	99.35%	26959

FY 2018 Cumulative Report:	1st Qtr	2nd Qtr	3rd Qtr	*4th Qtr
Performance Measure #1 - % of projects implemented within current fiscal year and within projected programmer hours	7/1/2017-9/30/2017 5/9 =55.56%	7/1/2017-12/31/2017 6/14= 42.86 %	7/1/2017 - 3/31/18 9/20=45%	7/1/2017 - 6/30/2018 18/37=48.65%
Performance Measure #2 - Production jobs completed on schedule (shown as a % Of the total production jobs ran) during the reporting period	7/1/2017-9/30/2017 26603/26699=99.64%	10/1/2017-12/31/2017 27933/27986=99.81	1/1/2018 - 3/31/18 26568/26642= 99.72	4/1/2018 - 6/30/2018 26959/27135=99.35
Performance Measure #3 - Hours projected to complete approved projects compared to programmer hours available for the fiscal year (in terms of years)	7/1/2017-9/30/2017 286688/51373=5.58	7/1/2017-12/31/2017 250976/51373=4.89	7/1/2017 - 3/31/18 253952/51373=4.94	7/1/2018 - 6/30/2018 253952/51373=4.94

look at 3rd quarter #1 and how the number goes up

PPBB - Performance Measure #3

Established Programming hours per year (static): 51,373
Established Hours Per PSR (static): 992

Open PSR's for all Groups Combined: 256

PSR's in hours: 253,952
Hours reported in years: 4.94

established programming hours per year is a result of mvt and contractors
2015 25758 +6659=32417

2016 26191+14349=40540

2017 34679+16694=51373

Divisional Quarterly Performance Measure Report

FY 18		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Division Name: MVIT	Projection				
Activity Type: Business Development / Objective #4 - Customer Service: Provide efficient, timely and responsive service to industry and members of the public and facilitate the resolution of disputes					
Performance Measure #1					
Percentage of projects completed within current fiscal year and projected programmer hours (efficiency)	26%	55.56%	42.86%	45.00%	48.65%
Performance Measure #2					
Percent of production jobs completed on schedule (shown as a % of the total production jobs ran) during the reporting period (efficiency)	99.58%	99.64%	99.81%	99.72%	99.35%
Performance Measure #3					
Years projected to complete approved projects compared to programmer hours available for the fiscal year	7.25	5.58	4.89	4.94	4.94

This exhibit shows Work Performance Standards from multiple Divisions in the Department. These have been submitted to show the similarities in the job elements across the divisions.

The rationale for our disagreement with your determination is based on the duties performed by this position in comparison to the Management Analysts who report directly to the other Department's Administrators. We believe the duties and responsibilities are similar and the classification of this PCN as a MA2 creates inequity within the Department. This inequity has resulted in six people rotating through this position in 6.5 years.

Also in Job Element #5 Legislative Analysis there are three bullet points I would like to highlight.

- Analyze, review, monitor, and research bills submitted for legislative impact on the division.
- Notify management of possible impacts of legislative bills
- Upon request, assist in preparation of fiscal notes.

Please note that this aligns with the "Working knowledge of: legislative proceedings and processes." As stated in the Class Specification of an MA3. This position must know the legislative proceedings and processes in order to help and assist the Administrator of the division as well as to be an interface for my division to other divisions in the Department. This position also must be able to understand the various technical aspects in order to work with the various business units in the Department.

Also regarding the Work Performance Standard Job Element #1 Budget; as time has gone by the Department has grown with the number of State Legislative mandates, Federal Mandates and DMV enhancements. A result of this growth is an increase in complexity for both our budget and inventory. This position continues to analyze and monitor the vendor schedule for the division's budget. This is pages and pages of information which must be accurately reported. If a mistake is made with this it could mean a vital piece of IT hardware not getting replaced when needed or vendor services not renewed. This also ties into keeping the IT inventory accurately updated. For example this position is responsible for accurately maintaining all IT inventory for the division. In addition this position reconciles the department's IT inventory in 18 DMV offices, 7 Assessors offices, 4 AAA offices across 19 department budgets on an annual basis . Again for the same reason, if something is missed or mixed up it would result in a critical situation for the Department.



**DIVISION OF HUMAN RESOURCE
MANAGEMENT
EMPLOYEE WORK PERFORMANCE
STANDARDS FORM**

Supervisors are responsible for establishing the initial standards, but standards must be reviewed annually and amended when appropriate. The employee must be given the opportunity to provide comment when the standards are revised (NAC 284.468).

Employee Name:	Last		First		Ini		Employee ID #	CC4103
Class Title:	MANAGEMENT ANALYST II						Date Standards Est/Rev:	Jan 13, 2017
Department/Division:	DMV / MOTOR VEHICLES INFORMATION TECHNOLOGY							
Agency # (3 digits):	810		Home Org # (4 digits):	4715		Position Control #:	CC4103	

I have read and understand the work performance standards for this position. I understand these standards may be modified after discussion with my immediate supervisor and with the concurrence of the appointing authority.

Employee Signature: _____ **Date:** _____

Supervisor Title & Signature: _____ **Date:** _____

Reviewing Officer Title & Signature: _____ **Date:** _____

Appointing Authority Title & Signature: _____ **Date:** _____

Job Elements (Defined as principal assignments, goals, responsibilities and/or related factors.)	*Weighted Value	Performance Standards
Job Element #1: BUDGET <ul style="list-style-type: none">➤ Prepare, maintain, and monitor the biennial budget for the MVIT Division.➤ Monitor the MVIT budget and update the MVIT Administrator with a report due within 7 to 10 days of the beginning of each month with the following details:<ul style="list-style-type: none">• Purchases approved on the previous month and the status of those purchases.• Remaining / Projected balance by category• Any issues, or concerns, on the remaining balance➤ Develop comprehensive narrative and financial reports for management.➤ Conduct financial and investigative studies.➤ Project divisional needs, requirements and the related costs.	30%	Above Standard: Similar projects always completed on time. Work assignments are constantly thorough and accurate, requiring minimal correction. Needs minimum direction when completing assignments. Displays ability to make decisions; rarely requiring assistance. Utilizes work time extremely well. Standard: Similar projects are usually completed on time. Work assignments are usually completed thoroughly and accurately, requiring some corrections. Need some direction in completing assignments, displays ability to make decisions with minimal assistance. Utilizes work time well. Does Not Meet Standard: Frequently misses timelines while completing similar projects. Often work is not complete; work often requires correction. Needs constant direction to complete assignments. Unable to make decisions. Does not utilize work time well.
Job Element #2: DIVISIONAL REPORTING & ANALYSIS <ul style="list-style-type: none">➤ Analyze and report time accounting and exceptions on a monthly basis.➤ Analyze and report CPU costs and related concerns on a monthly basis.➤ Report any exceptions weekly if the CPU cost by job exceeds \$1000.➤ Analyze and report quarterly MVIT Performance Indicators.	20%	Above Standard: Similar projects always completed on time. Work assignments are constantly thorough and accurate, requiring minimal correction. Needs minimum direction when completing assignments. Displays ability to make decisions; rarely requiring assistance. Utilizes work time extremely well. Standard: Similar projects are usually completed on time. Work assignments are usually completed thoroughly and accurately, requiring some corrections. Need some direction in completing assignments, displays ability to make decisions with minimal assistance. Utilizes work time well.

		<p>Does Not Meet Standard: Frequently misses timelines while completing similar projects. Often work is not complete; work often requires correction. Needs constant direction to complete assignments. Unable to make decisions. Does not utilize work time well.</p>
<p>Job Element #3: INVENTORY, PURCHASING, & ASSET MANAGEMENT</p> <ul style="list-style-type: none"> ➤ Conduct an on-going statewide physical inventory of all technology equipment and report exceptions. ➤ Work with ASD to acquire, analyze and track invoices, payments and purchases and update the inventory as needed. ➤ Review and recommend approval/modifications to legal contracts regarding technical concepts. ➤ Maintain an up-to-date list of all hardware, software licenses, inter-local agreements, contracts, service level agreements (SLAs), and vendor contracts. ➤ Work with vendors and MVIT managers to resolve any issues relating to licensing, support calls and upgrades. ➤ Track and monitor MVIT vehicle maintenance, logs, and usage. 	25%	<p>Above Standard: Similar projects always completed on time. Work assignments are constantly thorough and accurate, requiring minimal correction. Needs minimum direction when completing assignments. Displays ability to make decisions; rarely requiring assistance. Utilizes work time extremely well.</p> <p>Standard: Similar projects are usually completed on time. Work assignments are usually completed thoroughly and accurately, requiring some corrections. Need some direction in completing assignments, displays ability to make decisions with minimal assistance. Utilizes work time well.</p> <p>Does Not Meet Standard: Frequently misses timelines while completing similar projects. Often work is not complete; work often requires correction. Needs constant direction to complete assignments. Unable to make decisions. Does not utilize work time well.</p>
<p>Job Element #4: DIVISIONAL POLICIES & PROCEDURES</p> <ul style="list-style-type: none"> ➤ Plan, organize, and coordinate the development and implementation of divisional policies and procedures as needed. ➤ Review, at least annually, administrative policies for division. ➤ Evaluate proposed departmental policies. 	10%	<p>Above Standard: Similar projects always completed on time. Work assignments are constantly thorough and accurate, requiring minimal correction. Needs minimum direction when completing assignments. Displays ability to make decisions; rarely requiring assistance. Utilizes work time extremely well.</p> <p>Standard: Similar projects are usually completed on time. Work assignments are usually completed thoroughly and accurately, requiring some corrections. Need some direction in completing assignments, displays ability to make decisions with minimal assistance. Utilizes work time well.</p> <p>Does Not Meet Standard: Frequently misses timelines while completing similar projects. Often work is not complete; work often requires correction. Needs constant direction to complete assignments. Unable to make decisions. Does not utilize work time well.</p>
<p>Job Element #5: LEGISLATIVE ANALYSIS</p> <ul style="list-style-type: none"> ➤ Analyze, review, monitor, and research bills submitted for legislative impact on the division. ➤ Notify management of possible impacts of legislative bills. ➤ Upon request, assist in the preparation of fiscal notes. 	10%	<p>Above Standard: Similar projects always completed on time. Work assignments are constantly thorough and accurate, requiring minimal correction. Needs minimum direction when completing assignments. Displays ability to make decisions; rarely requiring assistance. Utilizes work time extremely well.</p> <p>Standard: Similar projects are usually completed on time. Work assignments are usually completed thoroughly and accurately, requiring some corrections. Need some direction in completing assignments, displays ability to make decisions with minimal assistance. Utilizes work time well.</p> <p>Does Not Meet Standard: Frequently misses timelines while completing similar projects. Often work is not complete; work often requires correction. Needs constant direction to complete assignments. Unable to make decisions. Does not utilize work time well.</p>

Job Element #6: OTHER <ul style="list-style-type: none"> ➤ Cooperativeness ➤ Attitude ➤ Judgment ➤ Communication ➤ Safety – No Exceptions. • Responsible for contributing toward achieving a hazardous free work environment and a zero accident record. • Cooperate with designated agency safety personnel, supervisors and safety programs. • Follow all safety rules, comply with all issued safety directives, and use all safety devices and equipment. • Immediately neutralize identified hazards, i.e., wet spills, obstructions in walkways, barriers to exit doors, etc. and report all to a supervisor. • Immediately report all accidents and injuries to a supervisor, to include completing and filing the SIIS C-1 Incident report, with the victim of any accident. • Cooperate in investigations of accidents. • Report any physical limitations or on the job injuries that may affect your ability to perform required functions of the job. • Submit suggestions for improving the safety and health conditions of the work site/environment designated safety coordinator. 	5%	<p><u>Above Standard:</u> Has excellent learning ability and rarely requires repeated learning/training sessions. Is cooperative at all times. Highly creative and has very good initiative and desire to work. Has excellent work ethics, judgment and accepts work tasks willingly at all times. Consistently demonstrates sound judgment and decisions. Has excellent listening, oral, and written communication skills. Has excellent attendance with very few unscheduled absences. Exhibits excellent self-control and maintains a professional appearance and demeanor at all times.</p> <p><u>Standard:</u> Has acceptable learning ability with occasional repeated learning/training. Exhibits creativity, initiative, and the desire to work. Is cooperative and accepts assignments willingly most of the time. Mostly demonstrates sound judgment and decisions. Has acceptable listening, oral, and written communication skills. Has good attendance with few unscheduled absences.</p> <p><u>Does Not Meet Standard:</u> Has difficulty with most job elements and requires repeated instruction or assistance. Does not demonstrate creativity or initiative. Does not demonstrate a positive approach towards work assignments and is oftentimes uncooperative. Demonstrates poor self-control and does not maintain a professional demeanor. Has poor attendance with excessive unscheduled absences.</p>

*If a weighted value is not designated, each job element has an equal weight.

Distribution: Original to Agency; Copy to Employee; Copy to Supervisor

NPD-14 Est. 1/03
Revised 3/12



**DIVISION OF HUMAN RESOURCE
MANAGEMENT
EMPLOYEE WORK PERFORMANCE
STANDARDS FORM**

Supervisors are responsible for establishing the initial standards, but standards must be reviewed annually and amended when appropriate. The employee must be given the opportunity to provide comment when the standards are revised (NAC 284.468).

Employee Name:	Last	First	Ini	Employee ID #
Class Title:	MANAGEMENT ANALYST III			Date Standards Est/Rev:

Department/Division:	DMV/MOTOR CARRIER DIVISION			
Agency # (3 digits):	810	Home Org # (4 digits):	4717	Position Control #: CC4026

I have read and understand the work performance standards for this position. I understand these standards may be modified after discussion with my immediate supervisor and with the concurrence of the appointing authority.

Employee Signature:	Date:
Supervisor Title & Signature:	Date:
Reviewing Officer Title & Signature:	Date:
Appointing Authority Title & Signature:	Date:

Job Elements (Defined as principal assignments, goals, responsibilities and/or related factors.)	*Weighted Value	Performance Standards
Element #1: Analyze Divisional Activities/Supervision Under direction of the MCD Administrator, analyze Division programs and all aspects thereof to identify deficiencies, weaknesses, problems, and potential improvements. Prepare appropriate reports and supply reports of findings, explanations for deviations and recommendations to management personnel. Prepare biennial budget request, which is supported by proper research and justification. Review monthly budget status reports to ensure program expenditures are consistent with budget authority. As directed by the Administrator, provide support and backup for the Supervising Auditor's; Tax Program Supervisor II's; and the Tax Program Supervisor I, as needed.	40%	Exceeds Standards - Demonstrates a high level of skill in technical requirements of job, work is completed thoroughly and accurately, self-motivated, strives to increase job knowledge and skills and improve effectiveness of program area. Meets Standards - Performs competently, completes work accurately and meets deadlines, needs some direction and assistance. Has good knowledge of job requirements and knowledge of related program areas. Does Not Meet Standards - Inconsistent or inaccurate completion of assignments, often requiring supervisory review and correction. Relies on others to make decisions, fails to use sound judgment.
Job Element #2: Conduct Research Projects Conduct research projects related to Divisional programs and prepare/present reports of findings, explanations for deviations, and recommendations for MCD Administrator. Research new state and federal legislation, regulations, and evaluate a variety of written materials to ensure program remains in compliance with state and federal laws and regulations. Research IRP and IFTA Ballot proposals and make recommendations to Management. Under the direction of the MCD Administrator, develop, draft, and finalize bill drafts to be submitted in a timely manner prior to each legislative session. Submit recommendations for new, or revisions to existing,	15%	Exceeds Standards - Demonstrates a high level of skill in technical requirements of job, work is completed thoroughly and accurately, self-motivated, strives to increase job knowledge and skills. Meets Standards - Performs competently, completes work accurately and meets deadlines, needs some direction and assistance. Has good knowledge of job requirements and knowledge of related program areas. Does Not Meet Standards - Inconsistent or inaccurate completion of assignments, often requiring supervisory review and correction. Relies on others to make decisions, fails to use sound judgment.

legislation and/or regulations as needed to ensure program integrity.		
Job Element #3: Budget Assist with developing and/or preparing justifications for Division's legislative or budgetary initiatives. Attends public hearings, workshops, training seminars and meetings as directed by MCD Administrator. Prepares testimony for Management as requested for legislation submitted from, or pertaining to, program area.	20%	<p>Exceeds Standards: Works independently and seldom needs correction or review. Requires minimum direction or assistance, makes sound decisions and acts decisively when dealing with difficult challenges. Demonstrates a high level of skill in technical requirements of job, work is completed thoroughly and accurately, self-motivated, strives to increase job knowledge and skills.</p> <p>Meets Standards: Performs competently, completes work accurately and meets deadlines, needs some direction and assistance. Has good knowledge of job requirements and knowledge of related program areas.</p> <p>Does Not Meet Standards: Does not successfully perform work assignments, unable to organize or make sound decisions and does not understand the basic functionality of the program areas.</p>
Job Element #4: Develop, Prepare, Maintain and Provide Monthly Reports Prepare and provide monthly reports summarizing Division activities with emphasis on those activities specific to the attainment of performance objective and those specific to efficient and effective use of resources. Ensure statistical informational tools are designed, formulated, and established to provide methods and standards for data collection. Evaluate program results using statistical tools. Identify areas of potential improvement and take appropriate corrective action by targeting deficiencies and developing remedial action plans based on analysis of current and historical data. Using Departmental resources, including the CARRS, NCORS and Xerox TS develop and maintain automated reports to ensure statistical informational tools are designed, formulated, and established to provide methods and standards for data collection. Evaluate results using statistical tools. Identify areas of potential improvement and provide recommendations to Management	10%	<p>Exceeds Standards: Works independently and seldom needs correction or review. Requires minimum direction or assistance, makes sound decisions and acts decisively when dealing with difficult challenges. Demonstrates a high level of skill in technical requirements of job, work is completed thoroughly and accurately, self-motivated, strives to increase job knowledge and skills.</p> <p>Meets Standards: Performs competently, completes work accurately and meets deadlines, needs some direction and assistance. Has good knowledge of job requirements and knowledge of related program areas.</p> <p>Does Not Meet Standards: Does not successfully perform work assignments, unable to organize or make sound decisions and does not understand the basic functionality or goals of the program areas.</p>
Job Element #5: Customer Service and Other Duties as Assigned Providing professional customer service is expected for both internal and external customers. This includes returning calls, responding to written requests, and verbal interactions. May be assigned to special projects by the Motor Carrier Division Administrator or other designee. Duties include but are not limited to: Administrative or other hearings, gathering statistical data, research, or other assignments.	5%	<p>Exceeds Standards: Communication with internal and external customers is professional and prompt. Works independently and seldom needs correction or review. Requires minimum direction or assistance, makes sound decisions and acts decisively when dealing with difficult challenges. Demonstrates a high level of skill in technical requirements of job, work is completed thoroughly and accurately, self-motivated, strives to increase job knowledge and skills.</p> <p>Meets Standards: Communication with internal and external customers is courtesy and polite, all communication is handled within two (2) days. Performs competently, completes work accurately and meets deadlines, needs some direction and assistance. Has good knowledge of job requirements and knowledge of related program areas.</p> <p>Does Not Meet Standards: Communication with internal and external customers is unprofessional or not handled</p>

		promptly. Does not successfully perform work assignments, unable to organize or make sound decisions and does not understand the basic functionality or goals of the program areas.
Job Element #6: Related Factors Work Adjustment and Adaptability - Demonstrates ability to accept work assignments and adapt to change in routine or other process. Cooperativeness - Demonstrates ability to willingly accept instruction, constructive criticism, and maintain harmonious work relationship and self-control. Judgment - Demonstrates ability to consider all facts leading to a logical conclusion. Initiative - Demonstrates willingness to take on added responsibility and originates or develops new and better ways of doing things. Probationary/Trial Period employees must meet or exceed standards in all job elements in order to successfully complete probation.	10%	<p>Exceeds Standard: Consistently enthusiastic about assuming additional responsibilities. Uses sound judgment and initiative to determine what needs to be done and does it. Accomplishes work easily and confidently. Cooperates well with others and makes extra effort to adjust and adapt to new people and situations. Accepts responsibility for actions and shows respect for authority. Not unduly influenced by co-workers' opinions or attitudes, and is willing to meet others halfway. Offers sound suggestions on how to simplify or more effectively conduct a task. Innovative.</p> <p>Meets Standard: Is satisfied with present job. Competent in skill and performance and performs routine tasks well. Friendly, courteous, and positive toward agency and co-workers. Arrives at sound decisions if given reasonable time. Shows respect for authority and teammates.</p> <p>Does Not Meet Standards: Does not adapt well to change. Requires much supervisory guidance and needs help problem solving. Can be difficult to work with and is easily annoyed by other's behavior. Has an uneven attitude towards authority. Is impulsive and temperamental when disagreeing with others. Is uncertain of own judgment so prefers to leave decisions to others. Unable to visualize what effect decisions will have and acts rashly without considering the consequences. Unwilling to take responsibility for own actions or accept additional responsibilities. Is inconsiderate of teammates by failing to conform to work schedules, breaks, lunch, and/or leave privileges.</p>
Job Element #7: Work Place Safety Ensure adherence to all Work Place Safety rules and guidelines.	N/A	<p>No Exceptions</p> <p>Failure to meet standards in any Job Element is considered "Carelessness, indifference, laziness and/or inattention to duty" as described in the Prohibitions and Penalties guide and may result in additional disciplinary action.</p>

*If a weighted value is not designated, each job element has an equal weight.

Distribution: Original to Agency; Copy to Employee; Copy to Supervisor

NPD-14 Est. 1/03
Revised 3/12



**DIVISION OF HUMAN RESOURCE
MANAGEMENT
EMPLOYEE WORK PERFORMANCE
STANDARDS FORM**

Supervisors are responsible for establishing the initial standards, but standards must be reviewed annually and amended when appropriate. The employee must be given the opportunity to provide comment when the standards are revised (NAC 284.468).

Employee Name:	Last	First	M.I.	Employee ID #
Class Title:	DMV Management Analyst III			Date Standards Est/Rev: 09/01/2016

Department/Division:	Department of Motor Vehicles / Compliance Enforcement Division/ Emissions Program			
Agency # (3 digits):	810	Home Org # (4 digits):	4740	Position Control #: CC4029

I have read and understand the work performance standards for this position. I understand these standards may be modified after discussion with my immediate supervisor and with the concurrence of the appointing authority.

Employee Signature: _____ **Date:** _____

Supervisor Title & Signature: _____ **Date:** _____

Reviewing Officer Title & Signature: _____ **Date:** _____

Appointing Authority Title & Signature: _____ **Date:** _____

Job Elements (Defined as principal assignments, goals, responsibilities and/or related factors.)	*Weighted Value	Performance Standards
Provide Project Management Support <ul style="list-style-type: none">Provide monthly reports summarizing Division activities emphasizing specific performance objectives to obtain efficient and effective use of resources.On an ongoing basis, review: internal forms, Procedures, Policies and timelines (reporting, posting) related to program area and make revisions as necessary to ensure program activities and documents are current and consistent with program intent.Respond to state and federal audits pertaining to program area(s) and provide information as requested.Monitor program area(s) on an ongoing basis to: make recommendations for changes necessary to ensure program integrity, ensure consistency with other programs.Ensure timely distribution of written directives, procedures and policies to program staff.Work collaboratively with other management analysts, administrators and staff to assist with the development of innovative programs and services.		<p>1 = DMS - Does Not Meet Standard: not performing completely or consistently.</p> <p>2 = MS - Meets Standard: Performs duties described in a timely and consistent manner.</p> <p>3 = ES - Exceeds Standard: Meets difficult challenges, exceeds listed job duties in this area.</p>
Manage / Coordinate CED Budget <ul style="list-style-type: none">Monitors and maintains expenditure records for training, psychological and medical exams, membership, and registration fees.Screens and processes purchase orders and purchasing card transactions to pay invoices submitted by outside vendors; process lodging and travel arrangements for out of area classes, and the firearms budget.Tracks budget expenditures on departmental worksheet to		<p>1 = DMS - Does Not Meet Standard: not performing completely or consistently.</p> <p>2 = MS - Meets Standard: Performs duties described in a timely and consistent manner.</p>

<p>Ensure effective and efficient use of budgeted funds.</p> <ul style="list-style-type: none"> Oversee revenue management ensuring internal security, revenue handling and procedures are followed and deposits are made accurately and timely. Assist in the development of budgets and provide information as requested. 		<p>3 = ES - Exceeds Standard: Meets difficult challenges, exceeds listed job duties in this area.</p>
<p>Special Projects and Assignments</p> <ul style="list-style-type: none"> Assists with the planning, developing and coordinating of program projects when necessary to determine the effectiveness. Evaluate computer entry procedures and establish priorities for changes in information technology to ensure program computer processes are consistent accurate, and functional. Participate in enhanced service delivery projects including: RFP development, review and selection processes, reviewing and tracking deliverables, testing and training. Formulate establish methods and standards for data collection to evaluate program results. 		<p>1 = DMS - Does Not Meet Standard: not performing completely or consistently.</p> <p>2 = MS - Meets Standard: Performs duties described in a timely and consistent manner.</p> <p>3 = ES - Exceeds Standard: Meets difficult challenges, exceeds listed job duties in this area.</p>
<p>Coordinate Legislation/Regulations</p> <ul style="list-style-type: none"> Evaluate program area(s) and make recommendations for new or revisions to existing, legislation and/or regulations as needed to ensure program integrity. On an ongoing basis, review new state and federal legislation, regulations, and evaluate a variety of written materials to ensure program remains in compliance with state and federal laws and regulations. 		<p>1 = DMS - Does Not Meet Standard: not performing completely or consistently.</p> <p>2 = MS - Meets Standard: Performs duties described in a timely and consistent manner.</p> <p>3 = ES - Exceeds Standard: Meets difficult challenges, exceeds listed job duties in this area.</p>
<p>Judgment and Decision Making</p> <p>Use business knowledge to make timely and effective decisions. Demonstrate sound judgment under pressure. Use appropriate and relevant information when making decisions. Does not get bogged down by "analysis paralysis." Avoid making snap decisions without getting buy-in from key stakeholders. Additionally;</p> <ul style="list-style-type: none"> Avoid sugarcoating disappointing news. Ask for advance permission for decisions that do not adhere to company policy. Wait to hear both sides of a story before making a decision. Always assume responsibility for decisions gone wrong. Make decisions that not only reflect policy but also past practice. Remain open to all sides of an argument before making a decision. 		<p>1 = DMS - Does Not Meet Standard: not performing completely or consistently.</p> <p>2 = MS - Meets Standard: Performs duties described in a timely and consistent manner.</p> <p>3 = ES - Exceeds Standard: Meets difficult challenges, exceeds listed job duties in this area.</p>
<p>Customer Service</p> <p>Strong desire to please and anticipate customer needs by listening to suggestions, working to understand customer perceptions and valuing their feedback. Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.</p>		<p>1 = DMS - Does Not Meet Standard: not performing completely or consistently.</p> <p>2 = MS - Meets Standard: Performs duties described in a timely and consistent manner.</p>

<ul style="list-style-type: none"> • Desire to please customers • Anticipates customer's needs • Value customers feedback • Listens to customer concerns • Wants to know how customers perceive an organization • Works hard to meet customer needs in a timely manner 		<p>3 = ES - Exceeds Standard: Meets difficult challenges, exceeds listed job duties in this area</p>
<p>Other Assigned Duties</p> <ul style="list-style-type: none"> • Maintains CED divisional Fleet records. Update files and logs for titles, registrations, insurance, and emissions. Excess monthly fuel logs, vehicles account on a yearly basis. Send annual mileage report to Fleet Services. • Audits and monitoring customer services complaints via phone, fax, email, and web. • Responds to help calls or questions from Program Administrator(s) referred to management for research and resolution of complex issues and problems. • Responds to correspondence and surveys received from other states, governmental agencies, law enforcement, courts, the general public and other various agencies. • Provide information when requested for new or modified programs and services. • Tracking credit card issuance to investigative staff. • Complete other duties related to program area as assigned. 		<p>1 = DMS - Does Not Meet Standard: not performing completely or consistently.</p> <p>2 = MS - Meets Standard: Performs duties described in a timely and consistent manner.</p> <p>3 = ES - Exceeds Standard: Meets difficult challenges, exceeds listed job duties in this area.</p>

*If a weighted value is not designated, each job element has an equal weight.

Distribution: Original to Agency; Copy to Employee; Copy to Supervisor

NR-14 Est. 1/03

Revised 12/15



DEPARTMENT OF PERSONNEL
**EMPLOYEE WORK PERFORMANCE
STANDARDS FORM**

Supervisors are responsible for establishing the initial standards, but standards must be reviewed annually and amended when appropriate. The employee must be given an opportunity to comment when the standards are revised (NAC 284.468).

Employee Name:	Last	First	Int.	ID #:		
Class Title:	Management Analyst III				Date Standards Est/Rev:	06/25/2010
Department/Division:	Department of Motor Vehicles / Field Services Division					
Agency # (3 digits):	810	Home Org # (4 digits):	4735	Position Control	WF4010	
I have read and understand the work performance standards for this position. I understand these standards may be modified after discussion with my immediate supervisor and with the concurrence of the appointing authority.						
Employee Signature:			Date:			
Supervisor Title & Signature:			Date:			
Reviewing Officer Title & Signature:			Date:			
Appointing Authority Title & Signature:			Date:			

Job Elements (Defined as principal assignments, goals, responsibilities and/or related factors.)	*Weighted Value	Performance Standards
<p>Element #1:</p> <p>Performance Indicators and Statistics</p> <ol style="list-style-type: none">1. Design, establish and implement methods, standards and data collection techniques to evaluate performance indicator statistics for the Field Services Division.2. Analyze data collected for accuracy, applicability and variances.3. Use analysis to draw conclusions, establish baselines and identify areas of potential improvement.4. Make recommendations for action plans based on analysis of current and historical data.5. Participate in strategic planning and goal-setting activities.		<p>EXCEEDS STANDARD-Demonstrates high level of skill in solving work problems. Makes sound judgments that are compliant with Department and Division standards. Exceed most assignment deadlines. Excellent organizational skills. Submits accurate, complete assignments. Self-motivated and works independently.</p> <p>MEETS STANDARD-arrives at solutions for work problems with little assistance, makes sound judgments. Completes assignments in a timely and accurate manner. Acceptable organizational skills. Requires some direction and assistance, needs little re-training.</p> <p>DOES NOT MEET STANDARD-Relies on others for assistance and decisions when problem solving or unable to solve problems. Continually late and inaccurate or incomplete work product, often requiring supervisory review and correction. Lacks organizational skills and does not effectively utilize work time. Requires direction and assistance on a regular basis, does not retain training, accepts assignments grudgingly.</p>
Job Element #2:		

Job Elements (Defined as principal assignments, goals, responsibilities and/or related factors.)	*Weighted Value	Performance Standards
<p><u>Management Reports</u></p> <ol style="list-style-type: none"> 1. Develop and prepare statistical reports for use by the Administrator, Deputy Director, Director, Legislative Council Bureau (LCB) and other interested parties. 		<p>EXCEEDS STANDARD-Demonstrates high level of skill in solving work problems. Makes sound judgments that are compliant with Department and Division standards. Exceed most assignment deadlines. Excellent organizational skills. Submits accurate, complete assignments. Self-motivated and works independently.</p> <p>MEETS STANDARD-Arrives at solutions for work problems with little assistance, makes sound judgments. Completes assignments in a timely and accurate manner. Acceptable organizational skills. Requires some direction and assistance, needs little re-training.</p> <p>DOES NOT MEET STANDARD-Relies on others for assistance and decisions when problem solving. Continually late and inaccurate or incomplete work product, often requiring supervisory review and correction. Lacks organizational skills and does not effectively utilize work time. Requires direction and assistance on a regular basis, does not retain training, and accepts assignments grudgingly.</p>
<p>Job Element #3:</p> <p><u>Budget Tracking and Maintenance</u></p> <ol style="list-style-type: none"> 1. Participate in the preparation, monitoring and maintenance of the division's biennial budget by estimating future expenditure levels based on historical data; making projections for future costs; preparing and presenting the budget and/or justification to the division administrator, deputy director and/or the director. 2. Monitoring fiscal transactions to ensure expenditures are in conformance with State and department rules, regulations and budgetary limits. 		<p>EXCEEDS STANDARD-Demonstrates high level of skill in solving work problems. Makes sound judgments that are compliant with Department and Division standards. Exceed most assignment deadlines. Excellent organizational skills. Submits accurate, complete assignments. Self-motivated and works independently.</p> <p>MEETS STANDARD-Arrives at solutions for work problems with little assistance, makes sound judgments. Completes assignments in a timely and accurate manner. Acceptable organizational skills. Requires some direction and assistance, needs little re-training.</p> <p>DOES NOT MEET STANDARD-Relies on others for assistance and decisions when problem solving. Continually late and inaccurate or incomplete work product, often requiring supervisory review and correction. Lacks organizational skills and does not effectively utilize work time. Requires direction and assistance on a regular basis, does not retain training, and accepts assignments grudgingly.</p>
<p>Job Element #4:</p>		

Job Elements

(Defined as principal assignments, goals, responsibilities and/or related factors.)

*Weighted
Value

Performance Standards

Legislature, Policies and Procedure

1. Review, monitor and research bills submitted to the legislature impacting the work unit.
2. Inform management of possible implications; and recommend an appropriate course of action.
3. Draft revisions to, or develop new policies and procedures pertaining to the program area.

EXCEEDS STANDARD-Demonstrates high level of skill in solving work problems. Makes sound judgments that are compliant with Department and Division standards. Exceed most assignment deadlines. Excellent organizational skills. Submits accurate, complete assignments. Self-motivated and works independently.

MEETS STANDARD-Arrives at solutions for work problems with little assistance, makes sound judgments. Completes assignments in a timely and accurate manner. Acceptable organizational skills. Requires some direction and assistance, needs little re-training.

DOES NOT MEET STANDARD-Relies on others for assistance and decisions when problem solving. Continually late and inaccurate or incomplete work product, often requiring supervisory review and correction. Lacks organizational skills and does not effectively utilize work time. Requires direction and assistance on a regular basis, does not retain training, and accepts assignments grudgingly.

Job Element #5:

Job Elements (Defined as principal assignments, goals, responsibilities and/or related factors.)	*Weighted Value	Performance Standards
<u>Other Duties As Assigned</u> 1. Perform other duties as requested by the Administrator, Deputy Director, or Director. 2. Coordinate work processes for major new projects and programs; and perform related work as required. 3. Coordinate with internal/external agencies.		<p>EXCEEDS STANDARD-Demonstrates high level of skill in solving work problems. Makes sound judgments that are compliant with Department and Division standards. Exceed most assignment deadlines. Excellent organizational skills. Submits accurate, complete assignments. Self-motivated and works independently.</p> <p>MEETS STANDARD-Arrives at solutions for work problems with little assistance, makes sound judgments. Completes assignments in a timely and accurate manner. Acceptable organizational skills. Requires some direction and assistance, needs little re-training.</p> <p>DOES NOT MEET STANDARD-Relies on others for assistance and decisions when problem solving. Continually late and inaccurate or incomplete work product, often requiring supervisory review and correction. Lacks organizational skills and does not effectively utilize work time. Requires direction and assistance on a regular basis, does not retain training, and accepts assignments grudgingly.</p>
Job Element #6: RELATED FACTOR: <ol style="list-style-type: none"> 1. Work Adjustment 2. Adaptability 3. Cooperativeness 4. Judgment 		<p>EXCEEDS STANDARD-Demonstrates high level of skill in solving work problems. Makes sound judgments that are compliant with Department and Division standards. Exceed most assignment deadlines. Excellent organizational skills. Submits accurate, complete assignments. Self-motivated and works independently.</p> <p>MEETS STANDARD-Arrives at solutions for work problems with little assistance, makes sound judgments. Completes assignments in a timely and accurate manner. Acceptable organizational skills. Requires some direction and assistance, needs little re-training.</p> <p>DOES NOT MEET STANDARD-Relies on others for assistance and decisions when problem solving. Continually late and inaccurate or incomplete work product, often requiring supervisory review and correction. Lacks organizational skills and does not effectively utilize work time. Requires direction and assistance on a regular basis, does not retain training, and accepts assignments grudgingly.</p>
Job Element #7:		

*If a weighted value is not designated, each job element has an equal weight.



**DIVISION OF HUMAN RESOURCE
MANAGEMENT
EMPLOYEE WORK PERFORMANCE
STANDARDS FORM**

Supervisors are responsible for establishing the initial standards, but standards must be reviewed annually and amended when appropriate. The employee must be given an opportunity to comment when the standards are revised (NAC 284.468).

Employee Name:	Last	First	Ini	Employee ID #
Class Title:	Management Analyst III			Date Standards Est/Rev: 4/26/2018
Department/Division:	Dept. of Motor Vehicles/Management Services & Programs Division			
Agency # (3 digits):	810	Home Org # (4 digits):	4742	Position Control #:

I have read and understand the work performance standards for this position. I understand these standards may be modified after discussion with my immediate supervisor and with the concurrence of the appointing authority.

Employee Signature:	Date:
Supervisor Title & Signature: DMV Srvc Mgr III	Date:
Reviewing Officer Title & Signature:	Date:
Appointing Authority Title & Signature: Administrator	Date:

Job Elements

(Defined as principal assignments, goals, responsibilities and/or related factors.)

***Weighted Value**

Performance Standards

Job Elements	*Weighted Value	Performance Standards
<p>Element #1: Provide Project Management support.</p> <p>Under general direction from the DMV Services Managers or Divisional Administrator, oversee the planning, development, monitoring, and implementation of new projects and/or enhancements to manual or automated programs.</p> <p>Work closely with Departmental and IT staff on business rules for the computer applications. Provide information and technical assistance, as requested, on business processes. Also, assist technicians and Help Desk with problems with the computer application.</p> <p>Develop, monitor, and review contracts required for Department functions. Initiate technology requests as applicable; prepare request for proposals; oversee the evaluation process; and work with staff to implement selected proposals.</p> <p>Review federally mandated programs and determine changes to processes needed. Research grant-funding opportunities; analyze the benefits; submit grant applications; monitor grant activities; and submit required status reports working with the budget unit.</p> <p>Conduct research, studies and surveys as required for preparing written reports for the purpose of recommending supporting a course of action, furthering a decision or encouraging improvements in methods, performance and proficiency pertaining to Department programs in the manner and within timeframes established by the DMV Services Managers or Divisional Administrator.</p>	35%	<p>Exceeds Standards – Demonstrates high level of skill in solving work problems without assistance. Makes sound judgments that are compliant with Department and Division standards and acts decisively on conclusions. Exceeds most assignment deadlines. Excellent organizational skills. Submits accurate completed assignments. Possesses in-depth knowledge of multiple program areas and continuously assesses areas to evaluate improvement possibilities and moves to address them. Self-motivated and works independently, learns quickly.</p> <p>Meets Standard – Arrives at solutions for work problems with little assistance. Makes sound judgments and willing to work toward those decisions. Completes assignments in a timely and accurate manner. Demonstrates acceptable organizational skills and utilizes time effectively. Possesses in-depth knowledge of some program areas, determines needs and recommends improvements. Requires some direction and assistance, needs little re-training.</p> <p>Does Not Meet Standards – Relies on others for assistance and decisions when problem solving or unable to solve problems. Late and inaccurate completion of assignments, often requiring supervisory review and correction. Lacks organizational skills and does not effectively utilize work time. Does not possess knowledge of the program area, does not successfully perform job tasks. Requires direction and assistance on a regular basis, does not retain training, and accepts assignments grudgingly.</p>

<p>Job Element #2: Coordinate legislation and regulations.</p> <p>Under general direction from the DMV Services Managers or Divisional Administrator, draft revisions to, or develop new legislation or regulations pertaining to Department programs.</p> <p>Review, monitor and research bills submitted to the legislature impacting the work unit; inform DMV Services Managers of possible implications; and recommend appropriate course of action. Provide fiscal note coordination. Complete fiscal notes accurately and within set deadlines.</p> <p>Review new or existing laws relating to the Department's programs and make recommendations to the DMV Services Managers for legislation or changes in regulations or procedures to improve program efficiency or effectiveness.</p> <p>Coordinate regulation adoption processes in accordance with departmental and legislative requirements, including initial documentation, reviewing issues with LCB, the public hearing process and final approval.</p> <p>Understand statutes and regulations pertaining to the Department's programs; apply & disseminate to field offices and managers, other agencies and/or members of the general public to ensure their understanding and/or compliance.</p>	<p>30%</p>	<p>Exceeds Standards – Demonstrates high level of skill in solving work problems without assistance. Makes sound judgments that are compliant with Department and Division standards and acts decisively on conclusions. Exceeds most assignment deadlines. Excellent organizational skills. Submits accurate completed assignments. Possesses in-depth knowledge of multiple program areas and continuously assesses areas to evaluate improvement possibilities and moves to address them. Self-motivated and works independently, learns quickly.</p> <p>Meets Standard – Arrives at solutions for work problems with little assistance. Makes sound judgments and willing to work toward those decisions. Completes assignments in a timely and accurate manner. Demonstrates acceptable organizational skills and utilizes time effectively. Possesses in-depth knowledge of some program areas, determines needs and recommends improvements. Requires some direction and assistance, needs little re-training.</p> <p>Does Not Meet Standards – Relies on others for assistance and decisions when problem solving or unable to solve problems. Late and inaccurate completion of assignments, often requiring supervisory review and correction. Lacks organizational skills and does not effectively utilize work time. Does not possess knowledge of the program area, does not successfully perform job tasks. Requires direction and assistance on a regular basis, does not retain training, and accepts assignments grudgingly.</p>
<p>Element #3: Develop policies and procedures pertaining to programs and processes.</p> <p>Coordinate policies and procedures for department programs with other Divisions and IT utilizing the Management Services & Programs Division Service Request (SR) process.</p> <p>Develop, review, and revise procedures as necessary to ensure uniformity and compliance with State and Federal statutes and regulations. Prepare, track, and disseminate final documents. Ensure procedures are compatible with computer capabilities. Make recommendations if needed for additional computer functionality.</p> <p>After development or revision of a procedure, evaluate internal/external forms and documents pertaining to the process to determine whether revisions are needed based on the new/revised procedure.</p> <p>Draft written directives or memos for approval by the DMV Services Managers or Divisional Administrator, and disseminate to department personnel and other agencies to inform of updates, changes, or other pertinent information regarding program areas.</p> <p>Review applicable policy and procedures at least annually to determine the need for revisions or additions based on current requirements and practices.</p> <p>Upon request, develop and provide program related training to internal or external agencies.</p>	<p>10%</p>	<p>Exceeds Standards – Demonstrates high level of skill in solving work problems without assistance. Makes sound judgments that are compliant with Department and Division standards and acts decisively on conclusions. Exceeds most assignment deadlines. Excellent organizational skills. Submits accurate completed assignments. Possesses in-depth knowledge of multiple program areas and continuously assesses areas to evaluate improvement possibilities and moves to address them. Self-motivated and works independently, learns quickly.</p> <p>Meets Standard – Arrives at solutions for work problems with little assistance. Makes sound judgments and willing to work toward those decisions. Completes assignments in a timely and accurate manner. Demonstrates acceptable organizational skills and utilizes time effectively. Possesses in-depth knowledge of some program areas, determines needs and recommends improvements. Requires some direction and assistance, needs little re-training.</p> <p>Does Not Meet Standards – Relies on others for assistance and decisions when problem solving or unable to solve problems. Late and inaccurate completion of assignments, often requiring supervisory review and correction. Lacks organizational skills and does not effectively utilize work time. Does not possess knowledge of the program area, does not successfully perform job tasks. Requires direction and assistance on a regular basis, does not retain training, and accepts assignments grudgingly.</p>

Job Element #4: Develop and revise internal/external documents

Develop and revise departmental documents for the Department's programs as necessary to ensure consistency and compliance with State and Federal statutes, regulations, and procedures. Include all required data and ensure consistency with the capabilities of existing equipment, staffing levels, and record maintenance system. Disseminate documents to affected division personnel and/or other agencies. Documents may include; external and internal applications, informational brochures, form letters, reports and other written correspondence.

Ensure new/revised forms and documents follow current DMV policy and procedures and are approved by the DMV Services Managers or Divisional Administrator.

Coordinate and communicate with other internal/external agencies, submit recommendations for revisions to informational brochures or information contained on the DMV website, based on changes resulting from new legislation or state mandates.

10%

Exceeds Standards – Demonstrates high level of skill in solving work problems without assistance. Makes sound judgments that are compliant with Department and Division standards and acts decisively on conclusions. Exceeds most assignment deadlines. Excellent organizational skills. Submits accurate completed assignments. Possesses in-depth knowledge of multiple program areas and continuously assesses areas to evaluate improvement possibilities and moves to address them. Self-motivated and works independently, learns quickly.

Meets Standard – Arrives at solutions for work problems with little assistance. Makes sound judgments and willing to work toward those decisions. Completes assignments in a timely and accurate manner. Demonstrates acceptable organizational skills and utilizes time effectively. Possesses in-depth knowledge of some program areas, determines needs and recommends improvements. Requires some direction and assistance, needs little re-training.

Does Not Meet Standards – Relies on others for assistance and decisions when problem solving or unable to solve problems. Late and inaccurate completion of assignments, often requiring supervisory review and correction. Lacks organizational skills and does not effectively utilize work time. Does not possess knowledge of the program area, does not successfully perform job tasks. Requires direction and assistance on a regular basis, does not retain training, and accepts assignments grudgingly.

Job Element #5: Other assigned duties

Perform other duties as requested by the DMV Services Managers, and Divisional and/or Departmental Administrators.

Respond to inquiries from supervisory or managerial staff to provide information regarding policies, procedures, regulations, or statutory requirements.

Respond to general correspondence, surveys, and questionnaires, and/or draft responses for the Governor, Director, or Administrator's signature as requested.

Assist and participate in the development of strategic operational plans to carry out the divisional goals and objectives through the implementation of programs and procedures.

Attend meetings or conferences necessary to keep current with new programs, policy updates, changes, or other information affecting the work unit.

On a weekly basis report the status of assigned MSP Service Requests to the DMV Services Managers. Request a due date extension if the estimated completion date cannot be met. Communicate with Service Request originators. Enter data as required in the Service Request database to compile statistics.

10%

Exceeds Standards – Demonstrates high level of skill in solving work problems without assistance. Makes sound judgments that are compliant with Department and Division standards and acts decisively on conclusions. Exceeds most assignment deadlines. Excellent organizational skills. Submits accurate completed assignments. Possesses in-depth knowledge of multiple program areas and continuously assesses areas to evaluate improvement possibilities and moves to address them. Self-motivated and works independently, learns quickly.

Meets Standard – Arrives at solutions for work problems with little assistance. Makes sound judgments and willing to work toward those decisions. Completes assignments in a timely and accurate manner. Demonstrates acceptable organizational skills and utilizes time effectively. Possesses in-depth knowledge of some program areas, determines needs and recommends improvements. Requires some direction and assistance, needs little re-training.

Does Not Meet Standards – Relies on others for assistance and decisions when problem solving or unable to solve problems. Late and inaccurate completion of assignments, often requiring supervisory review and correction. Lacks organizational skills and does not effectively utilize work time. Does not possess knowledge of the program area, does not successfully perform job tasks. Requires direction and assistance on a regular basis, does not retain training, and accepts assignments grudgingly.

Job Element #6: Safety, Professionalism, Work Adjustment, Cooperativeness, and Judgment

Conduct all duties in a friendly, courteous and professional manner using common sense and good judgment in all situations.

Adheres to Department and Division policies.

Cooperates and adjusts to changing deadlines and work assignments.

Responsible for contributing toward achieving a hazardous free work environment. Follow all safety rules, comply with all issued safety directives, and use all safety devices and equipment. Cooperate with designated agency safety personnel, supervisors and safety programs.

5%

Exceeds Standards - Consistently enthusiastic about assuming additional responsibilities. Imaginative and resourceful in solving work problems. Shows high skill level in handling work. Makes improvements. Very willing to cooperate with others. Does not complain under pressure. Keeps the department on an even keel. Earnest, sincere, cheerful. Reasoning logical, clear and concise. Comes to sound conclusions quickly and acts decisively on them.

Meets Standards - Is satisfied with present job. Satisfactory learning ability. Competent in skill and performance. Performs routine tasks well. Willing to meet others halfway. Friendly, courteous. Accepts authority. Is positive toward agency and co-workers. Can arrive at sound decisions if given reasonable time. Sufficiently decisive.

Does Not Meet Standards - Has not adapted well to present job. Short attention span. Unable to think a problem through. Causes friction among the section workers. Blames others for own mistakes. Displays moodiness. Antagonistic towards authority. Holds agency in low regard. Unable to visualize what effect decisions will have. Acts rashly without considering the consequences.

*If a weighted value is not designated, each job element has an equal weight.

Distribution: Original to Agency; Copy to Employee; Copy to Supervisor

NPD-14 Est. 1/03
Revised 3/12

This Exhibit has the Class Specification for the Management Analyst series and the Benchmark Descriptions for the Management Analyst series. These are included as Exhibits for fast and easy reference.



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>
MANAGEMENT ANALYST IV	39	B	7.612
MANAGEMENT ANALYST III	37	B	7.624
MANAGEMENT ANALYST II	35	B	7.625
MANAGEMENT ANALYST I	33	B	7.637

SERIES CONCEPT

Management Analysts conduct a variety of studies, research and analysis of management and administrative areas such as budgeting and financial analysis (versus bookkeeping); departmental operations such as forms, policies and workflow; legislative analysis; management research; and statistical and informational analysis. Incumbents make recommendations and assist in or implement new or revised procedures and systems.

Conduct and/or assist in conducting financial, statistical or investigative studies; compile and analyze data; prepare and present reports summarizing study results/conclusions; may make recommendations regarding policies, procedures, the department's position on issues or future course of action, and the development of new programs or services based upon study findings.

Plan, organize and coordinate the development and implementation of revised operating procedures/methods for the work unit by analyzing work flow, space allocation, staffing and other factors to improve effectiveness and efficiency of operations; coordinate the development of new forms, work methods and automated systems used to process information related to assigned programs.

Participate in the preparation, monitoring and maintenance of the work unit's biennial budget and/or program budget(s) by estimating future expenditure levels based on historical data; making projections for future costs; preparing and presenting the budget and/or justifications to the legislature; monitor fiscal transactions to ensure expenditures are in conformance with State and department policies, regulations and budgetary limits; and developing comprehensive narrative and financial reports for presentation to management, commissions and other entities.

Develop, monitor and review complex contracts and grants; recommend approval or modification to contracts based on governing laws and regulations.

Review, write, revise and recommend administrative policies for the work unit and/or programs; issue oral and written directives in the form of policy statements and manuals; prepare correspondence.

Review, monitor and research bills submitted to the legislature impacting the work unit; inform management of possible implications; and recommend an appropriate course of action.

Perform related duties as assigned.

MANAGEMENT ANALYST IV	39	B	7.612
MANAGEMENT ANALYST III	37	B	7.624
MANAGEMENT ANALYST II	35	B	7.625
MANAGEMENT ANALYST I	33	B	7.637

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CLASS CONCEPTS

Management Analyst IV: Under general administrative direction of the department director/administrator, incumbents manage and supervise both the supervisory and professional staff in the division or section of a department engaged in providing department management with research, analysis or operational recommendations on broad departmental or divisional issues. Work is highly technical involving advanced principles, techniques and methods relating to problems or unprecedented circumstances. Management Analyst IV's are responsible for long range, broad based planning, program or policy development affecting major aspects of the work unit's activities/functions crossing divisional lines and are responsible for broad based, complex program areas. This class is distinguished from Management Analyst III by greater supervisory authority and by the broader scope of responsibility and complexity of work.

* **Management Analyst III:** Under general direction, incumbents perform technically complex assignments critical to agency operations. They conduct the more complex, sensitive, investigative and analytical studies that may involve any aspect of the agency's operations such as planning, research, policy development, budgeting and legislative drafting. Additionally, positions in this class typically serve as first line supervisors for lower level Management Analysts or other professional staff and are singularly expert in their program or discipline area. This class is distinguished from the Management Analyst II class based upon the level of technical complexity involved in work assignments and the specialized knowledge, skills and abilities required to perform these duties.

Management Analyst II: Under limited supervision, incumbents perform all or part of the duties and responsibilities described in the series concept. Management Analyst II's perform difficult assignments related to budgets, programs, research and drafting legislation. Positions at this level may supervise professional, technical and administrative support personnel. This class is distinguished from the Management Analyst I class based upon the independence in performing assigned duties.

Management Analyst I: Under general supervision, incumbents perform work of a professional nature as described in the series concept at the journey level. Management Analyst I's assist management in conducting research, analyzing legislative implications, budget analysis and revenue/expenditure projections, determine data processing program needs or requirements, or other activities which involve providing recommendations to management.

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.

MANAGEMENT ANALYST IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and four years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures; **OR** one year of experience as a Management Analyst III in Nevada State service; **OR** an equivalent combination of education and experience on a year-for-year basis. (See *Special Requirement*)

MANAGEMENT ANALYST IV
MANAGEMENT ANALYST III
MANAGEMENT ANALYST II
MANAGEMENT ANALYST I

39	B	7.612
37	B	7.624
35	B	7.625
33	B	7.637

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MINIMUM QUALIFICATIONS (cont'd)

MANAGEMENT ANALYST IV (cont'd)

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

Detailed knowledge of: financial analysis, planning, research, program/policy development, and budget administration. **Working knowledge of:** legislative process relating to budgeting; supervisory techniques including disciplinary processes, employee evaluation, and the development of work performance standards. **Skill in:** designing, researching and interpreting study results; recommending courses of action based upon study outcomes and results; and motivating others and encouraging effective action; organizing, planning, implementing and overseeing multiple programs or areas of responsibility where little precedent exists in resolving complex problems; *and all knowledge, skills, and abilities required at the lower levels.*

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

Detailed knowledge of: the legislative process relating to budgeting; recognizing and assessing the impact of legislative actions; governmental accounting, auditing, and financial reporting; long range goals and objectives of the agency sufficient to develop appropriate and effective policy and procedures; and agency organizational structure and resources.

MANAGEMENT ANALYST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and three years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures; OR one year experience as a Management Analyst II in Nevada State service; OR an equivalent combination of education and experience on a year-for-year basis. *(See Special Requirement)*

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

Working knowledge of: legislative proceedings and processes; State government agencies, resources and functions sufficient to locate and obtain needed information and/or resources, accepted practices and methods used in designing program reviews and audits. **Ability to:** read, interpret, and apply complex rules and regulations for various funding sources; read and interpret technical reports, governmental publications and federal directives; write comprehensive reports, recommendations and legislative proposals using correct English grammar, spelling, vocabulary and punctuation. **Skill in:** developing computer generated reports; and organizing, developing and making oral presentations; advanced level financial analysis, planning, preparation and administration; advanced mathematical and statistical computation; designing analytical research studies; identifying research needs and problems; coordinating and implementing diverse work plans; advanced research and analysis techniques; *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 Management Analyst IV.)

MANAGEMENT ANALYST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and two years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures; OR one year of experience as a Management Analyst I in Nevada State service; OR an equivalent combination of education and experience on a year-for-year basis. *(See Special Requirement)*

MANAGEMENT ANALYST IV
 MANAGEMENT ANALYST III
 MANAGEMENT ANALYST II
 MANAGEMENT ANALYST I

39	B	7.612
37	B	7.624
35	B	7.625
33	B	7.637

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MINIMUM QUALIFICATIONS (cont'd)

MANAGEMENT ANALYST II (cont'd)

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

Working knowledge of: techniques of statistical analysis including data collection, evaluation, analysis, financial statements and manipulation; statistical methods required to analyze, project and present fiscal effects; accounting, auditing, financial reporting and/or research/statistical methods; quantitative methods and techniques. **Ability to:** analyze organizational and administrative programs, policies and procedures, prepare plans for revision, and make recommendations; perform statistical computations such as correlation studies, variance analysis, averages and trends; analyze user needs and develop appropriate solutions and requirements; produce clear, concise and valid operational manuals, reports and other presentation materials; operate a personal computer and related hardware and software; establish and maintain effective working relationships with co-workers, other agencies and the general public; organize materials, information and resources systematically way to optimize efficiency; independently organize, plan, implement and oversee multiple programs; negotiate and exchange ideas, information and opinions with others to formulate policies and programs, and reach consensus; define problems, identify trends, analyze issues, solve problems, and communicate solutions. **Skill in:** organizing, planning, implementing and overseeing multiple programs or areas of responsibility; *and 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 Management Analyst III.)

MANAGEMENT ANALYST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and one year of professional or paraprofessional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures, or administration of policies and procedures for a program or functional area; **OR** an equivalent combination of education and experience on a year-for-year basis. *(See Special Requirement)*

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

General knowledge of: research and analysis techniques and methodologies; accounting and budgeting; management and administration concepts, principles and practices sufficient to assist in evaluating, developing and recommending effective administrative and/or operational policies and procedures for the work unit; and various computer software including word processing, spreadsheet and database applications. **Ability to:** communicate effectively both orally and in writing; compose business correspondence and reports; analyze information, problems or practices to identify relevant concerns, identify patterns, tendencies, and relationships, and formulate logical conclusions.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Management Analyst 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 series.

	<u>7.612</u>	<u>7.624</u>	<u>7.625</u>	<u>7.637</u>
ESTABLISHED:	7/1/93P 11/6/92PC	7/1/63	7/1/63	6/7/65

MANAGEMENT ANALYST IV
MANAGEMENT ANALYST III
MANAGEMENT ANALYST II
MANAGEMENT ANALYST I

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39	B	7.612
37	B	7.624
35	B	7.625
33	B	7.637

7.612

7.624

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7.637

REVISED:
REVISED:
REVISED:
REVISED:

4/1/70

12/15/69

12/15/69

5/22/78-3

9/28/78-3

9/28/78-3

9/28/78-3

7/1/93P

7/1/93P

7/1/93P

11/6/92PC

11/6/92PC

11/6/92PC

REVISED:
REVISED:
REVISED:

6/5/98UC

6/5/98UC

6/5/98UC

6/5/98UC

12/14/07PC

12/14/07PC

12/14/07PC

12/14/07PC

7/1/17LG

7/1/17LG

7/1/17LG

7/1/17LG



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>
MANAGEMENT ANALYST IV	39	B	7.612
MANAGEMENT ANALYST III	37	B	7.624
MANAGEMENT ANALYST II	35	B	7.625
MANAGEMENT ANALYST I	33	B	7.637

BENCHMARK DESCRIPTIONS

The following benchmark descriptions are representative examples of positions classified at each level in several user agencies, but they are not intended to be all-inclusive. Allocation of new or existing positions that are not described below must be determined by a review of the nature and complexity of work performed; the knowledge, skills and abilities required; independence/supervision received; scope of responsibility/consequence of error; authority to take action/decision-making; and personal contacts necessary to complete work.

MANAGEMENT ANALYST IV

Department of Administration, Buildings and Grounds Division: The incumbent assists in the administration and management of the Division's operating entities: Facilities Management and Maintenance, Leasing and Contracts, Fiscal Services, State Mail System and Marlette Water System. Duties include: ensuring compliance with budget limitations, applicable laws, regulations, policies and procedures; analysis, planning, development and implementation of the Division's long-range Strategic Plan; development of programs, policies and procedures to ensure the Division's goals and objectives of the Strategic Plan are met; testifying before the Legislature regarding Division business; and reviewing, analyzing and preparing various financial reports and drafting of Bill Draft Requests (BDR). The incumbent is responsible for the space management of State leased and State owned facilities, involving over 300 leases in non State owned buildings, 150 agency assigned office spaces located within State-owned buildings, six residential dwellings and in addition, management of over 200 contracts statewide with a value in excess of \$26 million. The incumbent reports directly to the Division Administrator and directly supervises one Management Analyst II and one Administrative Assistant IV, and indirectly supervises two Program Officer I's, one Administrative Assistant II, and one Administrative Assistant I.

MANAGEMENT ANALYST III

Department of Transportation, Accounting Division: The incumbent is responsible for ensuring compliance and providing information in the area of reporting capital assets (infrastructure) for the Department of Transportation (NDOT); and for accurate and timely billing of federally funded reimbursement programs which are in excess of two hundred million dollars yearly for work that NDOT has done on the federal highway system. The incumbent tracks and reports NDOT's cash in-flows and cash out-flows in accordance with the federal Cash Management Improvement Act (CMIA); and ensures accurate accounting of bonds to finance acceleration of super highway construction projects which are in excess of one billion dollars upon completion. The incumbent is under administrative direction of the Chief Accountant, Assistant Directors, Deputy Directors and the Director of NDOT, and supervises one Management Analyst II, one Accountant Technician II, and one Accounting Assistant II.

MANAGEMENT ANALYST IV	39	B	7.612
MANAGEMENT ANALYST III	37	B	7.624
MANAGEMENT ANALYST II	35	B	7.625
MANAGEMENT ANALYST I	33	B	7.637

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BENCHMARK DESCRIPTIONS (cont'd)

MANAGEMENT ANALYST III (cont'd)

* Department of Motor Vehicles, Management Services & Programs: The incumbent conducts research and analysis of departmental operations, legislative impact, statistical information, and technical requirements pertaining to the Motor Carrier Division. The incumbent writes, reviews and revises policies and procedures, forms and manuals for use by staff and industry including first-time licensing requirements, licensing renewals, tax collection, office workflow, delinquency collection and audit functions. The incumbent also conducts statistical and investigative studies, compiles and analyzes data and presents reports to summarize study results, draws conclusions and makes recommendations regarding policy/procedures and the department's position on issues governing motor carrier programs, and develops new programs or services based upon research conducted. The incumbent plans, organizes and coordinates the implementation of new policies, procedures and workflow changes. The position has no supervision responsibility.

MANAGEMENT ANALYST II

Department of Health & Human Services, Health Division: The incumbent prepares, monitors and maintains the Immunization Program biennial budgets by estimating future expenditure levels based on historical data; projects future costs; monitors fiscal transactions to ensure expenditures are in conformance with State and department regulations and budgetary limits; and develops budgetary and financial reports and comprehensive narratives. The incumbent conducts financial studies; compiles and analyzes data; prepares and presents reports summarizing study results/conclusions; and makes recommendations regarding policies and procedures. The incumbent prepares grant applications to secure federal funding for State and/or State sponsored programs; reviews and evaluates proposals submitted by organizations for program participation; provides guidance and technical assistance to service providers to ensure program operations are in compliance; oversees grants management, program planning, interpretation and analysis of regulations and policies and procedures; and monitors service provider operations to ensure adherence to program objectives. The incumbent supervises one Administrative Assistant II and one Accounting Assistant III.

MANAGEMENT ANALYST I

Department of Conservation & Natural Resources, Environmental Protection Division: The incumbent is responsible for assisting in the preparation and management of the biennial budget to include researching historical budgetary needs and estimating future expenditure levels for items such as new personnel, contracts, travel, training, vehicles, computers and new program needs for the agency's air quality programs. The incumbent also conducts financial analysis for program functions and analyzes cost estimates for temporary contract employees and increases in payroll cost associated with the approved budget. The incumbent prepares and manages contracts for emissions inventories, ambient air quality monitoring, temporary personnel and specialized training; assists in grant development and management for the federal air quality grants and a research grant with the Nevada System of Higher Education; prepares budgetary and financial reports for monthly budget status and revenue reports; develops and tracks reports to monitor program needs; prepares internal controls for budget tracking, property management, travel and training, purchasing and vehicles. The incumbent supervises three Administrative Assistant II's.

MANAGEMENT ANALYST IV	39	B	7.612
MANAGEMENT ANALYST III	37	B	7.624
MANAGEMENT ANALYST II	35	B	7.625
MANAGEMENT ANALYST I	33	B	7.637

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BENCHMARK DESCRIPTIONS (cont'd)

These benchmark descriptions are used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>7.612</u>	<u>7.624</u>	<u>7.625</u>	<u>7.637</u>
ESTABLISHED:	12/14/07PC	12/14/07PC	12/14/07PC	12/14/07PC

Personnel Commission Meeting
March 15, 2019

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

March 15, 2019.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.418	Chief, Division of Assessment Standards	41	A		<i>ABOLISHED</i>		

EXPLANATION OF CHANGE

The Nevada Department of Administration/Division of Human Resource Management conducted a class specification maintenance review of Chief, Division of Assessment Standards. In consultation with management at the Nevada Department of Taxation, the Division of Human Resource Management has determined that the Chief, Division of Assessment Standards position is vacant, will not be used in the future and should be abolished. This position has been replaced with an unclassified Deputy Director, Taxation (U4300).

The Nevada Department of Taxation supports abolishing this class specification.

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



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, DIVISION OF ASSESSMENT STANDARDS	41	A	7.418

~~Under administrative direction, the Chief, Division of Assessment Standards in the Department of Taxation oversees the management of local government finance programs including review of local government audits, budgets, and debt management; directs the audit and education programs relating to the real property transfer tax; and directs the uniform property appraisal program for all real and personal property within the State.~~

~~Direct the annual assessed valuation of interstate and intercounty companies such as utilities, railroads, and airlines; direct the annual valuation of all net proceeds of minerals within the State; serve as technical staff to the State Board of Equalization, the Committee on Local Government Finance, and the Appraiser Certification Board.~~

~~Supervise and evaluate the performance of technical support personnel and subordinate supervisors responsible for administering a component of the State's assessment and valuation programs that include local government finance, real property transfer tax, billing and collection, and property tax appeal; select, train and discipline staff, assign and review work.~~

~~Develop appraisal methods, standards, policies and procedures necessary to implement the assessment program, the real property transfer tax program, and the local government finance program throughout the State in compliance with applicable statutes and regulations.~~

~~Supervise the completion of required studies and reports regarding assessment levels and statistics related to the values of property types, forecasting revenue for local governments, and billing and collection of property and real property transfer taxes; present completed reports to the Tax Commission and make recommendations on tax policies and procedures.~~

~~Direct the billing, collection, disbursement, and refunding of tax revenue associated with the assessment of mines, utility and transportation companies; approve developed procedures to ensure the efficiency and effectiveness of the process.~~

~~Evaluate data pertaining to bill draft requests and fiscal notes required by the Legislature; direct the composition of and present the department's response; direct research projects concerning the regulation of assessments and analysis of local government financial positions as requested.~~

~~Develop and monitor the travel and equipment budget for the division to ensure the availability of necessary resources.~~

~~Compose and disseminate for review draft regulations; approve the implementation of new or revised administrative regulations based upon the analysis and evaluation of proposed tax laws in order to comply with the legislation.~~

~~Approve the content and format used in published division documents such as appraisal and assessment bulletins, manuals, studies and reports to ensure compliance with property tax law, administrative regulations, policy statements and directives.~~

~~Direct the administration of the appraiser certification and continuing education program for property tax assessment personnel statewide in order to comply with State laws including approving curriculum development and the establishment of guidelines.~~

~~Authorize staffing for the State Board of Equalization; compose draft decision letters; maintain and manage the docket; schedule hearings and notice parties pursuant to the open meeting laws of the State.~~

~~Direct and manage local government functions in the event of designation of "severe financial emergency" similar to the requirements of a trustee in bankruptcy.~~

~~Perform related duties as assigned.~~

~~MINIMUM QUALIFICATIONS~~

~~**SPECIAL REQUIREMENT:**~~

- ~~*—Possession of a valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.~~

~~EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, finance, public administration or related field and five years of progressively responsible experience in real property appraisal, acquisition of real property, or government finance and accounting, two years of which must have been in a supervisory capacity; **OR** an equivalent combination of education and experience. (See Special Requirement)~~

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Detailed knowledge of:** appraisal methods, principles and practices in order to value property; technical and legal terminology, documents, and descriptions related to appraisal of property. **Working knowledge of:** supervisory principles and practices including disciplinary processes, employee evaluation and the development of work performance standards; governmental accounting and finance; principles and practices used in real property transfers; social and economic factors underlying the appraisal process; common methods of describing real property; purpose, organization and procedures of local tax assessors' offices; governmental accounting standards; applied statistical modeling. **Ability to:** establish standard cost factors and determine the necessary modifiers to adjust these factors among the various counties; understand and apply revenue forecasting models to determine whether local government revenues are sufficient to meet current obligations; understand and use applied statistical models to determine whether property has been appraised equitably; understand and apply administrative law in order to conduct fair hearings and manage regulatory workshops. **Skill in:** establishing valuations on complex utility and transportation companies; local government debt management analysis.~~

~~FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): **Working knowledge of:** all factors and components involved in the State assessment program including centrally and locally assessed properties, mapping and parceling of land, and the valuation of utility and transportation companies; Nevada's revenue and taxation laws and corresponding regulations in order to direct and regulate assessment of property in Nevada; governmental accounting standards used in the management of the financial affairs of local governments; all factors and components involved in the State real property transfer tax audit program; the State budgetary process; applicable sections of the State Administrative Manual, Nevada Administrative Code and Rules for State Personnel Administration.~~

~~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.~~

7.418

~~ESTABLISHED:~~ 8/60
~~REVISED:~~ 9/9/69
~~REVISED:~~ 8/3/72
~~REVISED:~~ 7/1/93P
9/24/92PC
~~REVISED:~~ 2/10/06PC]
ABOLISHED: 3/15/19PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

March 15, 2019.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.800	Executive Secretary, Nevada Commission On Off-Highway Vehicles (OHV)	31	B		<i>ABOLISHED</i>		

EXPLANATION OF CHANGE

During the process of an NPD-19 study to reclassify the existing Executive Secretary, Nevada Commission On Off-Highway Vehicles (OHV) to a Management Analyst II, 7.625, grade 35, within the Nevada Department of Conservation and Natural Resources (DCNR), both DCNR and the Division of Human Resource Management (DHRM) determined that this class will no longer be utilized and should be abolished.

The Nevada Department of Conservation and Natural Resources supports abolishment of this class specification.

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



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>
[EXECUTIVE SECRETARY, NEVADA COMMISSION ON OFF-HIGHWAY VEHICLES (OHV)]	31	B	7.800

~~Under the direction of the Chair for the Nevada Commission on Off Highway Vehicles (OHV), the OHV Executive Secretary performs administrative, organizational, outreach and grants duties to support the Commission in its daily activities.~~

~~Serve as primary day-to-day contact for OHV related information; assists the Office of Grant Procurement, Coordination and Management with the monitoring and administration of the OHV's complex grant and financial award assistance program; review and evaluate applications for subgrants submitted; determine eligibility and recommend approval; review and monitor recipient and sub-recipient compliance to federal, State and local laws and regulations; provide technical assistance regarding program operations, grants management and interpretation of regulations, policies and procedures; conduct audits of financial records and reports submitted to service providers to ensure the appropriate and efficient usage of monies received and/or reimbursed; assists with revising and recommending implementation of a grant guidebook to ensure providers' understanding and compliance with rules and regulations.~~

~~Assist in developing news releases, informational brochures, public service announcements; organize, draft and edit material for printing or publication and distribution; assist in evaluating advertising and promotional material; arrange press conferences and notify media representatives of newsworthy events; develop publicity campaigns to promote the mission of the OHV program; plan, organize, coordinate and publicize special events to provide information regarding agency services and activities; collect articles and other informational releases pertaining to the program; maintain files of background information.~~

~~Establish and maintain effective working relationships with State and local government officials, community groups and businesses; monitor program operations by reviewing reports and records to recommend and implement changes in the method, procedure or operation of the program; compile data and prepare reports on OHV activities in order to facilitate budget decisions and to identify problem areas, recommend solutions or to aid the Commission in making policy decisions and in analyzing the program's success; assist in coordinating training and/or provide technical assistance for program service applicants on how to complete required forms and documentation.~~

~~Receive, review and evaluate information concerning the eligibility and/or activities of OHV clientele; compile, organize and consolidate financial and statistical data; develop spreadsheets to facilitate data analysis; prepare reports and budget documents according to instructions from the Governor's Office of Finance.~~

~~Develop and implement effective recordkeeping systems and ensure information is logically organized, appropriately cross referenced, and accessible to users; maintain records and track the progress of legislative proposals, grievances, contracts, and activities; develop fiscal, operational and procedural plans for the Commission that meet State standards; compose narrative reports, announcements, correspondence, and other materials using appropriate grammar, punctuation, spelling and syntax; schedule meetings, workshops and other events; post and send agendas for Commission meetings; take and transcribe meeting minutes; represent the Commission by participating in ongoing and ad hoc committees and work groups as directed.~~

~~Perform related duties as assigned.~~

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

~~*—At the direction of the Commission, incumbent may be required to successfully complete a State grants management, purchasing and/or certified contract manager or monitor class within one year of appointment.~~

~~EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, community relations, communications or closely related field and one year of experience which included assisting in grants development and monitoring, interpreting complex laws and regulations, composing written and oral communications between managers and program clientele, maintaining records, and coordinating special events; **OR** graduation from high school or equivalent education and three years of progressively responsible experience performing duties as described above; **OR** an equivalent combination of education and experience as described above.~~

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

~~**Working knowledge of:** spreadsheet software; basic mathematical computations. **General knowledge of:** grants monitoring; accounting and financial recordkeeping practices; federal and/or State regulations pertaining to grants; grants and payment systems; processes of program evaluation and planning; techniques for publicizing material through television, print or radio; website design. **Ability to:** work independently with minimal direction; analyze problems and develop creative solutions; receive and respond to inquiries involving complex and sensitive issues which directly impact the Commission, operations and activities; exchange ideas, information, and opinions with others to formulate policies and programs and arrive jointly at decisions, conclusions or solutions; make operational decisions related within established limits of authority; interpret, apply and explain complex laws, regulations, requirements, restrictions and standards to program clientele, representatives of external entities and others; communicate effectively both orally and in writing; respond appropriately to inquiries and complaints; develop and maintain working relationships with government officials, community groups and the public; research information; oversee and maintain website content. **Skill in:** operating a computer terminal to effectively input, retrieve and manipulate data; written English sufficient to compose reports and business correspondence in a clear, concise and grammatical manner.~~

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

~~**Working knowledge of:** the mission, functions, goals, rules and regulations of the program implementing; accounting and financial recordkeeping practices; State regulations and requirements related to budget development and maintenance. **Ability to:** positively and effectively interact with a wide range of individuals to acquire information and coordinate projects; read, write, interpret, explain, and apply legal and technical documents; explain agency grant programs, actions, policies and procedures.~~

~~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.~~

~~—7.800~~

~~ESTABLISHED: 4/8/16UC]~~
~~ABOLISHED: 3/15/19PC~~

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

March 15, 2019.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.805	Marketing Coordinator	37	B	7.805	Marketing Coordinator	37	B

EXPLANATION OF CHANGE

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management has conducted a review of the Marketing Coordinator class specification.

In consultation with Subject Matter Experts from the Department of Agriculture, Department of Corrections and the Treasurer's Office, and Analysts from the Division of Human Resource Management, it was determined that the concepts, minimum qualifications and knowledge, skills and abilities are consistent with current expectations.

Minor revisions, however, were made to the Education & Experience section of the Minimum Qualifications to maintain consistency with formatting and structure.

Throughout the course of the study, management and agency staff participated in the review and they support this recommendation.

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



STATE OF NEVADA
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CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MARKETING COORDINATOR	37	B	7.805

Under general direction, Marketing Coordinators perform and coordinate the marketing, promotion and sale of products, services, programs, or recreational opportunities; plan, organize and develop marketing strategies and campaigns to increase market share.

Develop sales or marketing projections and analyze costs, pricing, and market conditions to assist in budget and/or program development, product/program scheduling and material ordering.

Develop marketing plans, strategies, goals and objectives; coordinate with program staff to ensure marketing objectives are understood, fully supported by agency staff, and contribute to accomplishing the mission of the agency.

Conduct market studies and research to gather current information regarding customer opinions and preferences; survey customers to determine product or program interest, requests and needs, as well as products, new product lines or programs; analyze information in order to make recommendations regarding product/program development, pricing structure, market development and forecasting; prepare marketing reports to summarize analysis and recommendations.

Collect and analyze data on customer demographics, preferences, needs, and habits to identify potential markets and factors affecting demand for the product/program.

Coordinate the efforts of external marketing representatives or contractors to sell goods, licenses or services to potential and established customers; collaborate with statisticians, pollsters and other professionals in gathering and analyzing marketing data as required.

Measure the effectiveness of marketing, advertising, and communications programs and strategies.

Participate in planning, organizing and developing education and information campaigns; serve on committees and cooperative work efforts in support of department initiatives and activities.

Monitor industry statistics and follow trends in trade literature.

Respond to customer inquiries concerning programs/products; resolve disputes and follow up with customers.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

MINIMUM QUALIFICATIONS (cont'd)

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in marketing, business administration, or related field and three years of *professional* experience in planning, developing, implementing and evaluating marketing strategies and campaigns; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** development, implementation and evaluation of marketing strategies and campaigns; marketing theories, principles and practices; market research techniques; statistical analysis; preparation and dissemination of informational materials including advertising, information and education campaigns, and targeted mailings. **Skill in:** planning and coordinating marketing efforts; marketing and selling products, services, or programs to new and existing customer base; prepare and deliver effective presentations for various audiences at conferences, meetings, and other events; written English sufficient to compose business correspondence, promotional materials and marketing reports; customer relations; mathematical computation. **Ability to:** implement effective marketing strategies to increase market share; communicate effectively both orally and in writing; analyze sales trends and statistics; establish and maintain positive working relationships with agency management and staff, customers, vendors and others; plan, organize and prioritize assignments; work cooperatively as a team member; write accurate order specifications.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): **Working knowledge of:** agency services, products or programs; techniques, methods and practices utilized in producing and distributing marketed products such as production techniques, shipping procedures and regulations, warehouse procedures, and material costs; agency services, products or programs.

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.

7.805

ESTABLISHED: 12/23/03R
5/28/04UC
REVISED: 3/15/19PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

March 15, 2019.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.850	Sales & Promotion Representative II	31	B	7.850	<i>Sales & Promotion Representative II</i>	<i>31</i>	<i>B</i>
7.829	Sales & Promotion Representative I	29	B	7.829	<i>Sales & Promotion Representative I</i>	<i>29</i>	<i>B</i>

EXPLANATION OF CHANGE

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management has conducted a review of the Sales & Promotion Representative series.

In consultation with Subject Matter Experts from the Museums & History Division, the Nevada System of Higher Education (NSHE), University of Nevada – Reno and Analysts from the Division of Human Resource Management, it was determined that specific verbiage be included in the series concept to account for specific duties and responsibilities allocated to the Museums & History Division and to NSHE.

Due to this change, the class concept for Sales & Promotion Representative II was modified, as well as, the Entry Level Knowledge, Skills and Abilities to reflect the addition of these duty statements.

Additionally, minor revisions, were made to the minimum qualifications to maintain consistency with formatting and structure.

Throughout the course of the study, management and agency staff participated in the review and they support this recommendation.

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



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CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SALES & PROMOTION REPRESENTATIVE II	31	B	7.850
SALES & PROMOTION REPRESENTATIVE I	29	B	7.829

SERIES CONCEPT

Sales & Promotion Representatives plan and direct the promotion and sales of books, magazines, calendars, clothing and merchandise, sales catalogs, *memberships, public programs, [and] promotional items and/or services.*

Publicize and advertise publications, merchandise and product lines; research and identify markets; contact area merchants, distributors, or organizations; prepare and place advertising; mail brochures or advance copies; and follow-up with potential distributors or buyers *[in-order]* to expand the market and create interest.

Manage special promotional campaigns and merchandising; determine promotional strategy, campaign costs and distribution plans; develop brochures and initiate and write advertising; arrange for author appearances, special incentives, gifts, or bonuses; contact sales representatives, distributors, and other interested parties in order to increase sales; process orders and maintain product inventory.

Maintain sales and distribution records and update customer and vendor data files; review and resolve customer complaints; calculate costs and charges, analyze sales information, and determine future distribution needs.

Within the State of Nevada's Museum and History Division and Nevada Indian Commission, positions plan, market and manage the sale of museum memberships; membership renewals; donor/member database management; and plan and promote public programs in museums.

Within the Nevada System of Higher Education, positions may promote the sale of business sponsorships, advertising space, and memberships; coordinate pledge drives and/or events; and coordinate the implementation of underwriting contracts

Perform related duties as assigned.

CLASS CONCEPTS

Sales & Promotion Representative II: Under general supervision, incumbents prepare and maintain an annual budget; write press releases for upcoming publications; market a wide variety of book and/or magazine publications and merchandise; write, edit, and print a catalog of publication offerings and supervise volunteers during promotional exhibits, author appearances, organizational functions, and special events.

In addition, positions within the State of Nevada's Museum and History Division, market and manage museum membership/renewal programs; manage and maintain donor/member database; plan and promote public programs in the museums; manage program reservations; write press releases for upcoming public programs; write, edit, and print a catalog for public program offerings; and supervise volunteers during public program events.

Sales & Promotion Representative I: Under general supervision, incumbents perform the duties outlined in the series concept at the journey level.

MINIMUM QUALIFICATIONS

SALES & PROMOTION REPRESENTATIVE II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in marketing, advertising, English, journalism, public relations or related field and one year of experience in the sales, marketing and promotion of a product line which included writing and designing promotional materials; organizing promotional events and the use of direct mail techniques; **OR** graduation from high school or equivalent education and three years of experience as described above; **OR** one year of experience as a Sales and Promotion Representative I in Nevada State service; **OR** an equivalent combination of education and experience *as described above*.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** effective marketing *and sales* campaigns best suited for various types of merchandise or publications; graphic arts/designs and illustrative materials; production schedules. **General knowledge of:** budget preparation. **Ability to:** effectively merchandise a product line; carry out effective marketing campaigns to increase sales; review publications and their respective deadlines and submission requirements; organize and direct promotional exhibits, *program events*, and author appearances; *accurately take reservations for offered promotional and program events; market and promote membership/renewal programs; manage and maintain a database*; write and design a wide variety of promotional materials, advertisements and other marketing materials; write press releases according to journalistic guidelines; prepare and maintain a budget; proofread written materials and detect errors with a high degree of accuracy; determine effectiveness of ads and other promotional campaigns; analyze sales records and make adjustments or recommendations when necessary to increase or improve sales; provide supervision and direction to lower level staff, seasonal and volunteer workers; *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:** State Purchasing procedures; internal policies regarding discounts, pricing, and cooperative advertisements.

SALES & PROMOTION REPRESENTATIVE I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in marketing, advertising, English, journalism, public relations or related field; **OR** graduation from high school or equivalent education and two years of progressively responsible experience in the sales, marketing and promotion of a product line including writing advertisements and other promotional materials, and the use of direct mail techniques; **OR** an equivalent combination of education and experience *as described above*.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** English grammar, syntax and punctuation; journalistic style writing; sales and promotional techniques; record-keeping practices. **General knowledge of:** photography as it relates to selection of photographs for reproduction quality and intrinsic value. **Ability to:** generate or create potential for sales or programs; write copy for catalogs, brochures and advertisement for sales and promotional campaigns; make oral group presentations to individuals, librarians, retailers and wholesalers; establish and maintain cooperative working relationships with co-workers, vendors, clients and customers; arrange copy and/or art work for promotional materials; calculate costs of merchandise and return on sales; prepare reports and statistics; operate a personal computer.

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

SALES & PROMOTION REPRESENTATIVE II
SALES & PROMOTION REPRESENTATIVE I

31 B 7.850
29 B 7.829

Page 3 of 3

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>7.850</u>	<u>7.829</u>
ESTABLISHED:	7/1/89P 8/19/88PC	7/1/89P 8/19/88PC
REVISED:	7/1/95P 9/16/94PC	7/1/95P 9/16/94PC
REVISED:	2/2/07PC	2/2/07PC
<i>REVISED:</i>	<i>3/15/19PC</i>	<i>3/15/19PC</i>

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

March 15, 2019.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.402	Piano Technician	33	G		<i>No Change</i>		

EXPLANATION OF CHANGE

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management has conducted a review of the Piano Technician class specification.

In consultation with Subject Matter Experts from the Nevada System of Higher Education, University of Nevada – Las Vegas and Analysts from the Division of Human Resource Management, it was determined that the concepts, minimum qualifications and knowledge, skills and abilities are consistent with current expectations. No changes to the class specification are necessary at this time.

Throughout the course of the study, management and agency staff participated in the review and they support this recommendation.

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



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CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PIANO TECHNICIAN	33	G	9.402

Under general direction, tune, maintain and repair the full inventory of University/College pianos including harpsichords, organs, fortepianos, clavichords and electronic keyboards and rebuild pianos on a scheduled rotation basis.

Tune, regulate, repair and voice pianos and harpsichords using specialized tools and gauges to make instruments meet specifications for rehearsals and concerts.

Tune instruments by setting string pitch, comparing beat ratios, and altering string tension.

Test, regulate and align piano components such as keyboard, pedals and action assembly by using special tools and gauges to make instruments meet manufacturer's specifications.

Disassemble, repair and assemble piano components using tools and replacement parts as necessary to reinstall components into piano cases to facilitate piano tuning and regulating.

Refinish cabinets and replace faulty, worn or broken parts and joint connections using hand tools, glue and power tools to make instruments complete and whole.

Prioritize and schedule piano maintenance, repair, and rebuilding according to rehearsal, concert, teaching and seasonal demands.

Prepare cost estimates for budget planning and purchasing supplies; maintain inventories and keep related records.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Current registration as a Piano Technician with the National Piano Technicians Guild is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience as a piano technician including rebuilding instruments to original factory specifications. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** principles, practices and techniques for repairing and rebuilding pianos; concert tuning, regulating and voicing practices and principles. **General knowledge of:** cabinet making, woodworking and wood finishing; properties of glue, epoxy, lacquer, varnish and solvents. **Ability to:** inspect instruments to ascertain conformance to acceptable levels of concert tuning and tone regulating; deal with performers in tense situations. **Skill in:** the use of specialized hand and power tools, gauges and other equipment used to maintain, repair and move pianos.

MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): **Ability to:** design equipment component replacements when necessary; establish and maintain equipment and parts inventories; calculate time, cost and construction or procurement estimates; prioritize and schedule piano and harpsichord maintenance and repair operations.

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.

9.402

ESTABLISHED: 8/19/88PC
REVISED: 7/1/91P
11/29/90PC
REVISED: 6/27/03PC
REVISED: **3/15/19PC**

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

March 15, 2019.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.455	Railroad Restoration Specialist III	35	G	<i>9.455</i>	<i>Railroad Restoration Specialist III</i>	<i>35</i>	<i>G</i>
9.456	Railroad Restoration Specialist II	31	G	<i>9.456</i>	<i>Railroad Restoration Specialist II</i>	<i>31</i>	<i>G</i>
9.457	Railroad Restoration Specialist I	27	G	<i>9.457</i>	<i>Railroad Restoration Specialist I</i>	<i>27</i>	<i>G</i>

EXPLANATION OF CHANGE

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management has conducted a review of the Railroad Restoration Specialist series.

In consultation with Subject Matter Experts from the Division of Museums & History, Nevada State Railroad Museum and Analysts from the Division of Human Resource Management, it was determined that the class concept of the Railroad Restoration Specialist I be clarified to state that while this level is the entry level, positions who perform the duties described in the series concept on a more limited basis may be permanently allocated at this level with no auto-progression to the next level.

Additional changes were made to the Education & Experience section of the Minimum Qualifications, at every level, to clarify experience required and to establish equivalencies. In addition, minor revisions were made to the Entry Level Knowledge, Skills and Abilities and Full Performance Knowledge, Skills and Abilities to maintain consistency with formatting and structure.

Throughout the course of the study, management and agency staff participated in the review and they support this recommendation.

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



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CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
RAILROAD RESTORATION SPECIALIST III	35	G	9.455
RAILROAD RESTORATION SPECIALIST II	31	G	9.456
RAILROAD RESTORATION SPECIALIST I	27	G	9.457

SERIES CONCEPT

Railroad Restoration Specialists restore and maintain vintage railroad rolling stock which includes locomotives and steam-powered engines and passenger and freight cars; disassemble rolling stock, clean and fabricate components, and paint finished work.

Disassemble railroad rolling stock and clean components in preparation for further restoration activities; remove glass from windows; pull up flooring; remove siding; and unbolt brake rigging.

Mill lumber required for building new or replacement components such as wooden car frame; finish woodwork, molding and trim work using appropriate tools.

Fabricate metal parts to repair or replace parts from railroad rolling stock.

Prepare rolling stock components by sanding and filling wood; paint components using prescribed finishing techniques; reassemble components to restore rolling stock to desired appearance.

Maintain rolling stock to ensure satisfactory appearance and proper working condition by washing, waxing and polishing exteriors, lubricating equipment, repairing defects and damage, refastening, and assisting in preparation for annual boiler inspection.

Assist in safe transportation of rolling stock to museums by disassembling and reassembling components as necessary; prepare equipment for transportation; load and unload rolling stock from transport vehicles.

Maintain records of disassembled rolling stock; identify and note unusual situations such as pieces of wood with identifying marks; determine best method for cleaning parts; sort and evaluate cleaned parts to determine whether or not they can be repaired.

Estimate the amount and kind of materials required for repair or installation; research availability of materials; prepare layout; mark cutting and assembly lines or weld points on materials.

Set up and operate metal and wood fabricating equipment; inspect assemblies and installation for conformance with specifications in order to repair, rehabilitate, and restore rolling stock.

Perform equipment maintenance in accordance with established maintenance schedules and maintain records of date and type of maintenance performed.

Assist the public inquiring about the railroad museum, railroad history and restoration activities.

Perform related duties as assigned.

RAILROAD RESTORATION SPECIALIST III	35	G	9.455
RAILROAD RESTORATION SPECIALIST II	31	G	9.456
RAILROAD RESTORATION SPECIALIST I	27	G	9.457

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CLASS CONCEPTS

Railroad Restoration Specialist III: Under general direction, incumbents plan, organize and direct the activities of the Nevada State Railroad Museum's restoration facility.

Participate in restoration project planning; review historical reports; provide technical input; and prepare reports documenting items of significance discovered during restoration.

Supervise railroad restoration staff and volunteers; assign and review work; evaluate performance; provide training; initiate disciplinary actions; resolve unusual or difficult technical problems; ensure compliance with established health and workplace safety regulations.

Perform physical research of rolling stock to identify age and authenticity of components; look for changes or modifications; collect paint samples; document construction details for historical record to ensure proper reassembly.

Draw blueprints of rolling stock components and design replacement components to replicate original parts and determine probable appearance of original components.

Inspect materials, machine parts, and assembled unit to ensure conformance to specifications and maintain quality control over restoration project.

Direct and monitor contractors' work to ensure requirements are met and work is completed in accordance with project specifications.

Oversee preparation for annual boiler inspections.

Railroad Restoration Specialist II: Under general supervision, incumbents perform the full range of duties described in the series concept and may serve as a lead-worker for Railroad Restoration Specialist I's and volunteers. This is the journey level in the series.

Railroad Restoration Specialist I: ~~[Under close supervision, incumbents perform some of the duties described in the series concept and receive training in railroad restoration activities. This is the entry level in the series.]~~
Under general supervision, incumbents receive training in railroad restoration activities and perform some of the duties described in the series concept on a more limited basis as designated by the appointing authority. This is the entry level in the series; however, positions may be permanently allocated at this level and there is no auto-progression to the next level.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * One year of education above the high school level in a related trade or vocational program may be substituted for one year of experience, up to two years.

RAILROAD RESTORATION SPECIALIST III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of journey level experience in carpentry, welding or similar trade and two years of journey level experience in railroad restoration activities; *OR two years of experience as a Railroad Restoration Specialist II in Nevada State service; OR an equivalent combination of education and experience as described above.* (See Informational Note)

RAILROAD RESTORATION SPECIALIST III	35	G	9.455
RAILROAD RESTORATION SPECIALIST II	31	G	9.456
RAILROAD RESTORATION SPECIALIST I	27	G	9.457

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MINIMUM QUALIFICATIONS (cont'd)

RAILROAD RESTORATION SPECIALIST III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Detailed knowledge of:** railroad restoration and preservation techniques and ability to implement techniques; characteristics and uses of wood and metal materials; shop equipment, tooling, and rolling stock. **Working knowledge of:** specialized skills such as pattern-making, spinning, boiler repair, and boiler operations as applied to railroad restoration and maintenance; locomotive boiler maintenance; railroad operation and safety rules. **General knowledge of:** design and proportion related to vintage railroad rolling stock. **Ability to:** *identify rolling stock parts; determine conditions and whether parts can be repaired;* perform locomotive and rolling stock maintenance; develop blueprints and specifications; identify authentic components; lay out, cut, shape, and assemble work in accordance with specifications; interpret historical information and apply information to develop restoration project plans; interact with the public in a tactful and courteous manner; *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:** principles and practices of effective supervision and training; State and department purchasing practices and procedures; department policies, procedures, and safety rules and regulations. **Ability to:** supervise skilled craft workers and volunteers including developing work priorities, training, motivating, assessing work quality, implementing disciplinary action, and evaluating performance; and identify authentic components.

RAILROAD RESTORATION SPECIALIST II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of journey level experience in a wood related occupation such as carpentry or framing or in a metal related occupation such as welding, fabrication, or machining, *one year of which included experience in railroad restoration activities*; **OR** two years of experience as a Railroad Restoration Specialist I in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See Informational Note)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** railroad terminology, rolling stock, related equipment and railroad history; characteristics and uses of wood or metal materials. **General knowledge of:** finishing techniques and proper application methods; *metal working skills including positioning and clamping work pieces together and welding metal parts as specified by work order; rolling stock maintenance; agency safety procedures and rules; basic carpentry skills including cutting lumber to specified size and assembling cut and shaped materials with nails or glue; principles and skills related to wood and metal fabrication work;* recordkeeping procedures and methods. **Ability to:** read and follow blueprints; lay out, cut, shape and assemble work in accordance with specifications applying skill in carpentry, welding, brazing and blacksmithing; calculate material requirements; *speak with persons of various backgrounds using appropriate vocabulary and grammar to explain railroad history and restoration activities;* assign and monitor work and train subordinates in completing tasks. **Skill in:** the setup and operation of machine tools used in restoration work including table and radial saws, planer, jointer, shaper, mills, lathes, cut-off saws and welding and fabrication equipment; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
~~[Ability to: identify rolling stock parts; determine conditions and whether parts can be repaired.]~~
(These are identical to the Entry Level Knowledge, Skills and Abilities for Railroad Restoration Specialist III.)

RAILROAD RESTORATION SPECIALIST III	35	G	9.455
RAILROAD RESTORATION SPECIALIST II	31	G	9.456
RAILROAD RESTORATION SPECIALIST I	27	G	9.457

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MINIMUM QUALIFICATIONS (cont'd)

RAILROAD RESTORATION SPECIALIST I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of semi-skilled experience in a wood related occupation such as carpentry or framing or in a metal related occupation such as welding, fabrication, or machining; **OR** an equivalent combination of education and experience *as described above*. (See Informational Note)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Ability to:** use and operate basic hand and power tools; follow oral and written instructions; write brief sentences to maintain notes of work activities and label components; interact with the public in a tactful and courteous manner; perform physical labor for extended periods, under conditions which require exposure to loud noise, dirt, dust, and hot and cold temperatures; read standard English text such as repair manuals.

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

~~[General knowledge of: metal working skills including positioning and clamping work pieces together and welding metal parts as specified by work order; rolling stock maintenance; agency safety procedures and rules; basic carpentry skills including cutting lumber to specified size and assembling cut and shaped materials with nails or glue; principles and skills related to wood and metal fabrication work. Ability to: speak with persons of various backgrounds using appropriate vocabulary and grammar to explain railroad history and restoration activities.]~~ (These are identical to the Entry Level Knowledge, Skills and Abilities for Railroad Restoration Specialist 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>9.455</u>	<u>9.456</u>	<u>9.457</u>
ESTABLISHED:	7/1/89P 6/9/89PC	7/1/89P 6/9/89PC	7/1/89P 6/9/89PC
REVISED:	7/1/91P 11/29/90PC	7/1/91P 11/29/90PC	7/1/91P 11/29/90PC
REVISED:	6/27/03PC	6/27/03PC	6/27/03PC
REVISED:	3/15/19PC	3/15/19PC	3/15/19PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

March 15, 2019.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.471	Theater Technician II	32	C	<i>9.471</i>	<i>Theater Technician II</i>	<i>32</i>	<i>C</i>
9.470	Theater Technician I	30	C	<i>9.470</i>	<i>Theater Technician I</i>	<i>30</i>	<i>C</i>

EXPLANATION OF CHANGE

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management has conducted a review of the Theater Technician series.

In consultation with Subject Matter Experts from the Nevada System of Higher Education (NSHE) and Analysts from the Division of Human Resource Management, it was determined that minor revisions be made to the class concepts at both the Theater Technician II and Theater Technician I to clarify duties performed, equipment used, and supervision exercised.

Additional changes were made to the Entry Level Knowledge, Skills & Abilities and Full Performance Knowledge, Skills and Abilities to account for these changes and to maintain consistency with formatting and structure.

Throughout the course of the study, management and agency staff participated in the review and they support this recommendation.

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



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CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
THEATER TECHNICIAN II	32	C	9.471
THEATER TECHNICIAN I	30	C	9.470

SERIES CONCEPT

Theater Technicians perform skilled technical work to support university and community events and productions including the setup and operation of sound and lighting systems and other stage devices, construction of stage scenery and props, and maintenance of equipment.

Set up and reinforce sound systems, theater lighting and other stage devices; operate and maintain truss systems and other riggings; make minor stage modifications such as adding temporary supports to accommodate production equipment, sound equipment, lighting consoles and props; conduct inspections of sound, lighting and stage equipment and make minor repairs necessary to maintain safety and efficiency of equipment.

Confer with production staff to plan, schedule and coordinate stages and materials; set up equipment and necessary supplies; construct scenery and props used in stage productions by reading blueprints or sketches of set designs; purchase supplies; operate hand and power tools; construct, paint and decorate furnishings and fixtures that enhance productions.

Attend rehearsals and performances to oversee crew activities, operate equipment, and make safety inspections to ensure compliance with State and federal safety regulations as well as university or college policies.

Provide guidance, technical assistance and support when outside entities use campus theater facilities by setting up furniture and equipment, monitoring activities and responding to emergencies.

Store and secure stage equipment, props and tools and make periodic security checks to ensure their safekeeping; clean and maintain shop *performance* areas and related tools and equipment to preserve their usefulness.

Establish and/or adhere to preventive maintenance schedules for stage equipment, props and tools.

Perform related duties as assigned.

CLASS CONCEPTS

Theater Technician II: Under general supervision, positions in this class perform the full range of duties described in the series concept, and in addition, design and oversee the installation of lighting, sound, and sets that enhance a theatrical production.

Theater Technician II's consult with the technical director or supervisor; supervise and instruct students *and part-time workers* in the building and installation of sets, lighting, special effects and sound systems; operate and maintain manual, memory-assisted and computer-based lighting *and sound* controllers; *make recommendations and* purchase parts and supplies to maintain or repair theater lighting, sound systems, *theater equipment (such as foggers and hazers)* and control panels; *report facility repairs needed to appropriate sources.*

CLASS CONCEPTS (cont'd)

Theater Technician II (cont'd)

This class is distinguished from the lower level by supervision of lower level staff and design and installation duties that requires a greater degree of technical knowledge of the applications of theatrical *production to include: stage management*, lighting, sound and set design and related supporting equipment.

Theater Technician I: Under general supervision, positions in this class perform all or part of the duties in the series concept including the setup, operation and maintenance of sound and lighting systems, construction of scenery and props, ~~and~~ maintenance of theater equipment and tools, *and running of shows*. This is a journey level in the series.

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.

INFORMATIONAL NOTES:

- * Some positions require current certification issued by the State Fire Marshal's Office as a Pyrotechnician within one year of appointment and as a condition of continuing employment.
- * Education above the high school level in technical theater or closely related field may be substituted for the required experience on the basis of 30 semester credits being equal to six months of experience up to a maximum of one year of the required experience.

THEATER TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of skilled experience in the setup and operation of lighting and sound equipment and set construction; **OR** two years of experience as a Theater Technician I in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirement and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Detailed knowledge of:** *principles and practices of stage management*; principles and practices of theatrical lighting, set construction and sound. **Working knowledge of:** operation of lighting consoles, including preset and/or computer assisted consoles, moving lights, sound boards and systems, *smoke and haze systems*, and rigging and fly systems; principles and practices of theatrical lighting, set construction and sound; *fixtures, machinery, and support systems of the theater; lighting, sound and stage equipment; safety procedures associated with theater equipment and machinery; health and safety regulations applicable to the theater environment*. **General knowledge of:** methods and materials used in drafting sufficient to design sets and props; *purchasing procedures; principles and practices of supervision*. **Ability to:** *diagnose and repair minor malfunctions of theater equipment; oversee the security of theater equipment*. **Skill in:** preparing scale models and blueprints; *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:** policies and procedures related to *specifying and purchasing parts, supplies and equipment necessary for theater productions or maintenance of equipment and tools; computer assisted drafting and computer operated routing machines*. **Ability to:** supervise crews in the installation of sets and equipment and during theatrical productions.

MINIMUM QUALIFICATIONS (cont'd)

THEATER TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of skilled experience in stage production work; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirement and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** principles and techniques of setting up and operating sound, lighting, props and other stage equipment; woodworking and carpentry; health and safety regulations applicable to the theater environment. **Ability to:** instruct and supervise students in the safe use of machinery and equipment used in a theater production; establish effective working relationships with co-workers, university personnel and the community; read blueprints and schematic drawings; operate and maintain a variety of tools used to construct and install theater scenery and props; operate and maintain tools and test instruments used to install and monitor electronic equipment.

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

~~[Working knowledge of: fixtures, machinery, and support systems of the theater; lighting, sound and stage equipment; safety procedures associated with theater equipment and machinery. General knowledge of: departmental and State purchasing procedures; principles and practices of supervision. Ability to: diagnose and repair minor malfunctions of theater equipment; oversee the security of theater equipment.]~~

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>9.471</u>	<u>9.470</u>
ESTABLISHED:	7/1/91P 11/29/90PC	7/1/91P 11/29/90PC
REVISED:	6/27/03PC	6/27/03PC
REVISED:	4/11/14PC	4/11/14PC
REVISED:	3/15/19PC	3/15/19PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

March 15, 2019.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.718	Microfilm Laboratory Technician	28	H	<i>9.718</i>	<i>Microfilm/Imaging Laboratory Technician</i>	28	<i>C</i>

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Microfilm Laboratory Technician class specification.

In coordination with Subject Matter Experts from the Department of Administration, State, Library, Archives and Public Records Division and Equal Employment Opportunity (EEO) and Discrimination Investigation Unit, it is recommended that revisions be made to the EEO-4 code, series title, series concept and minimum qualifications to update occupational language and to reflect current methods and practices being used. It is also recommended that revisions be made to the minimum qualifications to maintain consistency with verbiage, formatting and structure.

Microfilm/Imaging Laboratory Technicians, under general supervision, perform microfilm processing, duplicating and quality control assignments; operate processor; mix chemicals and monitor water, developer and dryer temperatures, footage and speed control and rate of chemical replenisher.

The EEO-4 code was changed from H, Service/Maintenance in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities, or grounds of public property. The recommended EEO-4 code is C, Technical which requires a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.

Throughout the process, management and staff within the Department of Administration and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support this recommendation.

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



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>
MICROFILM/ <i>IMAGING</i> LABORATORY TECHNICIAN	28	[H]C	9.718

Under general supervision, Microfilm/*Imaging* Laboratory Technicians perform microfilm processing, duplicating and quality control assignments; operate processor; mix chemicals and monitor water, developer and dryer temperatures, footage and speed control[;] and rate of chemical replenisher.

Perform quality control tests on microfilm processed at the lab to ensure that microfilm is of good quality and usable using a densitometer, microscope and methylene blue to determine the adequacy of film density, resolution and residual thiosulfate levels.

Inspect processed film to ensure the film is of good quality and usable using light box and splicer; inspect for proper alignment, legibility of documents and accurate indexing/retrieval marks.

Duplicate microfilm/fiche to ensure the original can be kept as a backup and not subject to daily use; monitor appropriate developing temperature, flow of ammonia, lightness[and], darkness[;] and speed and angle of rollers.

Receive large format printing and digital image requests; create contact sheets with multiple images or groups of images to produce a printed project using computer software.

Perform quality control checks on electronic images that are digitized from film, fiche and paper; ensure image clarity and adjust electronically with a variety of computer software, as needed; group images for ease of retrieval; maintain database images.

Perform routine maintenance and repairs on equipment to ensure maximum equipment efficiency; dismantle and clean processor and calibrate the replenisher after processing a specified footage of film[;] and replace charcoal filters when needed; dismantle and clean duplicators and replace circuitry, relays, transformers and ammonia pumps as needed; check cameras for light leaks.

Make adjustments to cameras *and scanners* when quality control tests reveal document legibility problems[; ~~notify agencies when quality control tests reveal dirty lenses, dirty glass guides or film loaded into the camera incorrectly; instruct others on correcting jammed cameras and film loading techniques when two rolls are used~~].

Perform large document scanning duties; operate overhead large format scanners and use computer software to digitally stitch multiple images into a large format digital image.

Perform microfilming/*scanning* duties as needed to ensure that turnaround commitments are met; prepare documents to be filmed *or scanned* and set up camera; *or* perform record clarity/legibility tests (density), microfilm *or scan* documents, and inspect processed films *and images*.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience in microfilming/*imaging* operations, one year of which included experience with microfilm/*image* processing equipment and procedures; **OR** two years of experience as a Microfilm/*Scanner* Operator II in Nevada State service which included ~~[a familiarity with]~~ *the use of document and microfilm scanners and* microfilm/*image* processing equipment and *application of applicable* procedures; **OR** an equivalent combination of education and experience *as described above*.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** microfilm/*image* processing equipment needed to process and duplicate film, perform routine maintenance or repairs on the equipment, and perform quality control tests; microfilming/*imaging* practices and procedures; microfilm/*image* cameras, ~~[readers, and reader]~~ *scanners, and scanner*-printers used to solve equipment problems and perform microfilming/*imaging* tasks. **Ability to:** communicate orally and in writing to assist customers in solving processing or equipment problems; follow oral and written instructions related to processing film, inspecting and performing quality control tests~~[-]~~ and duplicating film.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): **Working knowledge of:** safety procedures used when working with acid, ammonia and film processing chemicals; National Microfilm Association Standards pertaining to the density of film, processing and storage of film, and performing quality control tests; State statutes regarding original record destruction/disposal and certifying microfilm/*images*. **Ability to:** inspect and analyze processed film for quality by the application of chemical tests, densitometer and microscopic examination; organize work and set priorities as needed to process film in a timely manner.

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.

9.718

ESTABLISHED:	2/1/68
REVISED:	7/18/80
REVISED:	1/24/84
REVISED:	12/19/85-12
REVISED:	7/1/89P
	9/27/88PC
REVISED:	7/1/91P
	11/29/90PC
REVISED:	3/19/04PC
<i>REVISED:</i>	<i>3/15/19PC</i>

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective:

March 15, 2019.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.729	Microfilm Operator IV	25	H	9.729	<i>Microfilm/Scanner Operator IV</i>	25	C
9.725	Microfilm Operator III	24	H	9.725	<i>Microfilm/Scanner Operator III</i>	24	C
9.719	Microfilm Operator II	23	H	9.719	<i>Microfilm/Scanner Operator II</i>	23	C
9.720	Microfilm Operator I	21	H	9.720	<i>Microfilm/Scanner Operator I</i>	21	C

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management (DHRM), conducted a class specification maintenance review for the Microfilm Operator class specification.

In coordination with Subject Matter Experts from the Department of Administration, State, Library, Archives and Public Records Division and Equal Employment Opportunity (EEO) and Discrimination Investigation Unit, it is recommended that revisions be made to the EEO-4 code, series title and concept, class concepts and minimum qualifications to update occupational language and to reflect current methods and practices being used. It is also recommended that revisions be made to the minimum qualifications to maintain consistency with verbiage, formatting and structure.

Microfilm/Scanner Operators perform microfilming and scanning assignments which include document preparation, filming, scanning and inspection of processed films and images.

The EEO-4 code was changed from H, Service-Maintenance in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property; workers may operate machinery. The recommended EEO-4 code is C, Technical which requires a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.

Throughout the process, management and staff within the Department of Administration and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support this recommendation.

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



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>
MICROFILM/SCANNER OPERATOR IV	25	[H]C	9.729
MICROFILM/SCANNER OPERATOR III	24	[H]C	9.725
MICROFILM/SCANNER OPERATOR II	23	[H]C	9.719
MICROFILM/SCANNER OPERATOR I	21	[H]C	9.720

SERIES CONCEPT

Microfilm/Scanner Operators perform microfilming *and scanning* assignments which include document preparation, filming, *scanning* and inspection of processed films *and images*.

Receive large format printing and digital image requests; create contact sheets with multiple images or groups of images to produce a printed project using computer software.

Prepare documents for filming *or scanning* to ensure that documents are in proper sequence and that the camera *or scanning* equipment is not jammed or damaged; organize and verify documents in accordance with established alpha and/or numeric sequence; dispose of duplicate documents; remove staples, paper clips and fasteners; repair torn or bent documents; and mark documents that need both sides filmed.

Set up camera to properly film documents; load and/or unload film; program cameras for a variety of filming options; set alignment for documents and adjust exposure of films.

Inspect and correct processed films for proper alignment and legibility of documents; ~~[and for]~~ *ensure* accurate indexing/retrieval marks *on processed films* ~~[; inspect films and authorize the destruction/disposal of documents filmed and inspected]~~.

Perform quality control checks on electronic images that are digitized from film, fiche and paper; ensure scanned image clarity and adjust electronically with a variety of computer software, as needed; group images for ease of retrieval; index image within databases or transfer onto another medium.

Maintain equipment to ensure maximum efficiency by cleaning camera lenses, cleaning cameras glass guides, *and* vacuuming out equipment ~~[; and replacing paper in reader-printer equipment]~~.

Type or write microfilm cartridge labels, microfiche jacket labels, and label film documents awaiting to be filmed; and file microfilm cartridges.

Perform large document scanning duties; operate overhead large format scanners and printers.

Perform related duties as assigned.

CLASS CONCEPT

Microfilm/Scanner Operator IV: Under general supervision, incumbents perform the full range of duties described in the series concept, and in addition, train, supervise and evaluate the performance of lower level staff, set priorities ~~[;]~~ and assign duties according to the workload.

MICROFILM/SCANNER OPERATOR IV	25	H	9.729
MICROFILM/SCANNER OPERATOR III	24	H	9.725
MICROFILM/SCANNER OPERATOR II	23	H	9.719
MICROFILM/SCANNER OPERATOR I	21	H	9.720

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CLASS CONCEPT (cont'd)

Microfilm/Scanner Operator III: Under general supervision, incumbents perform the full range of duties described in the series concept for a variety of State agencies and other political subdivisions and operate a variety of microfilm *and scanning* equipment ~~[to include large planetary cameras which require setting up and adjusting the equipment for reduction rate, manually adjusting the exposure according to the light sensitivity of each document, adjusting lighting, and manually focusing the camera for each document]~~. Incumbents also participate in processing microfilm for the division and other State agencies which includes operating the processor, monitoring water, developer and dryer temperatures, and footage and speed control.

Positions in this class are distinguished from those at the lower level by decision-making responsibility concerning a wider variety of documents originating from diverse State and local agencies and the variety of equipment operated. This is the advanced journey level in the series.

Microfilm/Scanner Operator II: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

Microfilm/Scanner Operator I: Under close supervision, incumbents receive training in microfilming duties described in the series concept. This is the entry level in the series and provides for semi-automatic progression to Microfilm Operator II upon meeting minimum qualifications and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

MICROFILM/SCANNER OPERATOR IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience performing microfilm *or scanning* assignments consisting of document preparation, filming, *scanning, indexing* and inspection of processed film *or indexed documents*; **OR** one year of experience as a Microfilm/Scanner Operator III in Nevada State service; **OR** an equivalent combination of education and experience *as described above*.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Ability to:** schedule, prioritize, and assign microfilm duties according to workload and oversee activities of other microfilm operators. **Skill in:** preparing documents for filming *or scanning*; inspecting processed film for proper alignment and legibility of documents and for accurate indexing/retrieval marks; operating, adjusting[7] and maintaining a wide variety of microfilm equipment; *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:** agency policies, procedures and practices related to the preparation and storage of microfilmed *and scanned* records; supervisory principles and practices; State payroll/personnel rules, policies and procedures.

MICROFILM/SCANNER OPERATOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience performing microfilm *or scanning* assignments which included document preparation, filming[7] and inspection of processed films; **OR** one year of experience as Microfilm/Scanner Operator II in Nevada

MICROFILM/SCANNER OPERATOR IV	25	H	9.729
MICROFILM/SCANNER OPERATOR III	24	H	9.725
MICROFILM/SCANNER OPERATOR II	23	H	9.719
MICROFILM/SCANNER OPERATOR I	21	H	9.720

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MINIMUM QUALIFICATIONS (cont'd)

MICROFILM/SCANNER OPERATOR III (cont'd)

EDUCATION AND EXPERIENCE: (cont'd) State service; **OR** an equivalent combination of education and experience *as described above*.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** filing systems used to archive Microfilm and ~~[microfiche]~~ *digital* records; ~~[file]~~ *filing* and ~~[store]~~ *storage of* completed microfilm ~~[cartridges or microfiche jacket]~~. **Ability to:** prepare documents for filming *or scanning* and file Certificates of Authenticity; *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 for Microfilm/Scanner Operator III.*)

MICROFILM/SCANNER OPERATOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience performing general office work, six months of which included microfilming *or scanning* assignments consisting of document preparation, filming and inspection of processed film; **OR** six months of experience as a Microfilm/Scanner Operator I in Nevada State service; **OR** an equivalent combination of education and experience *as described above*.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working Knowledge of:** microfilming *and scanning* practices and procedures as needed to film *or scan* documents^[5] and inspect and make corrections to processed film; microfilming cameras, readers and reader-printers; State statutes regarding original record destruction/disposal and certifying microfilms as needed. **Ability to:** inspect film and authorize disposal of documents; prepare and film the Certificate of Authenticity; perform routine maintenance as needed to properly care for equipment; set up cameras for microfilming; inspect processed film and retrieve/reprint microfilmed *or scanned* documents; maintain confidentiality of information contained in documents or material microfilmed; *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 for Microfilm/Scanner Operator III.*)

MICROFILM/SCANNER OPERATOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and six months of experience performing general office work; **OR** an equivalent combination of education and experience *as described above*.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** common office practices and procedures as needed to type, file and answer the phone. **Ability to:** follow verbal and written instructions; perform repetitive work according to established procedures.

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

MICROFILM/SCANNER OPERATOR IV	25	H	9.729
MICROFILM/SCANNER OPERATOR III	24	H	9.725
MICROFILM/SCANNER OPERATOR II	23	H	9.719
MICROFILM/SCANNER OPERATOR I	21	H	9.720

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.729</u>	<u>9.725</u>	<u>9.719</u>	<u>9.720</u>
ESTABLISHED:	7/1/95P 9/16/94PC	7/1/91P 11/29/90PC	2/1/68	10/5/70
REVISED:			6/23/80-3	12/10/79-3
REVISED:			1/24/84	6/24/80-3
REVISED:			12/19/85-12	1/24/84
REVISED:			7/1/89P 9/27/88PC	5/17/85-3
REVISED:			7/1/91P 11/29/90PC	12/19/85-12
REVISED:				7/1/89P 9/27/88PC
REVISED:				7/1/91P 11/29/90PC
REVISED:		7/1/95P 9/16/94PC	7/1/95P 9/16/94PC	7/1/95P 9/16/94PC
REVISED:	6/25/04PC	6/25/04PC	6/25/04PC	6/25/04PC
REVISED:	3/15/19PC	3/15/19PC	3/15/19PC	3/15/19PC

Personnel Commission Meeting
March 15, 2019

REPORT OF CLASSIFICATION CHANGES NOT REQUIRING PERSONNEL COMMISSION APPROVAL

Attached is a report of changes made to the classification plan pursuant to NRS 284.160, sections 4 through 6 which reads as follows:

“4. The classification plan and changes therein are subject to approval by the Commission, except that the Administrator 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.

5. 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.

6. 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:

REPORT OF CLASSIFICATION CHANGES

POSTING#: 11-19

Effective: 10/29/18

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.324	<i>Food Distribution Specialist -Reinstated from Abolishment</i>		B	12.324	<i>Food Distribution Specialist II</i>	33	B
	<i>New</i>			12.320	<i>Food Distribution Specialist I</i>	31	B

BASIS FOR RECOMMENDATION

As the result of Individual Classification Studies (NPD-19), and in partnership with Subject Matter Experts from the Department of Agriculture, Food & Nutrition Division, and the Division of Human Resource Management (DHRM), it has been determined that the duties and responsibilities assigned to these positions did not align with their current classification of Social Services Program Specialist I, 12.323, grade 33. It was determined that an abolished class specification should be reinstated with current and updated language, along with a new lower level to be developed specific to the Department of Agriculture's program requirements.

Food Distribution Specialists perform administrative and professional work in conjunction with the United States Department of Agriculture (USDA) by administering multiple USDA food programs and services, such as: The Emergency Food Assistance Program (TEFAP), The National School Lunch Program (NSLP), Nutrition Services Incentive Program (NSIP), Summer Food Service Program (SFSP), Commodity Supplemental Food Program (CSFP), and the Child and Adult Care Food Program (CACFP) to ensure sponsors receive USDA Food to serve school children, seniors, and at-risk populations, including feeding people in need.

The primary purpose of this series is to help to administer national food assistance programs, oversee, prepare and process documents for the purchase, issuance and transfer of USDA foods; issue, modify and monitor purchase orders and maintain records for the procurement of services, food, materials and supplies; expedite the flow of goods from vendor to user (or sponsor); and review, edit and develop selection criteria and vendor requirements.

It is recommended that the series be placed in the following Occupational Group: 12.000, Social Services & Rehabilitation, Sub-Group B: Social Services to recognize the professional work performed by these positions within a social services program area. Furthermore, it is recommended that the Food Distribution Specialist II be allocated at grade 33 to recognize the scope of responsibility, decision-making authority and the management exercised over the respective program area. The Food Distribution Specialist I, is recommended to be allocated at grade 31; which is consistent with class specifications containing multiple levels within a series. The EEO-4 job category for the Food Distribution Specialists have been determined as follows: category "B – Professional" designation code. The Program Officer series, 7.643, NSHE Specialist series, 7.659, along with the Social Services Program Specialist series, 12.315 were used as comparisons in assisting with determining the appropriate grade levels.

Throughout the review, management staff within the Department of Agriculture, Food & Nutrition

Division and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the development and implementation of this new series.

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

POSTING#: 12-19
Effective: 10/29/18

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.435	Veterans Services Program Manager	36	B	<i>12.435</i>	<i>Veterans Service Program Manager</i>	<i>36</i>	<i>B</i>
12.436	Veterans Services Representative II	34	B	<i>12.436</i>	<i>Veterans Service Officer II</i>	<i>34</i>	<i>B</i>
12.437	Veterans Services Representative I	32	B	<i>12.437</i>	<i>Veterans Service Officer I</i>	<i>32</i>	<i>B</i>
	<i>New</i>			<i>12.438</i>	<i>Veterans Service Trainee</i>	<i>30</i>	<i>B</i>

BASIS FOR RECOMMENDATION

Due to certification requirements, recruitment concerns, a requested title change and the need for a trainee level, the Nevada Department of Veterans Services requested a review of the Veterans Services Representative series. Analysts within the Division of Human Resource Management (DHRM) worked with subject matter experts from the Nevada Department of Veterans Services, and as a result, it is recommended that a title change for the series be made to Veterans Service Officer to maintain consistencies nationwide and increase recruitment efforts. Furthermore, it is recommended that the Informational Notes section be updated to clarify required preferences and certifications. It is also recommended that a trainee level be added so incumbents may obtain required certification and meet minimum requirements to progress through the series.

In addition, minor changes were made to the Minimum Qualifications, Education & Experience sections of the entire series to account for these recommended changes, to add equivalencies and to maintain consistency with formatting and structure.

These changes will allow for greater flexibility in the recruitment process and will generate a larger pool of applicants, both internally and externally.

Throughout the review, management staff within the Nevada Department of Veterans Services and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

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

POSTING#: 13-19
Effective: 10/30/18

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.229	Mid-Level Medical Practitioner	43*	B	<i>10.229</i>	<i>Mid-Level Medical Practitioner</i>	<i>43*</i>	<i>B</i>

BASIS FOR RECOMMENDATION

At the request of the Division of Public & Behavioral Health and the Division of Human Resource Management (DHRM), Recruitment Unit, it is recommended that an Informational Note be added to the Mid-Level Medical Practitioner class to allow temporary licensure for out-of-state applicants.

The Informational Note details that out-of-state applicants must have a temporary license issued by the Nevada State Board of Medical Examiners as a Physician Assistant or temporary licensure issued by the Nevada State Board of Nursing as an Advanced Practice Registered Nurse at the time of appointment.

Minor revisions to the Education & Experience section of the Minimum Qualifications were made to account for these changes.

This change will allow for greater flexibility in the recruitment process and create a larger pool of applicants on which the agency can draw from.

Throughout the review, management staff within the agency and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

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

POSTING#: 14-19
Effective: 11/06/18

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	New			6.806	<i>Administrator, Division of Planning</i>	45	A

BASIS FOR RECOMMENDATION

The Nevada Agency for Nuclear Projects requested, and was approved for, the reinstatement of the Administrator, Division of Planning position through the Interim Finance Committee's (IFC) August 2018 meeting. Per NRS 459.0096 (2) (a), this position is to be placed in the unclassified service of the State; however, the IFC directed the agency to establish the Administrator as a new classified position until the 80th Legislative session. This request necessitates the development of a temporary class specification that will be abolished when the position is moved back into the unclassified service, as mandated by NRS 459.0096.

Under the direction of the Executive Director, the Administrator will coordinate, plan, direct and manage environmental and impact assessment activities in the Planning Division of the Nevada Agency for Nuclear Projects within the Office of the Governor; lead overall budget and planning activities for the Agency; establish goals, objectives, schedules, policies and procedures compatible with statutory, regulatory, and Agency requirements; assist in managing and overseeing the State's review of the U.S. Department of Energy's high-level nuclear waste management program and the Yucca Mountain Geologic Repository licensing process before the U.S. Nuclear Regulatory Commission; establish organizational structures and provide programmatic direction and guidance to most effectively achieve objectives; lead budget development for all areas of Agency responsibility; direct and manage contractors; coordinate Agency activities with local governments, Native American tribes and communities and interested stakeholders; and provide technical assistance.

As the duties are indicative of environmental and land use, it is recommended that this series be placed in the 6.000 Engineering & Allied Services Occupational Group, Sub-Group E: Environmental & Land Use Services. Furthermore, it is recommended that the Administrator, Division of Planning be allocated at a grade 45; which is one grade above the Chief, Environmental Programs. The one grade difference is supported due to the higher-level of complexity, consequence of error and more detailed minimum qualifications required within nuclear waste management programs, as well as, the Yucca Mountain Geologic Repository licensing process. The Deputy Administrator, Regulatory Agency (6.804, grade 46), Chief, Environmental Programs (6.809, grade 44), and Chief, Hydrology Section (6.713, grade 44) were used as comparisons in assisting with determining the appropriate grade level. The EEO-4 job category for this series has been determined as follows: category A – Officials and Administrators.

Also, a footnote was added to the class specification indicating that this is a temporary class specification and would be abolished when the positions was moved into the unclassified service.

If the 80th Legislature, amends NRS 459.0096 to remove the requirement of the position being in the unclassified service, the note on the class specification will be removed.

Throughout the review, management staff within the Nevada Agency for Nuclear Projects and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

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

POSTING#: 15-19
Effective: 12/13/18

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.631	Custodial Worker II	23	H	<i>9.631</i>	<i>Custodial Worker II</i>	<i>23</i>	<i>H</i>
9.634	Custodial Worker I	21	H	<i>9.634</i>	<i>Custodial Worker I</i>	<i>21</i>	<i>H</i>
9.636	Custodial Worker Trainee	20	H	<i>9.636</i>	<i>Custodial Worker Trainee</i>	<i>20</i>	<i>H</i>

BASIS FOR RECOMMENDATION

The Nevada System of Higher Education (NSHE) is facing significant challenges in recruiting qualified candidates within the current labor market and, as a result, have requested a review and modification to the existing Custodial Worker series minimum qualifications, as they are more stringent than other classifications within the same occupational group.

Upon review of the class specification, and in consultation with a subject matter expert from NSHE, with further review by the Department of Health & Human Services, the Public Works Division, Museums & History Division and the Office of the Military, the Education and Experience section of the Minimum Qualifications was modified to include an equivalency in lieu of graduation from high school or equivalent education. This change will align the Custodial Worker series with the Highway Maintenance Worker (9.117), Maintenance Repair Aid (9.481), Maintenance Repair Worker (9.485), Grounds Equipment Operator (9.209) and Grounds Maintenance Worker (9.630) class specifications.

Additional minor changes were made to the series concept and minimum qualifications to maintain consistency with formatting and structure.

Throughout the review, management staff within both NSHE and identified State agencies, and analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

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

POSTING#: 16-19
Effective: 01/07/19

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>New</i>			<i>9.751</i>	<i>License Plate Production Technician II</i>	<i>33</i>	<i>G</i>
	<i>New</i>			<i>9.753</i>	<i>License Plate Production Technician I</i>	<i>31</i>	<i>G</i>

BASIS FOR RECOMMENDATION

As a result of an Individual Classification Study, and in partnership with subject matter experts from the Department of Motor Vehicles (DMV), Central Services and Records Division, License Plate Factory, it has been determined that a new classification series should be created as a result of a reorganization and restructuring of the License Plate Factory.

The License Plate Production Technician II, under general direction of the License Plate Factory, DMV Services Manager, performs the full range of duties as described in the series concept in addition to the management of the factory production floor, assisting with the development, administration and monitoring of the factory's budget. This is the supervisory level in the series.

In reviewing the job duties, it was determined the class aligns with the 9.000 Mechanical & Construction Trades Occupational Group; Graphic, Printing and Reproduction Sub-Group J; and the EEO-4 job code G – Skilled Craft Workers. The grade comparison determined that the duties align with the Prison Industries Supervisor I, 7.333, grade 33, Program Officer II, 7.647, grade 33, and Sign Production Supervisor, 9.737, grade 34.

The License Plate Production Technician I, under general supervision of a higher level License Plate Production Technician, performs the full range of duties described in the series concept, in addition to oversight of the day-to-day license plate blank layout and production activities; manage and oversee the payroll for the inmate work force; assist with the management and preparation of monthly material usage and inventory reports; assist with the ordering of supplies for assigned production area. This is the journey level in the series.

In reviewing the job duties, it was determined the class aligns with the 9.000 Mechanical & Construction Trades Occupational Group; Graphic, Printing and Reproduction Sub-Group J; and the EEO-4 job code G – Skilled Craft Workers. The grade comparison determined that the duties align with the Program Officer I, 7.649, grade 31, Sign Writer, 9.741, grade 31, and Silk Screen Printer, 9.739, grade 30.

Throughout the process, management and staff within the DMV and analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed and they support the proposed class specification, License Plate Production Technician.

Note: This is a new class specification.

UPDATE REGARDING THE PRE-DISCIPLINARY REVIEW PROCESS

At the June 8, 2018, Personnel Commission meeting, regulations were adopted related to the disciplinary process, including the pre-disciplinary review, which is the hearing that occurs prior to disciplinary action. At this meeting, Chairperson Fox requested information regarding how the pre-disciplinary review process is working, and information regarding the involvement of employee representatives during these hearings. The following information below is a summary of the feedback submitted by several large State of Nevada Executive Branch agencies submitted to the Division.

Regarding the efficacy of the pre-disciplinary review process, all agencies surveyed believe the process is important and working well. Some comments received were:

- “The pre-disciplinary hearing mechanism is effective to ensure all factors are being reviewed, and employee input is obtained, prior to the effective date of the discipline.”
- “The pre-disciplinary review process can be an effective medium. It allows the employee to meet with an unbiased reviewer and provide responses to the allegations in the specificity of charges either verbally or in writing. The employee’s response is taken into consideration when the Director makes their final determination.”
- “Overall, the pre-disciplinary review process is effective and of course, beneficial to employees who are facing discipline.”

Regarding whether employees are bringing a representative to the pre-disciplinary review, a mixture of comments was received. Some comments received were:

- “Employees bring a representative 60 percent of the time.”
- “Of [the agency’s] 16 specificities started in 2018, only 1 brought an AFSCME rep, many declined to participate.”
- “Some employees bring representatives for moral and/or professional support. The representatives range from professionals (such as attorneys), association representatives, friends and relatives.”

Regarding whether employee representatives are permitted to speak during the pre-disciplinary review, a mixture of comments was also received. Some comments received were:

- “The representative is allowed to confer with the employee; however, the representative is not allowed to speak on the employee’s behalf.”
- “Reps may accompany an employee to the pre-disc, but they are not permitted to participate.”

- “Representatives are permitted to speak but preferably to add or clarify statements made by their clients. Representatives are usually informed of their role in the process but they often speak anyway. They just cannot disrupt the process.”

In summary, it appears that the agencies surveyed feel the pre-disciplinary review process is a positive one in general. The attendance of employee representatives varies, although all agencies adhere to the requirement of allowing representatives. However, the ability for employee representatives to participate clearly varies between the agencies.