



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>
BUSINESS ENTERPRISE OFFICER II	36	B	7.219
BUSINESS ENTERPRISE OFFICER I	32	B	7.220

SERIES CONCEPT

Business Enterprise Officers manage the daily business activities related to the Blind Enterprise Program and assist Business Enterprise Program Operators who work in the capacity of independent business owners. Incumbents provide training to operators in fiscal, operating, marketing and other management practices and procedures to ensure adherence to program requirements; monitor operators' performance through on-site inspections of the facility, observing operations and reviewing reports, and implement corrective action for non-compliance as necessary.

Develop cost estimates for facility construction, modification and expansion and participate in the planning and design of new food service facilities; monitor and approve installation of equipment to ensure conformance to specifications.

Assist in the formulation of procedures; recommend changes to existing policy and assist in the revision of the operator's manual.

Survey public properties for square footage, population, public access, traffic, services available in the area and other factors needing consideration in order to identify suitable sites for the establishment of vending facilities; prepare feasibility reports on sites including recommendations for the placement of service or the establishment of new facilities.

Receive, review and analyze fiscal reports submitted by operators to ensure accuracy, completeness and compliance to program rules and regulations; assess and notify operator of penalties if warranted.

Monitor contract and operating agreements including conducting a physical inventory of equipment, goods for sale, and operating supplies to enforce compliance; renew agreements/contracts or take control of operation if agreement/contract is terminated.

Assist operators in developing marketing strategies by researching trends and providing market information; assist in menu pricing and developing an in-house printed menu.

Perform related duties as assigned.

CLASS CONCEPTS

Business Enterprise Officer II: Under limited supervision, the Business Enterprise Officer II performs the full range of duties as described in the series concept and is responsible for the management of a statewide program of food service operations run by visually impaired business owners, and supervises one or more Business Enterprise Officer I's and assigned clerical staff. This is the supervisory level in the series.

Business Enterprise Officer I: Under general supervision, Business Enterprise Officer I's perform the full range of duties described in the series concept. Incumbents are responsible for supervising the operations of vending

CLASS CONCEPTS (cont'd)

Business Enterprise Officer I: (cont'd)

stands, eating establishments and similar business enterprises run by visually impaired business owners. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

INFORMATIONAL NOTE:

- * Equivalent education and experience may be substituted on a year-for-year basis.

BUSINESS ENTERPRISE OFFICER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration or related field and two years of experience promoting, managing or assisting in the management of a business, one year of which must have been in a food related industry; **OR** graduation from high school or equivalent education and six years of experience promoting, managing or assisting in the management of a business, one year of which must have been in a food related industry; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Business Enterprise Officer I in Nevada State service. *(See Special Requirement and Informational Note)*

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

Working knowledge of: State and county health regulations; fiscal practices and budget management; accounting/bookkeeping practices and procedures; general business, governmental and human resource management principles and practices; *and all knowledge, skills and abilities at the lower level.*

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

Detailed knowledge of: Business Enterprise Program regulations, policies and procedures; commercial kitchen operations including preparation of entrees, portion control, purchasing, receiving, disbursing, ordering stock, and menu planning; supervisory techniques including selection, training, motivation, establishing work performance standards, employee evaluation, work assignment and review, and discipline; National Sanitation Foundation requirements for equipment construction and facility design.

BUSINESS ENTERPRISE OFFICER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration or related field and one year of experience promoting, managing or assisting in the management of a business; **OR** graduation from high school or equivalent education and five years of experience promoting, managing or assisting in the management of a business; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Note)*

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

Working knowledge of: general business and human resource management principles and practices. **General knowledge of:** accounting/bookkeeping practices and procedures. **Ability to:** operate a personal computer and software; negotiate and resolve problems and conflicts; identify the training needs of others; motivate, coach or mentor others to improve their knowledge and skills; compose business correspondence and reports; compute mathematical calculations.

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MINIMUM QUALIFICATIONS (cont'd)

BUSINESS ENTERPRISE OFFICER I (cont'd)

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

Working knowledge of: State and county health regulations; National Sanitation Foundation requirements for equipment construction and facility design; commercial kitchen operations including preparation of entree, portion controls, purchasing, receiving, disbursing, ordering stock, and menu planning; Business Enterprise Program rules, regulations, policies and procedures; State fiscal practices and budget management.

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.

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ESTABLISHED: 10/2/73

5/1/68

REVISED:

1/5/73

REVISED:

10/2/73

REVISED: 7/18/86-3

REVISED:

7/1/93P

7/1/93P

9/24/92PC

9/24/92PC

REVISED:

6/15/07PC

6/15/07PC