



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 Business Enterprise of Nevada Program (BEN) and assist Business Enterprise Program Operators who work in the capacity of independent business owners. Incumbents provide training and mentoring to blind or visually impaired operators in business and facility management, business permitting processes, personnel administration, bookkeeping, food and beverage service fundamentals, sanitation, marketing, public relations, inventory control, and other management practices and procedures to ensure adherence to program requirements; monitor operators' performance through on-site inspections of facilities, observe operations, review 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 in need of consideration 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 with program rules and regulations; assess and notify operator of penalties if warranted; perform cost analysis, research cost discrepancies, and present findings and follow up measures to both operators and the BEN Chief Enterprise Officer.

Monitor contract and operating agreements; conduct 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 in-house printed menus and/or online menus.

Perform related duties as assigned.

CLASS CONCEPTS

Business Enterprise Officer II: Under limited supervision, Business Enterprise Officer II's perform the full range of duties described in the series concept. Incumbents are responsible for the management of a statewide program of food service operations run by visually impaired business owners. In addition, incumbents supervise one or more Business Enterprise Officer I to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline and may supervise administrative staff as assigned. This is the

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CLASS CONCEPTS (cont'd)

Business Enterprise Officer II: (cont'd)
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 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 or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.

BUSINESS ENTERPRISE OFFICER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration or related field and three years of professional experience 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 five years of professional experience as described above, one year which was in a food related industry; **OR** two years of experience as a Business Enterprise Officer I in Nevada State service; **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: State and county health regulations; fiscal practices, purchasing, inventory and fiscal reports; general business, governmental and management principles. **General knowledge of:** budget management; 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: Blind 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 professional experience managing or assisting in the management of a business; **OR** graduation from high school or equivalent education and three years of professional experience as described above; **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):

General knowledge of: general business procedures, purchasing, inventory and fiscal reports. **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.

MINIMUM QUALIFICATIONS (cont'd)

BUSINESS ENTERPRISE OFFICER I (cont'd)

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

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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
REVISED:	3/25/22PC	3/25/22PC