



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>STATE EDUCATION FUNDING MANAGER</b>	<b>41</b>	<b>B</b>	<b>7.700</b>
<b>STATE EDUCATION FUNDING SPECIALIST</b>	<b>39</b>	<b>B</b>	<b>7.701</b>

**SERIES CONCEPT**

The State Education Funding Manager and Funding Specialist are responsible for the analysis, calculation, development, implementation, and evaluation associated with new funding formulas for K-12 education within the Nevada Department of Education (NDE) as well as understanding previous funding formulas, including the Distributive School Account (DSA), and creating the tools required to implement new or revised funding formulas.

Develop and document policies, procedures, and processes, ensuring compliance with federal and State laws and regulations that guide funding formulas for public education; ensure policy decisions are made by the applicable parties to comply with or revise statutory requirements associated with the K-12 funding formula.

Forecast revenues and expenditures from and/or for various sources and enrollment projections for K-12 pupils and subgroups of pupils based on a broad range of demographic, economic and financial data; develop, monitor, and revise budgets for K-12 education funding to school districts, charter schools, and university schools for profoundly gifted students; calculate per pupil funding amounts included in the K-12 funding model.

Establish performance indicators and goals and objectives; develop policies and procedures and support systems to maximize financial participation, transparency, and accountability; organize, develop, and implement quality assurance procedures to ensure compliance with federal and State laws and regulations.

Monitor the collection and transfer of taxes, fees and/or revenue allocated through the K-12 funding formula.

Oversee and prepare per pupil budget concept papers for the department's budget; determine fiscal and budget impacts of revenue and enrollment; perform complex financial, economic, statistical, and public policy analyses in support of the funding formula for K-12 education.

Support the Commission on School Funding in the performance of its duties, which includes the development of recommendations to improve the efficiency of the K-12 funding model/methodology, review of various per pupil funding amounts and cost adjustment factors that impact those per pupil funding amounts, review of laws and regulations to support effective and efficient funding of public education in the State, and development of recommendations and strategies to support optimal education and funding.

Provide training and technical assistance to school districts, charter schools, university schools for profoundly gifted students and other stakeholders regarding funding models for K-12 education, business rules, and reporting requirements; collaborate with the Governor's Finance Office and the Department of Taxation to develop revenue forecasts; make presentations to the State Board of Education and the Legislative Committee on Education; and conduct public workshops in order to promulgate and revise regulations, as needed.

Review laws, regulations, and educational funding methodologies to develop recommendations for NDE and the Legislative Committee on Education; prepare bill drafts and testify before the legislature as required.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**State Education Funding Manager:** Under administrative direction, incumbents are responsible for both managing and performing the full range of duties described in the series concept. In addition, incumbents are responsible for formulating, developing, and supporting funding plans for K-12 education; applying cost of living and district size adjustments to the funding formula as part of the distribution process; providing documentation and calculations; and responding to questions regarding the development and implementation process associated with new funding formulas. Positions allocated at this level supervise and oversee the activities of the State Education Funding Specialist to include performance evaluations, work performance standards, scheduling, assigning, and reviewing work, training, and discipline; and may supervise lower-level professional, technical, and/or administrative staff as assigned.

**State Education Funding Specialist:** Under general administrative direction, incumbents are responsible for performing some or all of the duties described in the series concept. In addition, incumbents are responsible for validating methodologies and calculations prepared by the State Education Funding Manager; assisting with the preparation of Bill Draft Requests (BDRs) and proposing new or revised regulations; developing and monitoring enrollment projections for all pupils and subgroups of pupils; developing the reporting requirements and tools for NDE, districts and individual schools which may include the development or revision of regulations regarding operating procedures, forms, and automated systems to process budgetary information; preparing, collecting, and analyzing various reports related to the funding formula; planning, organizing and coordinating the development of additional funding formula options; participating in the biennial budget building process and incorporating the funding plan. Positions at this level may supervise lower-level professional, technical and/or administrative staff as assigned.

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**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.

**INFORMATIONAL NOTES:**

- \* Positions in this series may require division-specific education and/or experience which will be identified at the time of recruitment.
- \* Positions in this series may require work on evenings and weekends.
- \* Positions in this series may require statewide and/or national travel.

**STATE EDUCATION FUNDING MANAGER**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business or public administration, accounting, finance, or related field and five years of professional fiscal experience which included responsibility for financial, revenue and expenditure forecasting; developing and implementing funding formulas and models; and formulating, developing, and analyzing budgets; **OR** one year of experience as a State Education Funding Specialist in Nevada State service; **OR** one year of experience as an Administrative Services Officer II 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:** methods and procedures of efficient program administration; programmatic and operational aspects of related programs at the local, regional, and national levels; forecasting and budget

MINIMUM QUALIFICATIONS (cont'd)

STATE EDUCATION FUNDING MANAGER (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)  
development. **Working knowledge of:** fiscal analysis; economic trends and their implications in the development of research models for forecasting revenues and expenditures; financial, accounting and auditing principles and practices; cost and rate development; supervisory techniques including disciplinary processes, employee evaluations, and the development of work performance standards. **Ability to:** develop, monitor and manage budgets for funding allocations to school districts, charter schools, and university schools for profoundly gifted students; create tools required to develop, implement and monitor funding formulas; perform analysis of funding formulas and prepare and present research reports based on analysis of statistical evidence; explain statistical concepts to others; develop long range plans to achieve agency goals and federal and State legislative mandates; conduct research, analyze data, draw conclusions, and develop solutions and recommendations; communicate effectively in writing sufficiently to prepare comprehensive reports, proposals, recommendations, and bill drafts; develop criteria to evaluate effectiveness of funding formulas and program operations and apply corrective action plans when appropriate.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
**Working knowledge of:** program policies and procedures; State rules for personnel administration; divisional goals, objectives, policies, and procedures; management principles and practices applicable to a large and complex organization; legislative process and regulation analysis related to budgeting.

STATE EDUCATION FUNDING SPECIALIST

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, accounting, finance, or related field and four years of professional fiscal experience which included responsibility for financial, revenue and expenditure forecasting; developing and implementing funding formulas and models; and formulating, developing, and analyzing budgets; **OR** one year of experience as an Administrative Services Officer 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:** financial analysis, planning, research, program/policy development, and budget administration. **Skill in:** designing, researching, and interpreting laws, regulations, and 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.

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

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.

7.700                      7.701

ESTABLISHED: 10/15/21UC 10/15/21UC