



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#38-17

July 28, 2017

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – ADMINISTRATOR,
PROJECT MANAGEMENT OFFICE

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Cassie Moir at cmoir@admin.nv.gov no later than August 29, 2017.

If no written objections are received in this office by August 29, 2017, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #4-18
Posting Expires: August 29, 2017

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>New</i>			7.210	<i>Administrator, Project Management Office</i>	46	A

Basis for Recommendation

In consultation with Subject Matter Experts from the Department of Administration and Division of Human Resource Management it has been determined that a new series should be developed as a result of the creation of the Project Management Office (PMO), which will be tasked with Enterprise Resource Planning for the State of Nevada.

Enterprise Resource Planning (ERP) is the integrated management of core business processes, often in real-time and mediated by software and technology. ERP is usually referred to as a category of business-management software, typically a suite of integrated applications, that an organization can use to collect, store, manage and interpret data from these many business activities. The Project Management Office is tasked to develop and implement an ERP that will integrate business functions to include Budget, Financial Administration, Grants, Human Resource Management, Purchasing and Technical Resources.

The Administrator, Project Management Office operates as the State functional lead for Enterprise Resource Planning for the State of Nevada and will assist the Director, Project Management Office in the identification and development of project management roles, processes, methods, tools, guidelines, standards and policies and procedures; provide guidance and leadership to identified lead Subject Matter Experts; coordinate with Organizational Change Management and Business Process Re-Engineering to facilitate synergy; ensure functional requirements are defined and business process changes are identified; coordinate and lead State staff and vendor teams to communicate State functional requirements and to assist the State in its understanding and evaluation of proposed solutions; and develop, implement and submit analytical, narrative and statistical reports regarding assigned projects.

In reviewing the job duties, it was determined that this class aligns with the Fiscal Management & Staff Services Occupational Group, Business Management Subgroup. The recommended grade was compared to other Department/Division administrators to include Deputy Administrator, Regulatory Agency (6.804, grade 46), Deputy Administrator Forestry (7.411, grade 44), Chief, Right-of-Way (7.403, grade 44), Deputy Administrator, State Parks (1.902, grade 44), Highway Project Manager (6.101, grade 44) and Deputy Administrator DETR (12.103, grade 43) and it was determined that the complexity of the assignment, the consequence of error, the high degree of judgment necessary and the overall importance of the duties and responsibilities necessitated the higher grade 46.

Throughout the process, management within the Department of Administration, the Division of Human Resource Management and Analysts within the Recruitment Unit participated by offering recommendations and reviewing changes as the process progressed and they support the recommendation.

Note: Changes, additions and/or deletions on the class specification are noted in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by August 29, 2017. Objections should be addressed to Cassie Moir, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: July 28, 2017



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>
ADMINISTRATOR, PROJECT MANAGEMENT OFFICE	46	A	7.210

Under administrative direction of the Director, Project Management Office (PMO), the Administrator, Project Management Office operates as the State functional lead for Enterprise Resource Planning (ERP) for the State of Nevada.

Assist in the identification and development of project management roles, team configurations and recruitment appropriate to deliver PMO goals and objectives; assist in the identification and implementation of project management processes, methods, tools, guidelines, standards, policies and procedures.

Provide guidance and leadership to identified lead Subject Matter Experts (SME) in the areas of Human Resources, Financial, Procurement and Budget; review established requirements and priorities of the lead SME's to establish a cohesive "big picture" for the statewide ERP solution.

Coordinate with Organizational Change Management (OCM) and Business Process Re-Engineering (BPR) SME's to facilitate synergy; ensure functional requirements are defined and business process changes are identified in order to facilitate the adoption of solutions and process improvements.

Coordinate and lead State staff and vendor teams to communicate State functional requirements and to assist the State in its understanding and evaluation of proposed solutions; make presentations before legislative committees, executive committees and/or other entities to explain needs, priorities and outcomes; participate in public hearings, meetings and conferences to explain processes and resolve concerns and problems; establish and maintain positive working relationships with staff, senior leadership and key stakeholders.

Develop, implement and submit analytical, narrative and statistical reports regarding assigned projects as required.

Supervise, coach and mentor staff and project leads as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, public administration, or closely related field and five years of professional experience in the development, implementation, evaluation and management of program(s) and activities, which must include one year of experience equivalent to a Division Administrator in Nevada State service or two years of experience equivalent to a Deputy Division Administrator in Nevada State service; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required and time of application):
Working knowledge of: principles and techniques used to administer and evaluate comprehensive program functions; research methods and techniques. **General knowledge of:** principles and practices of Enterprise Resource Planning (ERP); the development and implementation of an organizational records systems; principles and practices of business process management, workflow and integration; supervisory principles and practices; principles and practices of human resource management, procurement, finance and/or budgeting. **Ability to:**

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

communicate effectively, both verbally and in writing, with all levels of management and staff to ensure proper implementation of directives, goals, policies and procedures; understand and navigate the organizational and/or political climate related to Enterprise Resource Planning; function as a team leader over the activities of a wide variety of personnel of varying backgrounds, experience and education levels; establish and maintain positive and effective working relationships with others; establish and maintain a high level of customer trust and confidence; clearly present information to management, legislators, Governor's office, key stakeholders and other interested parties regarding activities of work unit; write clear, concise and comprehensive analytical, narrative and statistical reports regarding program and/or project activities; understand the business implications of business process management, workflow and integration methods and tools. **Skill in:** basic public speaking; mediating between individuals with opposing points of view.

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

Working knowledge of: principles and practices of Enterprise Resource Planning (ERP); project management related to State government functions, organization and business practices.

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.

7.210

ESTABLISHED: X/X/XXUC