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Governor



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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**HR#59-19**

November 19, 2019

**TO:** DHRM Listserv Recipients

**FROM:** Frank Richardson, Interim Administrator *Frank Richardson*  
Division of Human Resource Management

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES – CONTRIBUTIONS EXAMINER SERIES

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Attached are revised 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 Deputy Administrator Beverly Ghan at [bghan@admin.nv.gov](mailto:bghan@admin.nv.gov) no later than December 20, 2019.

If no written objections are received in this office by December 20, 2019, 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 #05-20  
Posting Expires: December 20, 2019

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
7.263	Contributions Examiner III	33	E	<i>7.263</i>	<i>Contributions Examiner III</i>	<i>33</i>	<i>B</i>
7.265	Contributions Examiner II	30	E	<i>7.265</i>	<i>Contributions Examiner II</i>	<i>30</i>	<i>B</i>
7.266	Contributions Examiner I	28	E		No Change		

## ***Basis for Recommendation***

At the request of the Department of Employment, Training and Rehabilitation, a review of the EEO-4 code was conducted.

In consultation with the Division of Human Resource Management, Equal Employment Opportunity Officer, it is recommended that the EEO-4 code for the Contributions Examiner III and II be changed from “E-Paraprofessional” to “B-Professional” which are occupations requiring specialized and theoretical knowledge usually required through college training or through work experience and other training providing comparable knowledge.

As the duties and responsibilities of the Contributions Examiner series are comparable to those of the Tax Examiner and Revenue Officer series, this change will allow for consistency between classes in the 7.000 Fiscal Management & Staff Services Occupational Group, subgroup C, Revenue Collections and Management.

This change will also allow for individuals currently employed at the Contributions Examiner III and II to use their experience to qualify for positions that require a professional level of experience.

***Changes to the class specification are noted as follows: additions in blue and deletions 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, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. You may also view the recommendations and specifications online at [hr.nv.gov/Sections/Classification/Proposed\\_Classification\\_Changes/](http://hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/). For additional information call (775) 684-0130.

**Objections to the proposed change(s) must be received in writing by December 20, 2019.** Objections should be addressed to Beverly Ghan, Deputy Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

**POSTING DATE: November 19, 2019**



**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>
<b>CONTRIBUTIONS EXAMINER III</b>	<b>33</b>	<b>[E]B</b>	<b>7.263</b>
<b>CONTRIBUTIONS EXAMINER II</b>	<b>30</b>	<b>[E]B</b>	<b>7.265</b>
<b>CONTRIBUTIONS EXAMINER I</b>	<b>28</b>	<b>E</b>	<b>7.266</b>

**SERIES CONCEPT**

Contributions Examiners are responsible for the accurate registration of liable employers for unemployment insurance, reporting and collection of federally and State mandated unemployment taxes and State mandated employment taxes, and determination of liability of employers' tax liability dates, tax rates and eligible years of experience rates.

Review and analyze delinquent employer accounts and accounts in collection to determine if legal action is warranted; calculate monies owed; verify the accuracy of all information and prepare necessary documents to be filed with the District and/or County Court in order to initiate or terminate legal action.

Investigate the location of employer assets and initiate garnishment papers to verify existence of assets; place a hold on disposition and establish writs of execution and instructions to the Sheriff's Office to effect seizure of assets if necessary.

Maintain accounts, review statistical reports, identify and investigate errors, and make necessary adjustments to ensure accuracy.

Review status of accounts and initiate actions to bring delinquent accounts current by contacting employers to promote compliance with requirements and/or arrange for payment of outstanding liabilities including installment payment plans; monitor and follow up on agreements to ensure employer compliance.

Communicate with employers, claimants, attorneys, accountants and other interested parties regarding issues of unemployment taxes which may require explanation and interpretation; advise employers of their rights and responsibilities under the unemployment compensation program.

Verify the accuracy of billing statements for reimbursable accounts prior to mailing and make appropriate adjustments as necessary; calculate annual charges for reimbursable non-profit, government, political subdivision and voluntary election accounts; and prepare and submit the information to the research section.

Analyze information received on disputed benefit claims including claimant statements and field reports to determine employers' liability and if information is sufficient to resolve claims; authorize or deny usage of wage credits for claimants or refer cases to supervisor for further investigation.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Contributions Examiner III:** Under general supervision, incumbents direct the activities of a work unit within the Contributions Section of the Division of Employment Security. Incumbents are responsible for implementing policies and procedures to accurately collect and report federally and State mandated unemployment taxes. They supervise lower level Contributions Examiners including selection, training, work assignment and review,

CLASS CONCEPTS (cont'd)

**Contributions Examiner III:** (cont'd)

performance evaluation and discipline. They also coordinate scheduling of the production of statements; review status of accounts; approve actions to bring delinquent accounts current and refund or waive monies due; maintain accounts by compiling and reviewing reports; and identify and investigate errors and coordinate necessary adjustments. This is the supervisory level in the series.

**Contributions Examiner II:** Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

**Contributions Examiner I:** Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the entry level in the series and progression to the next level may occur upon meeting minimum qualifications and with approval of the appointing authority.

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MINIMUM QUALIFICATIONS

**CONTRIBUTIONS EXAMINER III**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and four years of collections experience involving the interpretation and application of rules, regulations and laws, two years of which included collection of taxes; **OR** one year of experience as a Contributions Examiner II 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:** various types of business enterprises such as sole proprietorships, corporations, partnerships, and non-profit groups; federal regulations and State statutes regarding unemployment taxation; automated systems used to input and retrieve information and coordinate the production of reports and statements; federal bankruptcy guidelines; *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:** supervisory techniques including selection, training, motivation, establishing work performance standards, performance evaluation and discipline; applicable sections of the State Administrative Manual, Nevada Administrative Code and Rules for State Personnel Administration.

**CONTRIBUTIONS EXAMINER II**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and three years of bookkeeping or collections experience involving the interpretation and application of rules, regulations and laws; **OR** one year of experience as a Contributions Examiner 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:** investigative techniques to identify employer assets; practices and terminology of accounting and bookkeeping; interviewing techniques; analyzing and interpreting reports, records and information; mathematical computations necessary to effectively calculate taxes, assessments and penalties; automated systems sufficient to enter and retrieve information; *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 Contributions Examiner III.)*

**MINIMUM QUALIFICATIONS**

**CONTRIBUTIONS EXAMINER I**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and two years of bookkeeping or collections experience involving the interpretation and application of rules, regulations and laws or two years of experience which included contact with the public to explain procedures and elicit facts, make determinations and verify financial information, compose reports and correspondence, make basic mathematical calculations, and interpret written materials; **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:** practices and terminology of accounting; bookkeeping and recordkeeping methods and practices; standard office procedures, practices and methods; operation of office equipment including personal computer, calculator, copier, and fax machine. **Ability to:** compose routine business correspondence and reports; analyze and interpret complex information; communicate effectively both orally and in writing; establish and maintain positive working relationships with others; read, understand and explain policies, procedures and regulations. **Skill in:** basic mathematical computation.

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

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Contributions Examiner 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>7.263</u>	<u>7.265</u>	<u>7.266</u>
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REVISED:	07/01/93P 09/24/92PC	07/01/93P 09/24/92PC	07/01/93P 09/24/92PC
REVISED:	12/17/04PC	12/17/04PC	12/17/04PC
REVISED:	6/10/16PC	6/10/16PC	6/10/16PC
<b>REVISED:</b>	<b>12/20/19UC</b>	<b>12/20/19UC</b>	<b>12/20/19UC</b>