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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR# 37-23

June 1, 2023

TO: DHRM Listserv Recipients

FROM: Mandee Bowsmith, Administrator *Mandee Bowsmith*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – EXECUTIVE BRANCH
BUDGET OFFICER SERIES

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 no later than June 29, 2023.

If no written objections are received in this office by June 29, 2023, 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 #19-23
Posting Expires: June 29, 2023

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
	NEW			7.636	<i>Executive Branch Budget Officer III</i>	45	B
7.634	Executive Branch Budget Officer II	43	B	7.634	<i>Executive Branch Budget Officer II</i>	43	B
7.632	Executive Branch Budget Officer I	41	B	7.632	<i>Executive Branch Budget Officer I</i>	41	B

Basis for Recommendation

With the approval of the 82nd Legislative Session, and in conjunction with submitted NPD-19's submitted by the Governor's Finance Office (GFO), a review of the Executive Branch Budget Officer series was completed. Executive Branch Budget Officers develop, analyze and make recommendations on biennial budgets and expenditures for all executive budgets; analyze agency staffing ratios and historical data in relation to population growth, economic conditions, national trends and standards and other pertinent information; make evaluative judgments regarding the efficiency of agency operations, effectiveness in reaching established goals and objectives, organizational structure, and legislative intent; review and analyze budget requests and adjustments; and ensure compliance with budgetary directives, policies, regulations and limitations.

In coordination with subject matter experts from the GFO and analysts within the Division of Human Resource Management (DHRM), it is recommended that an Executive Branch Budget Officer III level be added to the series.

- 1) *Executive Branch Budget Officer III, 7.636, grade 45*: Under administrative direction, and in addition to being able to perform both the full range of duties described in the series concept and duties allocated to lower-level Executive Branch Budget Officers, incumbents manage the most complex and sensitive budgets for the Department of Education and/or the Department of Health & Human Services; provide fiscal oversight services to customer agencies and vendors to ensure funds are spent in compliance with federal and State statutes, rules, regulations, policies, procedures, and grant reporting; act as the liaison between assigned State departments, the GFO, Governor's Office, and the Legislature on major program issues, policies, and procedures; testify at legislative and interim hearings as needed; review and approve work programs, contracts, and expenditures; and prepare analytical, narrative, and statistical reports as required. Performance at this level requires a detailed understanding of the Pupil Centered Funding Plan, K-12 Education programs, and/or Health & Human Services programs to include Medicaid funding, related programs, and other federal grant funding.

Incumbents are responsible for final approval of Interim Finance Committee and Board of Examiners agenda items.

Assist in the development and implementation of a statewide training program to ensure State departments, divisions, and agencies are properly trained in State of Nevada governmental budgeting principles and practices; conduct training as required.

In addition, incumbents supervise the Executive Branch Budget Officer II assigned to either the Department of Education and/or the Department of Health & Human Services to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline; and may supervise other professional, technical, and administrative staff as assigned. This is the managerial level in the series.

The Executive Branch Budget Officer III will be allocated at a grade 45, a two-grade differential that is

consistent with other series within the State. In addition, the EEO Administrator assigned an EEO-4 code of “B” Professional which is consistent with other classes within this series.

It is also recommended that minor changes be made to the Executive Branch Budget Officer I and II Education & Experience sections of the Minimum Qualification to include equivalency statements and to maintain consistency with verbiage, formatting, and structure.

Throughout the review management and staff within GFO and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommendation.

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 https://hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/ . For additional information call (775) 684-0137.

Objections to the proposed new classification must be received in writing by June 29, 2023. 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: June 1, 2023



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>
EXECUTIVE BRANCH BUDGET OFFICER III	45	B	7.636
EXECUTIVE BRANCH BUDGET OFFICER II	43	B	7.634
EXECUTIVE BRANCH BUDGET OFFICER I	41	B	7.632

SERIES CONCEPT

Within the [~~Budget Division of the~~] Governor's Finance Office (**GFO**), Executive Branch Budget Officers develop, analyze and make recommendations on biennial budgets and expenditures for all executive budgets; analyze agency staffing ratios and historical data in relation to population growth, economic conditions, national trends and standards and other pertinent information; make evaluative judgments regarding the efficiency of agency operations, effectiveness in reaching established goals and objectives, organizational structure, and legislative intent; review and analyze budget requests and adjustments; and ensure compliance with budgetary directives, policies, regulations and limitations.

Assist agencies in developing budget requests by explaining statutory requirements and providing fiscal guidance; analyze budget requests; approve, reject, or request further documentation concerning requests for additional staff and other resources; make recommendations regarding additions, deletions and/or reductions; prepare written justification and summary statements for budget requests.

Control and oversee budgets to ensure compliance with authorized spending limitations and determine the necessity of work program adjustments; monitor budgets through review of audit reports, verification of compliance, and review of agency internal controls and performance levels; work closely with agencies following LCB and internal audits in developing corrective action plans to address identified deficiencies; identify appropriate strategies and solutions; review and plan for fiscal impact by determining the need for fee increases and regulation changes; and follow-up with agency management to ensure implementation.

Assist assigned agencies and/or programs by analyzing, organizing, and balancing agency/program requests; review and make recommendations on work program changes; and analyze the impact on existing and future agency budgets.

Present budgets to management, the Governor's Office and may present before the legislature; attend various budget hearings to make presentations and respond to questions; provide testimony and consult with legislative fiscal staff; prepare and analyze legislative bill drafts and comments to fiscal notes; and estimate revenue impact of legislative proposals.

Design, develop, maintain, and enhance automated budgetary systems to track expenditures and revenue, monitor performance indicators, and conduct statistical analysis; develop and maintain spreadsheets, data bases and tables; design and generate standard and ad hoc reports, charts, graphs, and related materials.

Assist agencies with the strategic planning process including development of long- and short-range objectives; allocate agency and/or program budget resources; prepare budget analyses for management.

Project revenue and expenditures using trend analysis and statistical models and tools.

Analyze expenditures for each assigned budget account to ensure compliance with budget limits, internal procedures, applicable laws and regulations, and legislative intent.

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SERIES CONCEPT (cont'd)

Research and develop policy recommendations related to accounting practices, internal control procedures, allocation of personnel resources, and fiscal practices; review payroll allocations, work programs and cash balances; analyze funding availability for proposed expenditures and staffing.

Perform related duties as assigned.

CLASS CONCEPTS

Executive Branch Budget Officer III: Under administrative direction, and in addition to being able to perform both the full range of duties described in the series concept and duties allocated to lower-level Executive Branch Budget Officers, incumbents manage the most complex and sensitive budgets for the Department of Education and/or the Department of Health & Human Services; provide fiscal oversight services to customer agencies and vendors to ensure funds are spent in compliance with federal and State statutes, rules, regulations, policies, procedures, and grant reporting; act as the liaison between assigned State departments, the GFO, Governor’s Office, and the Legislature on major program issues, policies, and procedures; testify at legislative and interim hearings as needed; review and approve work programs, contracts, and expenditures; and prepare analytical, narrative, and statistical reports as required. Performance at this level requires a detailed understanding of the Pupil Centered Funding Plan, K-12 Education programs, and/or Health & Human Services programs to include Medicaid funding, related programs, and other federal grant funding.

Incumbents are responsible for final approval of Interim Finance Committee and Board of Examiners agenda items.

Assist in the development and implementation of a statewide training program to ensure State departments, divisions, and agencies are properly trained in State of Nevada governmental budgeting principles and practices; conduct training as required.

In addition, incumbents supervise the Executive Branch Budget Officer II assigned to either the Department of Education and/or the Department of Health & Human Services to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline; and may supervise other professional, technical, and administrative staff as assigned. This is the managerial level in the series.

Executive Branch Budget Officer II: Under administrative direction, [~~in the Budget Division of the Governor’s Finance Office~~] incumbents, in addition to performing the full range of duties described in the series concept, train, supervise and evaluate the performance of a team of Executive Branch Budget Officer I’s and review and manage all budgets within an assigned group of agencies. Incumbents provide leadership and guidance to subordinate analysts; present and defend the Governor’s budget before legislative money committees; and critically review agency programs to identify duplication or overlap of efforts, legal mandates to provide services, and opportunities to improve efficiency. Problem solving and decision making at this level requires extensive knowledge of the executive branch of State government, the legislative process, and fiscal and organizational management principles and practices. This is the supervisory level in the series.

Other typical duties include preparing the initial Executive budget document, reviewing agency budget requests, preparing initial and final Governor’s recommendations, reviewing, and preparing bill draft requests, and preparing the final legislative approved biennial budget. Additionally, incumbents review all modifications to the approved work program as controlled by NRS Chapter 353; review, analyze and prepare agenda items for the Board of Examiners and the Interim Finance Committee; reconcile budgets at the end of each fiscal year; develop and maintain position control; and review contracts per regulations described in the State Administrative Manual.

Executive Branch Budget Officer I: Under administrative direction, incumbents perform the full range of duties as described in the series concept. This is the journey level in the series.

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MINIMUM QUALIFICATIONS

EXECUTIVE BRANCH BUDGET OFFICER III

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in business or public administration, accounting, finance, economics, or closely related field and seven years of professional experience in budgeting, accounting, economic or management analysis and projection, and/or auditing experience, one year which was equivalent to an Executive Branch Budget Officer II in Nevada State service and one year of experience supervising staff performing the duties as described above; **OR** one year of experience as an Executive Branch Budget Officer II in Nevada State service; **OR** one year of experience as an Administrative Services Officer IV 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: the Pupil Centered Funding Plan, K-12 Education programs, and/or Health & Human Services programs to include Medicaid funding, related programs, and other federal grant funding; supervisory techniques and practices. ***Ability to:*** develop, implement, and conduct training programs; manage and supervise assigned staff; assign, review, and evaluate the work of lower-level staff; coordinate various budget related projects; interpret and apply federal and State statutes, rules, regulations, policies, and procedures; and all knowledge, skills, and abilities required at the lower levels.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Detailed knowledge of: the Pupil Centered Funding Plan, K-12 Education programs, and/or Health & Human Services programs to include Medicaid funding, related programs, and other federal grant funding. ***Working knowledge of:*** State Rules for Personnel Management; current principles and practices of management.

EXECUTIVE BRANCH BUDGET OFFICER II

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university in business or public administration, accounting, finance, economics, or closely related field and six years of professional budgeting, accounting, economic or management analysis and projection, or auditing experience, one year of which was equivalent to an Executive Branch Budget Officer I in Nevada State service; **OR** one year of experience as an Administrative Services Officer III or Executive Branch Budget Officer 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):
Detailed knowledge of: NRS 353, 218.8225, 284, State Administrative Manual, and Legislative process; internal control procedure development and implementation; fiscal and organizational management principles and practices; oral and written communication skills; functions and scope of departments and major divisions within the executive branch of State government; fiscal forecasting techniques; sources of information and research techniques; accounting, budgeting, contractual and inter-local requirements; management of federal grants and the federal payment management system; and strategic planning process. **Working knowledge of:** potential funding sources and alternate revenue streams; Governor’s overall administrative plan and fiscal priorities for State government. **Ability to:** review, analyze, approve or reject budget requests and adjustments; ensure compliance with budgetary directives, legislative intent, policies, regulations and limitations; analyze data and make short and long range fiscal projections; control and oversee budgets to ensure compliance with authorized spending limitations; determine the necessity of work program adjustments; monitor budgets through review of audit reports, verification of compliance, and review of agency internal controls and performance levels; present and defend budgets at agency meetings, before the legislature, and to administrators; make presentations and respond to budget related questions; prepare and analyze legislative bill drafts and comments to fiscal notes; estimate revenue impact of legislative proposals;

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MINIMUM QUALIFICATIONS (cont'd)

EXECUTIVE BRANCH BUDGET OFFICER II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
and analyze expenditures and monitor fiscal transactions for assigned budget accounts; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
~~[Working knowledge of: supervisory techniques and practices. Ability to: assign, review and evaluate the work of lower level Executive Branch Budget Officer I positions; coordinate various budget related projects; interpret and apply rules and regulations.]~~ *(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Executive Branch Budget Officer III.)*

EXECUTIVE BRANCH BUDGET OFFICER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration, accounting, finance, economics, or closely related field and five years of professional budgeting, accounting, economic or management analysis and projection, or auditing experience, one year of which was equivalent to a Budget Analyst III in Nevada State service; **OR** one year of experience as an *Administrative Services Officer II, Budget Analyst III, or Executive Branch Auditor I* in Nevada State service; **OR** *two years of experience as Management Analyst III in Nevada State service to include budget responsibilities;* **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
Detailed knowledge of: governmental accounting and budgeting and applicable statistical methods. **Working knowledge of:** government administrative processes including budgeting, internal control procedures, policy development, planning, problem solving and management analysis; develop and follow up on corrective action plans consistent with audit recommendations, applicable agency policies, legal requirements and legislative directives; accounting, budgeting, contractual and inter-local requirements; management of federal grants and the federal payment management system; and strategic planning process. **Ability to:** perform financial administration, analysis, budget preparation and fiscal resource development for a large department with multiple funding sources; provide technical expertise and guidance to agency fiscal staff regarding the appropriateness and legal restrictions applicable to expenditures; negotiate with agency management to arrive at solutions to complex funding issues and problems; prepare, analyze and monitor complex budgets with a variety of funding sources including general, internal service, enterprise, and fiduciary funds; analyze financial and statistical data and approve or reject budgets and requested changes to work programs of the most complex agencies; analyze and project State revenues; provide input in the determination of priorities for the expenditure of tax dollars as applied to the strategic planning process; and establish and maintain positive working relationships with legislative staff, department heads, and departmental fiscal staff. ~~[and all knowledge, skills, and abilities required at the lower levels.]~~

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

	<u>7.636</u>	<u>7.634</u>	<u>7.632</u>
ESTABLISHED:	<i>7/1/93P</i>	5/27/98R	7/1/93P
	<i>X/XXXUC</i>	8/28/98UC	9/24/92PC
REVISED:			6/5/98UC

EXECUTIVE BRANCH BUDGET OFFICER III
EXECUTIVE BRANCH BUDGET OFFICER II
EXECUTIVE BRANCH BUDGET OFFICER I

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