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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR# 51-23

July 14, 2023

TO: DHRM Listserv Recipients

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

SUBJECT: ABOLISHMENT – DIVISION CHIEF, RETIREMENT

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 August 11, 2023.

If no written objections are received in this office by August 11, 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 #08-24
Posting Expires: August 11, 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
7.117	Division Chief, Retirement	39	B	<i>7.117</i>	<i>Abolish</i>		

Basis for Recommendation

Upon review of the class specifications currently in use by State agencies, it was determined that the Division Chief, Retirement class was not currently being utilized and is not expected to be utilized in the future. All positions in this series were moved to the non-classified service on 03-17-2021. Therefore, it is recommended that this series be abolished.

The Public Employees Retirement System is the only State agency to utilize this series and they support this 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 August 11, 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: July 14, 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>
DIVISION CHIEF, RETIREMENT	39	B	7.117

~~Under direction of the Operations Officer, Division Chiefs, Retirement direct the operation/activities of either the Employer and Production Services Division which is responsible for the enrollment, maintenance and processing of member records, and the processing and maintenance of new and existing retiree accounts, benefit estimates, purchase of service credit and refund repayment, or the Member and Retiree Services Division which is responsible for one-on-one and group retirement counseling, programs, agency communications, agency human resource functions, and internal and external publications. Incumbents supervise Retirement Examiners and Retirement Technicians, as well as professional and administrative support staff.~~

~~Direct the operations of the division to include: counseling; communications and publications; establishing procedure; disseminating information with regard to changing laws, policies and directives; developing and implementing various benefit programs; providing quality assurance.~~

~~Oversee the coordination of employee training and agency human resource functions such as employee evaluation and discipline; create and modify work performance standards.~~

~~Provide administrative direction to the work unit by reviewing, analyzing, developing and recommending policies, procedures and workflow to ensure efficiency, arranging for necessary resources, developing goals and objectives, establishing priorities and communicating strategies to staff.~~

~~Interpret statutes, laws, policies and procedures relating to areas of responsibility for staff and/or members/benefit recipients to ensure understanding and compliance; develop annual management plan and track division expenditures to ensure conformance to budget limitations; ensure the review and accuracy of high-level benefit and purchase of service credit calculations for specialized employee groups such as judges and elected officials.~~

~~Disseminate information to members, benefit recipients and employers by preparing newsletter articles and correspondence, drafting various forms and documents such as Plan Summary Description, and developing and implementing programs to provide group presentations.~~

~~Administer the Police and Fire Retirement Fund including preparing and disseminating information for committee meetings, reviewing and analyzing positions for possible inclusion in the Fund and recommending policies and procedures.~~

~~Evaluate proposed legislation or pending lawsuits to determine cost impact on the Retirement System; provide testimony in court cases involving the Retirement System or individual member/benefit recipient accounts.~~

~~Perform related duties as assigned.~~

MINIMUM QUALIFICATIONS

~~EDUCATION AND EXPERIENCE: Bachelor's degree in public administration, business administration, finance, personnel or a related area, and four years of professional experience in administering a program including explaining and interpreting program content, rules and regulations, preparing reports and making presentations. Two years of the experience must involve supervisory responsibility; **OR** two years of experience~~

MINIMUM QUALIFICATIONS (cont'd)

~~EDUCATION AND EXPERIENCE: (cont'd)~~

~~equivalent to Retirement 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:** supervisory techniques including selection, training, motivation, work assignment and review, employee evaluation and discipline. **Skill in:** written English sufficient to compose business correspondence, documents, articles, and reports; basic mathematical computation sufficient to verify the accuracy of staff calculations of benefits. **Ability to:** plan, organize and coordinate a variety of programs and activities; allocate human and fiscal resources within established time constraints and budget limitations; communicate effectively both orally and in writing.~~

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

~~**Working knowledge of:** the federal and State laws and regulations relative to tax, insurance, federal benefit plans, Social Security and Fair Labor Standards Act; PERS' benefits, policies and procedures.~~

~~This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for position assigned to this class.~~

7.117

- ESTABLISHED: 7/1/74
- REVISED: 7/1/75
- REVISED: 7/26/77R
- 11/18/77PAC
- REVISED: 3/21/78-3
- REVISED: 7/2/81R
- 12/11/81PAC
- REVISED: 8/27/90R
- 5/24/91PC
- REVISED: 7/1/93P
- REVISED: 9/24/92P
- REVISED: 2/27/09PC]
- ABOLISHED:** X/XXUC