

Joe Lombardo
Governor



Joy Grimmer
Director

Mandy Hagler
Deputy Director

Bachera Washington
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

515 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 687-9085

MEMORANDUM
HR# 49-25

January 5, 2026, REVISED January 22, 2026

TO: HRC Commissioners
HR Officers
DHRM Listserv Recipients
HR Managers
State of Nevada Public

FROM: Bachera Washington, Administrator *Bachera Washington*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – BUYER SERIES, PURCHASING SERIES, SUPERVISOR, PRISON INDUSTRIES SERIES, PAYROLL TECHNICIAN, PAYROLL SPECIALIST, INVESTMENT ANALYST SERIES, BUDGET ANALYST SERIES, EXECUTIVE BRANCH BUDGET ANALYST SERIES, IT BUSINESS ANALYST SERIES, NSHE SPECIALIST SERIES, CRIMINAL INVESTIGATOR SERIES, AND DEPUTY CHIEF INSPECTOR

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 Keisha I. Harris at kiharris@admin.nv.gov no later than new extension date March 6, 2026.

If no written objections are received in this office by new extension date March 6, 2026, action will be taken to effect the changes, and a report will be made to the Human Resources Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #12-26

Posting Expires: February 18, 2026 - Revised Posting Expires: March 11, 2026

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:

Basis for Recommendation

Subject Matter Experts from the Division of Human Resource Management (DHRM) are recommending revisions of the class (job) specification design, formatting, structure, language, and job title hierarchy. It is also recommended that the job duties be condensed.

DHRM worked with management and subject matter experts to ensure the main duties and responsibilities of the job titles within the series remain consistent with the job's intent. The grade levels have not changed; however, it is recommended that the trainee level be removed as positions are not classified at the trainee level. Additionally, the minimum qualifications are revised pursuant to Assembly Bill 547 (2025), Nevada Revised Statute 284, removing the Bachelor degree requirement, unless required by statute or licensure. The assigned EEO-4 code has not changed.

NOTE to posting: Combining previously posted Criminal Investigator Series, 13.241 (UCA 05-26) with AG Criminal Investigator Series, 13.246 with minor changes, and agreed upon by agencies; therefore, additional comment period is required.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 515 East Musser Street, Suite 101 and in Las Vegas, go to 7251 Amigo Street, Suite 120. You may send a copy request to class.comp@admin.nv.gov. For additional information call (775) 684-0150.

Revised posting has been updated to include the Job Specification for 7.311, Purchasing Technician Series which was omitted from original posting.

Objections to the proposed classification changes must be received in writing through, mail (515 East Musser Street, Suite 101, Carson City, NV 89701-4298) or email (class.comp@admin.nv.gov) by February 18, 2026 Extension date March 11, 2026. Objections should be addressed to Keisha I. Harris, Deputy Administrator, Classification and Compensation Section of the Division of Human Resource Management.

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.318	Buyer I	30	B	-	<i>Abolish</i>		
7.310	Buyer II	32	B	7.310	<i>Buyer</i>	32	B
7.308	Buyer III	34	B	7.308	<i>Senior Buyer</i>	34	B
7.307	Buyer IV	36	B	7.307	<i>Supervisor, Buyer</i>	36	B

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.320	Purchasing Technician I	25	F	-	<i>Abolish</i>		
7.319	Purchasing Technician II	27	F	7.319	<i>Purchasing Technician</i>	27	F
7.311	Senior Purchasing Technician	29	F	7.311	<i>Senior Purchasing Technician</i>	29	F

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.333	Prison Industries Supervisor I	33	G	7.333	<i>Supervisor I, Prison Industries</i>	33	G
7.332	Prison Industries Supervisor II	35	G	7.332	<i>Supervisor II, Prison Industries</i>	35	G

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
				7.501	<i>NEW Payroll Specialist</i>		F

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
				7.502	<i>NEW Payroll Technician</i>		F

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.603	Investment Analyst I	39	B	7.603	<i>Investment Analyst</i>	39	B
7.604	Investment Analyst II	41	B	7.604	<i>Senior Investment Analyst</i>	41	B
7.605	Investment Analyst III	43	B	7.605	<i>Supervisor, Investment Analyst</i>	43	B

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.627	Budget Analyst I	34	B	7.627	<i>Budget Analyst</i>	34	B
7.621	Budget Analyst II	36	B	7.621	<i>Senior Budget Analyst</i>	36	B
7.620	Budget Analyst III	38	B	7.620	<i>Supervisor, Budget Analyst</i>	38	B

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.632	Executive Branch Budget Officer I	41	B	7.632	<i>Executive Branch Budget Analyst</i>	41	B
7.634	Executive Branch Budget Officer II	43	B	7.634	<i>Supervisor, Executive Branch Budget Analyst</i>	43	B

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.636	Executive Branch Budget Officer III	45	B	7.636	<i>Manager, Executive Branch Budget</i>	45	B

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.657	Business Process Analyst I	34	B	7.657	<i>IT Business Analyst</i>	34	B
7.656	Business Process Analyst II	36	B	7.656	<i>Senior IT Business Analyst</i>	36	B
7.655	Business Process Analyst III	38	B	7.655	<i>Supervisor, IT Business Analyst</i>	38	B

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.661	NSHE Specialist I	31	B	7.661	<i>NSHE Specialist</i>	31	B
7.660	NSHE Specialist II	33	B	7.661	<i>Senior NSHE Specialist</i>	33	B
7.659	NSHE Specialist III	35	B	7.659	<i>Supervisor, NSHE Specialist</i>	35	B

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.246	AG Deputy Chief Investigator	44	D	13.246	<i>Deputy Chief Investigator</i>	44	D

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
13.241	Supervisory Criminal Investigator II	43	D	-	<i>Abolish</i>		
13.242	Supervisory Criminal Investigator I	43	D	13.242	<i>Supervisor, Criminal Investigator</i>	43	D
13.243	Criminal Investigator III	41	D	13.243	<i>Criminal Investigator</i>	41	D
12.244	Criminal Investigator II	39	D	-	<i>Abolish</i>		
12.245	Criminal Investigator I	37	D	-	<i>Abolish</i>		
13.247	AG Criminal Investigator, Supervisor	43	D	-	<i>Abolish</i>		
13.248	AG Criminal Investigator II	41	D	-	<i>Abolish</i>		
13.249	AG Criminal Investigator I	39	D	-	<i>Abolish</i>		

POSTING DATE: January 5, 2026, Revised Posting Date: January 27, 2026



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
BUYER	32	B	7.310
SENIOR BUYER	34	B	7.308
SUPERVISOR, BUYER	36	B	7.307

JOB SUMMARY

Buyers complete and oversee and provide services for the purchase of goods, products, financing, and services required by State agencies and political subdivisions.

JOB DUTIES

BUYER

1. Formulate bid specifications and develop bid evaluation criteria.
2. Solicit written bids, proposals, and competitive quotations.
3. Schedule bid openings, forecast delivery lead times, and evaluate response on a cost/benefit or cost/performance basis.
4. Negotiate, award, and administer contracts to ensure compliance with terms and conditions.
5. Expedite purchase orders.
6. Communicate with agencies to discuss needs or problems with items purchased and to provide product information.
7. Monitor vendor performance and the quality of goods and services purchased.
8. Negotiate freight claims and work with vendors to remedy discrepancies and/or modify or cancel contracts.
9. Review literature and work with vendor representatives and others to discuss products and/or services.
10. Provide information regarding applicable procurement policies and requirements.
11. Study market trends and product performance to follow technological developments and changes in business practices, product features, and capabilities.
12. Maintain reference library and attend tradeshows and product demonstrations.
13. Maintain records and prepare reports and correspondence.
14. Perform related duties as assigned.

SENIOR BUYER

1. Duties performed at the previous level, AND:
2. Procure large equipment and specialized services.
3. Function as a lead worker by assigning and reviewing work, training, and providing input regarding performance evaluations and discipline.
4. Perform related duties as assigned.

SUPERVISOR, BUYER

1. Duties performed at the previous levels, AND:
2. Develop and manage purchasing contracts.
3. Review and approve sole source purchases to ensure compliance.

BUYER	32	B	7.310
SENIOR BUYER	34	B	7.308
SUPERVISOR, BUYER	36	B	7.307

4. Provide expert testimony to the legislature.
5. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
6. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

BUYER

One or more years of applicable experience as described in the job duties and graduation for high school or equivalent education.

SENIOR BUYER

Three or more years of applicable experience as described in the job duties and graduation for high school or equivalent education.

SUPERVISOR, BUYER

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred, graduation from high school or equivalent education and graduation for high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

BUYER

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; fund accounting methods, monthly and annual reports, and vendor financial reports.
- State of Nevada purchasing system and procedures; contract development procedures and practices; service agreements and leases.
- Determining needs and selecting items; technical specifications; qualifying vendors; market conditions, price trends, and priority practices.
- Rules, regulations, and guidelines pertaining to governmental procurement; sources of supply, market conditions, price trends, and priority practices; principles, practices, and procedures of purchasing including competitive bidding and specification writing.
- Office methods and procedures; purchasing methods and procedures; types, characteristics, and supply sources of commodities and services.

Skill in:

- Mathematical computations to calculate rates and cycle times.
- Analyzing and comparing specifications, bid documents, and bid amounts.
- Negotiating to arrange terms and conditions, pricing, and scheduling.
- Making presentations to provide information or explain purchasing policies and procedures.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

BUYER	32	B	7.310
SENIOR BUYER	34	B	7.308
SUPERVISOR, BUYER	36	B	7.307

Ability to:

- Purchase a variety of materials, supplies, and equipment according to State policies and applicable laws; receive requisitions and analyze items for quantity, specifications, and delivery requirements.
- Develop and investigate sources of supply; issue requests for quotations, proposals, or bids for items not covered by an existing purchase arrangement; correspond with vendors to discuss problems regarding quality, cost, terms, delivery, discounts, or transportation of ordered materials; evaluate quality and price elements; prepare specifications and maintain records and files.
- Obtain verbal and written quotes; apply proper descriptive terminology and established specifications to requisitions for commodities and services.

SENIOR BUYER

Knowledge, skills, and abilities required at the previous level, AND:

Ability to:

- Establish and maintain cooperative and effective working relationships; read and interpret blueprint specifications, property descriptions, requisitions, purchase orders, invoices, and delivery reports; prepare clear, detailed, and accurate specifications; ensure vendor compliance with accepted purchasing standards.

SUPERVISOR, BUYER

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- Supervisory principles, practices, and techniques; principles of finance and statistics; present value, risk management, and cash flow management.

Skill in:

- Formulating and presenting recommendations.

Ability to:

- Review, verify, and process requisitions and purchase orders.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a

BUYER	32	B	7.310
SENIOR BUYER	34	B	7.308
SUPERVISOR, BUYER	36	B	7.307

condition of continuing employment.

3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of physical effort which is essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> standing	<input type="checkbox"/> running	<input checked="" type="checkbox"/> lifting, 20 lbs	<input checked="" type="checkbox"/> observing	<input checked="" type="checkbox"/> turning
<input checked="" type="checkbox"/> walking	<input checked="" type="checkbox"/> bending/stooping	<input checked="" type="checkbox"/> carrying, 20 lbs	<input type="checkbox"/> tasting	<input type="checkbox"/> throwing
<input checked="" type="checkbox"/> balancing	<input checked="" type="checkbox"/> sitting	<input checked="" type="checkbox"/> pushing, 20 lbs	<input checked="" type="checkbox"/> kneeling	<input checked="" type="checkbox"/> hearing
<input checked="" type="checkbox"/> climbing	<input checked="" type="checkbox"/> reaching	<input checked="" type="checkbox"/> pulling, 20 lbs	<input checked="" type="checkbox"/> stretching	<input type="checkbox"/> smelling

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)	<input checked="" type="checkbox"/> Ability to understand technical manuals
<input checked="" type="checkbox"/> Ability to speak	<input checked="" type="checkbox"/> Ability to work amicably with co-workers
<input checked="" type="checkbox"/> Ability to write legibly in English	<input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time
<input checked="" type="checkbox"/> Ability to read instructions and numbers in English	<input checked="" type="checkbox"/> Ability to follow supervisor's instructions
<input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions	<input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PURCHASING TECHNICIAN	27	F	7.319
SENIOR PURCHASING TECHNICIAN	29	F	7.311

JOB SUMMARY

Purchasing Technicians prepare and process documents for the purchase, issuance, and transfer of goods.

JOB DUTIES

PURCHASING TECHNICIAN

1. Purchase property, equipment, services, forms, food, parts, and supplies.
2. Determine the best price and availability of items.
3. Issue and modify purchase orders via an open-term contract or informal quote.
4. Verify the accuracy of coding and vendor information and resolve inconsistency or error problems.
5. Maintain and monitor computerized record systems and distribute documentation to appropriate parties.
6. Ensure compliance with State laws, regulations, and agency policies and procedures.
7. Prepare for bid and request for proposal openings, complete legal advertisements, arrange and verify publications, maintain bid and records, and issue and post notification of awards.
8. Contact vendors to resolve problems and arrange for delivery or return of items.
9. Answer questions regarding applicable laws, regulations, policies, and procedures.
10. Maintain department or statewide fixed asset control records and issue identification tags.
11. Record property movement or disposition and issue reports for inventory verification and control purposes.
12. Perform related duties as assigned.

SENIOR PURCHASING TECHNICIAN

1. Duties performed at the previous level, AND:
2. Develop and present training programs.
3. Develop reports.
4. Recommend changes to policies and procedures.
5. Evaluate information and make recommendations to administration regarding purchases or supplies.
6. Function as a lead worker by assigning and reviewing work, training, and providing input regarding performance evaluations and discipline.
7. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

PURCHASING TECHNICIAN

One or more years of applicable experience as described in the job duties, graduation from high school or equivalent education.

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SENIOR PURCHASING TECHNICIAN	29	F	7.311

SENIOR PURCHASING TECHNICIAN

Three or more years of applicable experience as described in the job duties, graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

PURCHASING TECHNICIAN

Knowledge of:

- Principles, practices, policies, and procedures used in the procurement of a variety of goods and services; computerized recordkeeping systems related to procurement, contract maintenance, and purchase order tracking; terminology pertaining to the procurement of goods and services.
- Use and processing of requisitions, purchase orders, invoices, and related documents; market value of a variety of items.
- Customer service techniques; recordkeeping techniques and methods; basic math.

Skill in:

- Mathematical computations.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Use reference manuals, catalogs, guides, and other resource materials; interpret and apply regulations, policies, and procedures to specific problems and situations.
- Read and understand documents and instructions.
- Establish and maintain cooperative working relationships with others; communicate with vendors and others regarding the price, availability, terms, and delivery of goods and services.
- Enter and retrieve data; maintain purchasing records; research contract and purchase information.

SENIOR PURCHASING TECHNICIAN

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Applicable State laws, regulations, and agency policies and procedures.
- Automated purchasing systems and processing programs used to correct and verify purchasing transactions.

Skill in:

- Evaluating problems, making decisions, and resolving conflicts.

Ability to:

- Research information from a variety of internal and external sources and prepare specifications for the purchase of a variety of goods and services.
- Read and understand purchasing contracts, Certificates of Insurance, and business licenses; receive and respond to inquiries related to purchasing issues such as technical specifications, contract terms, and

PURCHASING TECHNICIAN	27	F	7.319
SENIOR PURCHASING TECHNICIAN	29	F	7.311

insurance requirements.

- Interpret budgets and procurement reports and data; identify inconsistencies, errors, and/or problems; interpret, apply, and explain laws, requirements, restrictions, and standards.
- Review and evaluate purchasing contracts; negotiate with vendors regarding desired quality, warranty, price, and delivery date of goods and services.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)*

<input type="checkbox"/> standing	<input type="checkbox"/> running	<input checked="" type="checkbox"/> lifting, 20 lbs	<input checked="" type="checkbox"/> observing	<input type="checkbox"/> turning
<input type="checkbox"/> walking	<input checked="" type="checkbox"/> bending/stooping	<input checked="" type="checkbox"/> carrying, 20 lbs	<input type="checkbox"/> tasting	<input type="checkbox"/> throwing
<input type="checkbox"/> balancing	<input checked="" type="checkbox"/> sitting	<input checked="" type="checkbox"/> pushing, 20 lbs	<input checked="" type="checkbox"/> kneeling	<input checked="" type="checkbox"/> hearing
<input type="checkbox"/> climbing	<input checked="" type="checkbox"/> reaching	<input checked="" type="checkbox"/> pulling, 20 lbs	<input checked="" type="checkbox"/> stretching	<input type="checkbox"/> smelling

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)	<input checked="" type="checkbox"/> Ability to understand technical manuals
<input checked="" type="checkbox"/> Ability to speak	<input checked="" type="checkbox"/> Ability to work amicably with co-workers
<input checked="" type="checkbox"/> Ability to write legibly in English	<input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time
<input checked="" type="checkbox"/> Ability to read instructions and numbers in English	<input checked="" type="checkbox"/> Ability to follow supervisor's instructions
<input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions	<input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology

PURCHASING TECHNICIAN	27	F	7.319
SENIOR PURCHASING TECHNICIAN	29	F	7.311

dictate.

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SUPERVISOR I, PRISON INDUSTRIES	33	G	7.333
SUPERVISOR II, PRISON INDUSTRIES	35	G	7.332

JOB SUMMARY

Supervisors, Prison Industries manage, plan, organize, and supervise operation(s) of Prison Industries' program(s) and ensure profitable operation.

JOB DUTIES

SUPERVISOR I, PRISON INDUSTRIES

1. Supervise the performance of inmates in manufacturing goods or providing services.
2. Maintain adequate levels of raw materials.
3. Review and interpret operational financial statements, develop and maintain shipping strategies, and determine and prepare product cost and price estimates.
4. Participate in planning and designing products and services, develop and participate in product marketing strategies, and ensure profitable and efficient program operations.
5. Provide technical expertise regarding cost, efficient material usage, quality standards, and production capabilities.
6. Review technical blueprints and specifications to determine component requirements.
7. Explain and market services and goods available.
8. Assist in the preparation of marketing materials.
9. Investigate, review, and submit bid opportunities.
10. Establish and monitor work safety and security procedures.
11. Prepare and maintain accounting records and reports.
12. Monitor cost accounting records and monitor and collect past due receivables.
13. Plan and monitor the manufacturing of goods, develop production schedules, arrange materials, and ensure proper staffing levels.
14. Inspect work in progress and finished goods to ensure products are manufactured according to production schedules and quality standards.
15. Perform related duties as assigned.

SUPERVISOR II, PRISON INDUSTRIES

1. Duties performed at the previous level, AND:
2. Manage a major production center or multiple production centers.
3. Develop operating budgets, sales forecasts, production reports and goals, and project costs.
4. Track expenditures and review inventory, costs, and production.
5. Resolve customer complaints.
6. Prepare status reports on production and resolve operational and production issues.
7. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
8. Perform related duties as assigned.

SUPERVISOR I, PRISON INDUSTRIES	33	G	7.333
SUPERVISOR II, PRISON INDUSTRIES	35	G	7.332

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

SUPERVISOR I, PRISON INDUSTRIES

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation for high school or equivalent education.

SUPERVISOR II, PRISON INDUSTRIES

Four or more years of applicable experience as described in the job duties with a minimum of two-year's supervisory experience and graduation for high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

SUPERVISOR I, PRISON INDUSTRIES

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; State purchasing procedures and guidelines; American Correctional Association Standards applicable to the assigned service or manufacturing industry.
- Tools, equipment, and work processes applicable to the assigned industry; operation and maintenance of specialized shop or factory equipment; applicable health and safety regulations.
- Business principles, practices, and operations such as scheduling and planning production activities; estimating quantities of raw materials, operating supplies, and equipment requirements.

Skill in:

- Mathematical computation to perform payroll and shop calculations.
- Motivating others to effective action.
- Recordkeeping techniques to prepare journal entries and production records.
- Written English to compose routine business correspondence and reports.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Review and interpret financial statements to include profit/loss statements, balance sheets, and cash flow; supervise the activities of inmates in a factory, shop, or service environment.

SUPERVISOR II, PRISON INDUSTRIES

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Business management; fiscal accountability, budget, and cost accounting; quality assurance procedures.

Ability to:

- Develop and implement cost-effective production schedules and quality assurance programs applicable to the cost center; analyze problems, provide recommendations, and initiate effective courses of action.

SUPERVISOR I, PRISON INDUSTRIES	33	G	7.333
SUPERVISOR II, PRISON INDUSTRIES	35	G	7.332

- Establish and maintain effective and cooperative working relationships with a variety of individuals and groups; prepare and present verbal and written reports; determine training needs and develop or coordinate training programs; ensure compliance with established standards of quality, production schedules, and special customer requests.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> standing	<input type="checkbox"/> running	<input checked="" type="checkbox"/> lifting, 20 lbs	<input checked="" type="checkbox"/> observing	<input checked="" type="checkbox"/> turning
<input checked="" type="checkbox"/> walking	<input checked="" type="checkbox"/> bending/stooping	<input checked="" type="checkbox"/> carrying, 20 lbs	<input type="checkbox"/> tasting	<input type="checkbox"/> throwing
<input checked="" type="checkbox"/> balancing	<input checked="" type="checkbox"/> sitting	<input checked="" type="checkbox"/> pushing, 20 lbs	<input checked="" type="checkbox"/> kneeling	<input checked="" type="checkbox"/> hearing
<input checked="" type="checkbox"/> climbing	<input checked="" type="checkbox"/> reaching	<input checked="" type="checkbox"/> pulling, 20 lbs	<input checked="" type="checkbox"/> stretching	<input type="checkbox"/> smelling

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)	<input checked="" type="checkbox"/> Ability to understand technical manuals
<input checked="" type="checkbox"/> Ability to speak	<input checked="" type="checkbox"/> Ability to work amicably with co-workers
<input checked="" type="checkbox"/> Ability to write legibly in English	<input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time
<input checked="" type="checkbox"/> Ability to read instructions and numbers in English	<input checked="" type="checkbox"/> Ability to follow supervisor's instructions
<input checked="" type="checkbox"/> Ability to complete tasks with numerous	<input checked="" type="checkbox"/> Regular attendance at meetings with both team

SUPERVISOR I, PRISON INDUSTRIES	33	G	7.333
SUPERVISOR II, PRISON INDUSTRIES	35	G	7.332

interruptions

members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
NEW PAYROLL SPECIALIST	F	7.501	

JOB SUMMARY

Payroll Specialists perform payroll and fiscal functions related to payroll processing for the State.

JOB DUTIES

1. Prepare and transmit payroll contributions and reports to federal and/or State agencies
2. Review and approve employee personnel transactions.
3. Input employee W-4 tax elections and annually update tax tables.
4. Prepare and distribute W-2s to employees.
5. Make updates to the pay plan.
6. Perform monthly, quarterly, fiscal year end and calendar year end payroll procedures.
7. Prepare requested documents and files for annual external financial and workers compensation audits.
8. Respond to inquiries from banks and other financial institutions,
9. Check all benefit monthly billing and deferred compensation and reconcile against payroll accruals.
10. Set-up various garnishments pursuant to legal documents.
11. Submit check request for employees' voluntary donation and deductions.
12. Review and reconcile various payroll reports and activities.
13. Audit, investigate, and resolve payroll discrepancies.
14. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Principles and techniques involved in payroll preparation, monitoring and control, including tax withholding, voluntary deductions and wage garnishments; applicable laws, rules and regulations regarding payroll such as IRS; interpretation and application of bargaining unit contracts; correct English usage, grammar, spelling and vocabulary; report formats and terminology.

Skill in:

- Preparing and maintaining payroll records, deductions, and withholding reports.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.
- Mathematical computations.

Ability to:

- Interpret, apply, and explain policies, procedures, regulations, and requirements and pertinent laws, rules and regulations to payroll, leaves, claims, and voluntary deductions
- Calculate, adjust, process and reconcile payroll data; prepare and maintain accurate payroll records; meet demanding schedules and timelines; research and analyze payroll data and prepare reports; respond to inquiries from employees, lending institutions, State agencies and others regarding payroll issues; make mathematical calculations.
- Verify documents and forms for accuracy and completeness; prepare payroll reports; prepare forms, reports, correspondence, and financial statements.
- Assist with the interpretation and application of collective bargaining agreements; perform research, data compilation, analysis and evaluation, taking corrective action; identify, evaluate, and resolve payroll issues.
- Prepare clear and concise reports; maintain accurate records and files; communicate with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> standing	<input type="checkbox"/> running	<input checked="" type="checkbox"/> lifting, 20 lbs	<input checked="" type="checkbox"/> observing	<input checked="" type="checkbox"/> turning
<input checked="" type="checkbox"/> walking	<input checked="" type="checkbox"/> bending/stooping	<input checked="" type="checkbox"/> carrying, 20 lbs	<input type="checkbox"/> tasting	<input type="checkbox"/> throwing
<input checked="" type="checkbox"/> balancing	<input checked="" type="checkbox"/> sitting	<input checked="" type="checkbox"/> pushing, 20 lbs	<input checked="" type="checkbox"/> kneeling	<input checked="" type="checkbox"/> hearing
<input checked="" type="checkbox"/> climbing	<input checked="" type="checkbox"/> reaching	<input checked="" type="checkbox"/> pulling, 20 lbs	<input checked="" type="checkbox"/> stretching	<input type="checkbox"/> smelling

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)	<input checked="" type="checkbox"/> Ability to understand technical manuals
<input checked="" type="checkbox"/> Ability to speak	<input checked="" type="checkbox"/> Ability to work amicably with co-workers
<input checked="" type="checkbox"/> Ability to write legibly in English	<input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time
<input checked="" type="checkbox"/> Ability to read instructions and numbers in English	<input checked="" type="checkbox"/> Ability to follow supervisor's instructions
<input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions	<input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the

State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
NEW PAYROLL TECHNICIAN	F	7.502	

JOB SUMMARY

Payroll Technicians prepare, process, and reconcile employee timesheets, payroll and related records.

JOB DUTIES

1. Enter employee data and generate pay calculations.
2. Perform pay and benefit adjustments.
3. Perform payroll reconciliations.
4. Process, calculate, and audit payroll transactions for new hires, promotions, resignations, retirements and other related payroll accounting duties.
5. Process and enter timesheet, additional pay, adjustments and employee deductions.
6. Calculate and prepare adjustments.
7. Audit and verify incoming payroll data.
8. Assist and provide guidance with applicable forms and processes.
9. Maintain payroll accounting spreadsheets.
10. Review data processing for accuracy, spot-check deductions, and incorporate any changes.
11. Research and responds to inquiries regarding employee time and pay.
12. Coordinate with department liaisons, Records and Human Resources personnel in the performance and completion of daily workload.
13. Create filing systems and maintain records and files.
14. Process employee status changes in the payroll system.
15. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Principles and techniques involved in payroll preparation, monitoring and control, including tax withholding, voluntary deductions and wage garnishments; applicable laws, rules and regulations regarding payroll such as IRS; interpretation and application of bargaining unit contracts; correct English usage, grammar, spelling and vocabulary; report formats and terminology.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Interpret, apply, and explain policies, procedures, regulations, and requirements and pertinent laws, rules and regulations to payroll, leaves, claims, and voluntary deductions
- Calculate, adjust, process and reconcile payroll data; prepare and maintain accurate payroll records; meet demanding schedules and timelines; research and analyze payroll data and prepare reports; respond to inquiries from employees, lending institutions, State agencies and others regarding payroll issues; make mathematical calculations.
- Follow and understand directions; develop and maintain financial and statistical records.
- Assist with the interpretation and application of collective bargaining agreements; perform research, data compilation, analysis and evaluation, taking corrective action; identify, evaluate, and resolve payroll issues.
- Prepare clear and concise reports; maintain accurate records and files; communicate with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.

SPECIAL REQUIREMENTS

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

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(Check all that apply)*

<input checked="" type="checkbox"/> standing	<input type="checkbox"/> running	<input checked="" type="checkbox"/> lifting, 20 lbs	<input checked="" type="checkbox"/> observing	<input checked="" type="checkbox"/> turning
<input checked="" type="checkbox"/> walking	<input checked="" type="checkbox"/> bending/stooping	<input checked="" type="checkbox"/> carrying, 20 lbs	<input type="checkbox"/> tasting	<input type="checkbox"/> throwing
<input checked="" type="checkbox"/> balancing	<input checked="" type="checkbox"/> sitting	<input checked="" type="checkbox"/> pushing, 20 lbs	<input checked="" type="checkbox"/> kneeling	<input checked="" type="checkbox"/> hearing
<input checked="" type="checkbox"/> climbing	<input checked="" type="checkbox"/> reaching	<input checked="" type="checkbox"/> pulling, 20 lbs	<input checked="" type="checkbox"/> stretching	<input type="checkbox"/> smelling

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)	<input checked="" type="checkbox"/> Ability to understand technical manuals
<input checked="" type="checkbox"/> Ability to speak	<input checked="" type="checkbox"/> Ability to work amicably with co-workers
<input checked="" type="checkbox"/> Ability to write legibly in English	<input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time
<input checked="" type="checkbox"/> Ability to read instructions and numbers in English	<input checked="" type="checkbox"/> Ability to follow supervisor's instructions
<input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions	<input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the

State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
INVESTMENT ANALYST	39	B	7.603
SENIOR INVESTMENT ANALYST	41	B	7.604
SUPERVISOR, INVESTMENT ANALYST	43	B	7.605

JOB SUMMARY

Investment Analysts assist with executing and managing the State's investment portfolio, including the investment of funds over short- and long-term periods.

JOB DUTIES

INVESTMENT ANALYST

1. Perform some of the duties described at the Senior Investment Analyst in a limited manner.
2. Participate in the investment of the State's monies held in portfolios, trusts, pools, funds, and other accounts.
3. Collect and analyze bank accounts, deposits, and withdrawals for calculation of the investable monies.
4. Analyze cash flow needs and economic and financial market conditions to determine what portion of the yield curve will be used to purchase securities.
5. Communicate with the broker and/or dealer community for analysis of their security selections and purchase appropriate securities.
6. Provide account reconciliations and ensure portfolios are reconciled to records of the applicable accounting system, review for accuracy, and make corrections.
7. Analyze economic and financial market conditions and investment activity to determine the potential impact on State investments.
8. Prepare and present reports reflecting investment performance, issues of the marketplace, and other pertinent information.
9. Evaluate and report on external investment managers.
10. Analyze and monitor cash flow, cash allocation, and asset distribution.
11. Communicate with securities and lending managers and banks regarding assets, returns, and investments.
12. Respond to questions from legislators, elected officials, board members, attorneys, federal authorities, the media, and the public.
13. Perform related duties as assigned.

SENIOR INVESTMENT ANALYST

1. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
2. Prepare and evaluate requests for proposals for investment-related products, services, and final implementation of services.
3. Recommend asset allocation policies and changes.
4. Perform related duties as assigned.

INVESTMENT ANALYST	39	B	7.603
SENIOR INVESTMENT ANALYST	41	B	7.604
SUPERVISOR, INVESTMENT ANALYST	43	B	7.605

SUPERVISOR, INVESTMENT ANALYST

1. Duties described at the previous level, AND:
2. Develop and maintain a centralized records system on investment accounting, activity, cash flow/cash allocation data, and fund assets.
3. Ensure investment timelines are met to maximize earnings and comply with statutory and policy requirements.
4. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people
5. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

INVESTMENT ANALYST

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR INVESTMENT ANALYST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, INVESTMENT ANALYST

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

INVESTMENT ANALYST

Knowledge of:

- Applicable federal and State laws, regulations, policies, and procedures.
- Investment principles and practices; accounting principles and practices; accounting and financial recordkeeping principles and practices.
- Automated and manual management reporting systems to create and obtain accurate and complete financial information.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Develop complex financial and statistical models; prepare financial reports; analyze and interpret financial reports and complex technical fiscal data and formulate logical conclusions and recommendations.

INVESTMENT ANALYST	39	B	7.603
SENIOR INVESTMENT ANALYST	41	B	7.604
SUPERVISOR, INVESTMENT ANALYST	43	B	7.605

- Read and interpret financial documents; read, interpret, and apply laws and regulations to determine and ensure compliance; write clear and concise analytical, narrative, and statistical reports using correct grammar, vocabulary, spelling, and punctuation.
- Instruct, advise, and persuade management; establish and maintain cooperative and effective working relationships.
- Advise and direct management regarding fiscal and investment activities.
- Present reports, defend the agency's investment strategies, and provide information and justifications to management and the legislature.

SENIOR INVESTMENT ANALYST

Knowledge, skills, and abilities required at the previous level, AND:

Ability to:

- Establish short- and long-range goals consistent with the mission and business needs of the agency.

SUPERVISOR, INVESTMENT ANALYST

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Fixed income market; securities pricing; asset classes; cash management systems; equity markets; real-time financial market information systems.
- Investment accounting on both a cash and accrual basis.

Ability to:

- Perform complex investment work involving independent analysis, judgment, and decision-making related to information concerning the State's investments; implement and monitor total return investment; perform analysis of securities, cash flow requirements, and economic market conditions so that investments reflect the most advantageous risk analysis, pricing, and security selection; analyze and monitor cash flow data and report variances against cash flow projections; analyze accounting data for accuracy.
- Establish and maintain positive working relationships with the investment community, public officials, and others; explain complex investment functions in understandable terms to a variety of audiences; maintain detailed records related to the investment of public funds.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

INVESTMENT ANALYST	39	B	7.603
SENIOR INVESTMENT ANALYST	41	B	7.604
SUPERVISOR, INVESTMENT ANALYST	43	B	7.605

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(Check all that apply)*

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<input checked="" type="checkbox"/> walking	<input checked="" type="checkbox"/> bending/stooping	<input checked="" type="checkbox"/> carrying, 20 lbs	<input type="checkbox"/> tasting	<input type="checkbox"/> throwing
<input checked="" type="checkbox"/> balancing	<input checked="" type="checkbox"/> sitting	<input checked="" type="checkbox"/> pushing, 20 lbs	<input checked="" type="checkbox"/> kneeling	<input checked="" type="checkbox"/> hearing
<input checked="" type="checkbox"/> climbing	<input checked="" type="checkbox"/> reaching	<input checked="" type="checkbox"/> pulling, 20 lbs	<input checked="" type="checkbox"/> stretching	<input type="checkbox"/> smelling

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)	<input checked="" type="checkbox"/> Ability to understand technical manuals
<input checked="" type="checkbox"/> Ability to speak	<input checked="" type="checkbox"/> Ability to work amicably with co-workers
<input checked="" type="checkbox"/> Ability to write legibly in English	<input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time
<input checked="" type="checkbox"/> Ability to read instructions and numbers in English	<input checked="" type="checkbox"/> Ability to follow supervisor's instructions
<input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions	<input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
BUDGET ANALYST	34	B	7.627
SENIOR BUDGET ANALYST	36	B	7.621
SUPERVISOR, BUDGET ANALYST	38	B	7.620

JOB SUMMARY

Budget Analysts prepare and implement budgets and create biennial spending plans for a program or agency.

JOB DUTIES

BUDGET ANALYST

1. Prepare and control budgets for an assigned agency or major program.
2. Monitor budgets through review of audit reports, verification of compliance, and review of agency internal controls and performance levels.
3. Review and analyze budgets.
4. Analyze expenditures, monitor fiscal transactions, track expenditures and revenue, and monitor performance indicators.
5. Develop expenditure projections, narrative justification of programs, and detailed biennial spending plans.
6. Assist agencies in developing budget requests and long and short-range objectives, navigate the strategic planning process, and provide fiscal guidance.
7. Analyze budget requests and make recommendations regarding additions, deletions, and/or reductions.
8. Conduct statistical analysis and prepare written justification and summary statements for budget requests.
9. Allocate agency and/or program budget resources.
10. Control and oversee budgets and determine the necessity of work program adjustments.
11. Analyze, organize, and balance requests and review and make recommendations on work program changes.
12. Develop and maintain spreadsheets, databases, and tables and design and generate reports, charts, graphs, and related materials.
13. Project revenue and expenditures using trend analysis and statistical models and tools.
14. Review payroll allocations, work programs, and cash balances and analyze funding availability for proposed expenditures and staffing.
15. Ensure compliance with budgetary regulations, directives, policies, and limitations.
16. Perform related duties as assigned.

SENIOR BUDGET ANALYST

1. Present budgets at meetings and to leadership, provide testimony, and consult with legislative fiscal staff.
2. Prepare periodic budget analysis for management.
3. Prepare and analyze legislative bill drafts, comments to fiscal notes, and estimate revenue impact of legislative proposals.
4. Design, develop, maintain, and enhance automated budgetary systems.
5. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
6. Perform related duties as assigned.

BUDGET ANALYST	34	B	7.627
SENIOR BUDGET ANALYST	36	B	7.621
SUPERVISOR, BUDGET ANALYST	38	B	7.620

SUPERVISOR, BUDGET ANALYST

1. Duties required at the previous level, AND:
2. Plan, organize, and oversee an agency's budget activities.
3. Formulate, develop, and monitor various agencies and/or program budgets and/or contracts.
4. Prepare and present justification for budget proposals.
5. Develop, implement, and revise policies and procedures related to the collection and disbursement of funds.
7. Manage budgets, contracts, and project functions and prepare reports.
8. Plan and conduct budget and/or financial compliance training.
9. Oversee the maintenance of informational and/or budget records.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
10. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

BUDGET ANALYST

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR BUDGET ANALYST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, BUDGET ANALYST

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

BUDGET ANALYST

Knowledge of:

- Basic principles of organization and management; modern methods and principles of planning; and principles and techniques of data collection, analysis, and evaluation.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Summarize data and present recommendations clearly; collect, analyze, and organize information and develop sound and concise recommendations; write logical, grammatically correct reports and business

BUDGET ANALYST	34	B	7.627
SENIOR BUDGET ANALYST	36	B	7.621
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correspondence; make presentations and answer questions regarding budget issues and expenditures; establish and maintain cooperative working relationships.

SENIOR BUDGET ANALYST

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Applicable federal and State laws, regulations, rules, and agency policies and procedures; State Controller's policies and procedures; organization and operation of State departments.
- Management concepts and practices as applied to public administration; program budgeting and cost/benefit analysis; principles and practices of governmental accounting; principles and techniques of data collection, analysis, and evaluation.

Ability to:

- Identify, analyze, and resolve budget issues and problems; prepare and monitor budgets with multiple funding sources and mandated expenditure restrictions; analyze programs for duplication and overlapping services; forecast agency revenues and expenditures; work with large amounts of detailed information; organize, plan, implement, and oversee multiple tasks; analyze requested changes to budgets and determine appropriateness of request.
- Prepare and present budget reports and recommendations to management; present and defend budgets at agency meetings and to the Governor's Finance Office; create spreadsheets and databases.

SUPERVISOR, BUDGET ANALYST

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Governmental accounting and budgeting; statistical methodology; supervisory principles and practices; internal control procedure development and implementation; strategic planning process; management concepts and practices of public administration.

Ability to:

- Prepare comprehensive written justifications and recommendations related to expenditure requests, work program adjustments, and fiscal transactions; develop, monitor, and analyze budgets with a variety of funding sources and expenditure restrictions; analyze requested changes to budgets and determine appropriateness of request.
- Communicate the importance of adhering to policies, regulations, and legal requirements; develop budget recommendations for inclusion in the Executive Budget; prepare and analyze fiscal notes; make presentations to the legislature in defense and justification of the Governor's recommended budget.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations,

BUDGET ANALYST	34	B	7.627
SENIOR BUDGET ANALYST	36	B	7.621
SUPERVISOR, BUDGET ANALYST	38	B	7.620

practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of physical effort which is essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> standing	<input type="checkbox"/> running	<input checked="" type="checkbox"/> lifting, 20 lbs	<input checked="" type="checkbox"/> observing	<input checked="" type="checkbox"/> turning
<input checked="" type="checkbox"/> walking	<input checked="" type="checkbox"/> bending/stooping	<input checked="" type="checkbox"/> carrying, 20 lbs	<input type="checkbox"/> tasting	<input type="checkbox"/> throwing
<input checked="" type="checkbox"/> balancing	<input checked="" type="checkbox"/> sitting	<input checked="" type="checkbox"/> pushing, 20 lbs	<input checked="" type="checkbox"/> kneeling	<input checked="" type="checkbox"/> hearing
<input checked="" type="checkbox"/> climbing	<input checked="" type="checkbox"/> reaching	<input checked="" type="checkbox"/> pulling, 20 lbs	<input checked="" type="checkbox"/> stretching	<input type="checkbox"/> smelling

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)	<input checked="" type="checkbox"/> Ability to understand technical manuals
<input checked="" type="checkbox"/> Ability to speak	<input checked="" type="checkbox"/> Ability to work amicably with co-workers
<input checked="" type="checkbox"/> Ability to write legibly in English	<input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time
<input checked="" type="checkbox"/> Ability to read instructions and numbers in English	<input checked="" type="checkbox"/> Ability to follow supervisor's instructions
<input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions	<input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

BUDGET ANALYST	34	B	7.627
SENIOR BUDGET ANALYST	36	B	7.621
SUPERVISOR, BUDGET ANALYST	38	B	7.620

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EXECUTIVE BRANCH BUDGET ANALYST	41	B	7.632
SUPERVISOR, EXECUTIVE BRANCH BUDGET ANALYST	43	B	7.634

JOB SUMMARY

Executive Branch Budget Analysts prepare, analyze, and manage State budgets and are assigned to various departments for the management of their department budget.

JOB DUTIES

EXECUTIVE BRANCH BUDGET ANALYST

1. Develop and prepare the State's annual budget, including revenue and expenditure projections.
2. Review and manage budgets within an assigned group of agencies.
3. Present and defend the Governor's budget before legislative money committees.
4. Prepare Executive budget documents, review agency budget requests, prepare Governor's recommendations, review and prepare bill draft requests, and prepare the final legislative approved biennial budget.
5. Evaluate budget requests, monitor agency expenditures, and provide financial analysis.
6. Analyze budget requests and ensure budgets are aligned with the Governor's priorities and fiscal policies.
7. Assist departments in identifying cost-saving measures and improving financial management practices.
8. Prepare budget-related testimony and presentations for legislative hearings.
9. Analyze proposed legislation for its fiscal impact on the State budget.
10. Conduct special studies and research on budgetary and fiscal issues.
11. Conduct cost-benefit analyses, program evaluations, and evaluate the financial impact of proposed programs, policies, and legislative initiatives.
12. Ensure compliance with federal and State budgetary laws, regulations, and guidelines.
13. Monitor State expenditures and revenues and identify variances and potential issues.
14. Prepare financial reports, summaries, and presentations.
15. Provide recommendations for improving budgetary processes, resource allocation, and program performance.
16. Provide budgetary and financial information to legislative committees, the Governor's Office, and other stakeholders.
17. Review and analyze agency budget proposals, expenditure plans, and financial reports.
18. Maintain position control.
19. Perform related duties as assigned.

SUPERVISOR, EXECUTIVE BRANCH BUDGET ANALYST

1. Duties described at the previous level, AND:
2. Present and defend the Governor's budget before legislative money committees.
3. Critically review agency programs to identify duplication or overlap of efforts, legal mandates to provide services, and opportunities to improve efficiency.
4. Review modifications to approved work programs.
5. Review, analyze, and prepare agenda items for the Board of Examiners and the Interim Finance Committee.

EXECUTIVE BRANCH BUDGET ANALYST	41	B	7.632
SUPERVISOR, EXECUTIVE BRANCH BUDGET ANALYST	43	B	7.634

6. Reconcile budgets at the end of each fiscal year.
7. Develop position control procedures.
8. Review contracts.
9. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

EXECUTIVE BRANCH BUDGET ANALYST

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, EXECUTIVE BRANCH BUDGET ANALYST

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

EXECUTIVE BRANCH BUDGET ANALYST

Knowledge of:

- Applicable federal and State laws, regulations, and rules; governmental accounting and budgeting; statistical methods.
- Government administrative processes including internal control procedures, policy development, planning, and management analysis.
- Accounting, budgeting, contractual, and inter-local requirements; management of federal grants and the federal payment management system; strategic planning process.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Perform financial administration, analysis, budget preparation, and fiscal resource development; 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 budgets with a variety of funding sources including general, internal service, enterprise, and fiduciary funds; analyze financial and statistical data; approve or reject budgets and requested changes to work programs.
- 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.
- Establish and maintain positive working relationships with legislative staff, agency management, and agency fiscal staff; develop and follow up on corrective action plans consistent with audit recommendations, applicable agency policies, legal requirements, and legislative directives.

EXECUTIVE BRANCH BUDGET ANALYST	41	B	7.632
SUPERVISOR, EXECUTIVE BRANCH BUDGET ANALYST	43	B	7.634

SUPERVISOR, EXECUTIVE BRANCH BUDGET ANALYST

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Potential funding sources and alternate revenue streams; Governor's overall administrative plan and fiscal priorities for State government; legislative processes; internal control procedure development and implementation; fiscal and organizational management principles and practices.
- Functions and scope of agencies within the executive branch of State government; fiscal forecasting techniques; sources of information and research techniques.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Review, analyze, approve or reject budget requests and adjustments; ensure compliance with budgetary directives, legislative intent, regulations, policies, 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; analyze expenditures and monitor fiscal transactions for assigned budget accounts.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

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EXECUTIVE BRANCH BUDGET ANALYST	41	B	7.632
SUPERVISOR, EXECUTIVE BRANCH BUDGET ANALYST	43	B	7.634

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> standing	<input type="checkbox"/> running	<input checked="" type="checkbox"/> lifting, 20 lbs	<input checked="" type="checkbox"/> observing	<input checked="" type="checkbox"/> turning
<input checked="" type="checkbox"/> walking	<input checked="" type="checkbox"/> bending/stooping	<input checked="" type="checkbox"/> carrying, 20 lbs	<input type="checkbox"/> tasting	<input type="checkbox"/> throwing
<input checked="" type="checkbox"/> balancing	<input checked="" type="checkbox"/> sitting	<input checked="" type="checkbox"/> pushing, 20 lbs	<input checked="" type="checkbox"/> kneeling	<input checked="" type="checkbox"/> hearing
<input checked="" type="checkbox"/> climbing	<input checked="" type="checkbox"/> reaching	<input checked="" type="checkbox"/> pulling, 20 lbs	<input checked="" type="checkbox"/> stretching	<input type="checkbox"/> smelling

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)	<input checked="" type="checkbox"/> Ability to understand technical manuals
<input checked="" type="checkbox"/> Ability to speak	<input checked="" type="checkbox"/> Ability to work amicably with co-workers
<input checked="" type="checkbox"/> Ability to write legibly in English	<input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time
<input checked="" type="checkbox"/> Ability to read instructions and numbers in English	<input checked="" type="checkbox"/> Ability to follow supervisor's instructions
<input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions	<input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MANAGER, EXECUTIVE BRANCH BUDGET	45	A	7.636

JOB SUMMARY

Managers, Executive Branch Budget oversee, coordinate, and manage activities in the development and analyses of the biennial budgets and expenditures for all executive budgets.

JOB DUTIES

1. Provide fiscal oversight services to customer agencies and vendors to ensure funds are spent in compliance with federal and State laws, regulations, rules, policies, procedures, and grant reporting.
2. Act as the liaison between assigned State departments, the Governor's Finance Office, Governor's Office, and the Legislature on major program issues, policies, and procedures.
3. Provide testimony at legislative and interim hearings.
4. Review and approve work programs, contracts, and expenditures.
5. Prepare analytical, narrative, and statistical reports.
6. Responsible for final approval of Interim Finance Committee and Board of Examiners agenda items.
7. Assist in the development and implementation of a statewide training program to ensure agencies are properly trained in State of Nevada governmental budgeting principles and practices and conduct training as required.
8. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
9. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years supervisory/managerial experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge, skills, and abilities required at the Supervisor, Executive Branch Budget Analyst level, AND:

Knowledge of:

- Applicable federal and State laws, regulations, and rules; governmental accounting and budgeting; statistical methods.
- Government administrative processes including internal control procedures, policy development, planning, and management analysis.
- Accounting, budgeting, contractual, and inter-local requirements; management of federal grants and the federal payment management system; strategic planning process.
- Pupil Centered Funding Plan, K-12 Education programs, and/or Health and Human Services programs to

include Medicaid funding, related programs, and other federal grant funding.

- Principles and practices of management and supervision.

Ability to:

- Develop, implement, and conduct training programs; coordinate various budget related projects; interpret and apply federal and State laws, regulations, rules, and agency policies and procedures.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

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2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of physical effort which is essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> standing	<input type="checkbox"/> running	<input checked="" type="checkbox"/> lifting, 20 lbs	<input checked="" type="checkbox"/> observing	<input checked="" type="checkbox"/> turning
<input checked="" type="checkbox"/> walking	<input checked="" type="checkbox"/> bending/stooping	<input checked="" type="checkbox"/> carrying, 20 lbs	<input type="checkbox"/> tasting	<input type="checkbox"/> throwing
<input checked="" type="checkbox"/> balancing	<input checked="" type="checkbox"/> sitting	<input checked="" type="checkbox"/> pushing, 20 lbs	<input checked="" type="checkbox"/> kneeling	<input checked="" type="checkbox"/> hearing
<input checked="" type="checkbox"/> climbing	<input checked="" type="checkbox"/> reaching	<input checked="" type="checkbox"/> pulling, 20 lbs	<input checked="" type="checkbox"/> stretching	<input type="checkbox"/> smelling

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)	<input checked="" type="checkbox"/> Ability to understand technical manuals
<input checked="" type="checkbox"/> Ability to speak	<input checked="" type="checkbox"/> Ability to work amicably with co-workers
<input checked="" type="checkbox"/> Ability to write legibly in English	<input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time
<input checked="" type="checkbox"/> Ability to read instructions and numbers in English	<input checked="" type="checkbox"/> Ability to follow supervisor's instructions
<input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions	<input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations,

which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
IT BUSINESS ANALYST	34	B	7.657
SENIOR IT BUSINESS ANALYST	36	B	7.656
SUPERVISOR, IT BUSINESS ANALYST	38	B	7.655

JOB SUMMARY

Information Technology (IT) Business Analysts document, analyze, and recommend technical solutions to problems and participate in implementing, supporting, and documenting changes that lead to an improved operating environment.

JOB DUTIES

IT BUSINESS ANALYST

1. Apply recognized data processing concepts to business process plans and analyses.
2. Develop work and/or data flow diagrams that illustrate and describe functional processes of the system.
3. Document business and functional requirements for proposed projects.
4. Review and document test results to assess the accuracy and completeness of application code.
5. Monitor quality assurance.
6. Research and evaluate computer hardware and software needs.
7. Analyze business processes, propose improvements, and identify work processes that may be automated.
8. Define potential benefits of proposed systems or deficiencies to be corrected in the existing system.
9. Define and document data definitions and relationships to be used in the foundation of systems development.
10. Develop procedural alternatives in the absence of properly operating software.
11. Consult with stakeholders to determine business function and end-user requirements.
12. Conduct alternative analyses and develop written requirements for proposed systems and applications.
13. Train individuals in the use of the system and system software.
14. Test systems functionality by preparing test plans and participating in quality assurance.
15. Initiate system work requests.
16. Develop bridging specifications to program areas that interact with processes and output.
17. Consult with programmers regarding the technical requirements, logic, and deficiencies of programs.
18. Perform related duties as assigned.

SENIOR IT BUSINESS ANALYST

1. Duties performed at the previous level, AND:
2. Participate in recommending and justifying resource allocations and expenditure decisions.
3. Assist in procedure development, evaluation, preparation, and modification.
4. Develop transition plans.
5. Participate in training development and presentation.
6. Review, analyze, and interpret the effects of federal and State laws, regulations, and agency policies.
7. Write technical requirements for grant proposals.
8. Prepare documentation for the computer system manual.
9. Perform related duties as assigned.

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SENIOR IT BUSINESS ANALYST	36	B	7.656
SUPERVISOR, IT BUSINESS ANALYST	38	B	7.655

SUPERVISOR, IT BUSINESS ANALYST

1. Duties performed at the previous levels, AND:
2. Serve as project leaders and define and manage project scope and objectives.
3. Prepare project justifications, timelines, status reports, and implementation plans.
4. Implement projects.
5. Assist in budget preparation, make purchase requests, and track and record expenditures and costs.
6. Manage project funding and resource allocation.
7. Provide technical guidance to contractors and staff.
8. Responsible for long-range, broad-based planning for a variety of automated programs.
9. Develop policies and procedures.
10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

IT BUSINESS ANALYST

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR IT BUSINESS ANALYST

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, IT BUSINESS ANALYST

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

IT BUSINESS ANALYST

Knowledge of:

- Modern computer hardware and software; principles, practices, and procedures required for designing and implementing information system-based solutions; a variety of end-user tools and applications; sources of information and research techniques; problem-solving methods.

Skill in:

- Testing and implementing computer systems changes.
- Analyzing information, problems, or practices to identify relevant concerns, patterns, tendencies, and relationships, and formulate logical conclusions.
- Writing concise, logical, grammatically correct analytical reports.
- Obtaining information, explaining policies and procedures, and persuading others to accept or adopt a specific opinion or action.

IT BUSINESS ANALYST	34	B	7.657
SENIOR IT BUSINESS ANALYST	36	B	7.656
SUPERVISOR, IT BUSINESS ANALYST	38	B	7.655

- Negotiating and exchanging ideas, information, and opinions with others to formulate policies and procedures and reach consensus.
- Organizing materials, information, and resources to optimize efficiency.
- Developing, analyzing, and interpreting program requirements.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Analyze problems of limited complexity; analyze data and reach logical conclusions.
- Maintain effective working relationships with others; write business correspondence; read and understand technical information.
- Perceive and define cause and effect relationships in business processes and automated systems; troubleshoot computer operating problems; analyze organizational and administrative programs, policies, and procedures and prepare plans for revision; apply program regulations, policies, and procedures and select alternative methods that affect the manner and speed with which program activities occur.
- Interpret and apply broad and ambiguous laws and regulations; compute ratios, rates, and percentages; decompose problems into constituent parts.
- Interview users to identify needs; make decisions on appropriate actions after reviewing alternatives.

SENIOR IT BUSINESS ANALYST

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- Agency policies and procedures related to the program area; automated systems logic; data processing concepts including general database, system security, data communication, and multiple platform strengths and weaknesses; accepted practices and methods used in designing program reviews and evaluations; formal systems design methodologies.

Ability to:

- Coordinate the exchange of information and opinions with others to formulate policy and procedures.

SUPERVISOR, IT BUSINESS ANALYST

Knowledge, skills, and abilities required at the previous levels, AND:

Knowledge of:

- System documentation principles; business process planning and analysis; project team dynamics; project control techniques, including cost estimating and resource scheduling; program budgeting.
- Supervisory principles and practices; State purchasing; basic principles and practices of training and providing procedural direction to others.

Skill in:

- Researching, writing, and presenting program plans, statistical and narrative reports, and requests for proposals.
- Interpreting and applying broad statutes and regulations to specific situations.
- Establishing and maintaining project priorities, timelines, and completion dates.

IT BUSINESS ANALYST	34	B	7.657
SENIOR IT BUSINESS ANALYST	36	B	7.656
SUPERVISOR, IT BUSINESS ANALYST	38	B	7.655

- Providing technical and professional guidance to staff.

Ability to:

- Plan, implement, and maintain information systems on an agency-wide basis; perform feasibility studies/cost benefit analysis for information systems; set priorities that accurately reflect the relative importance of agency goals and objectives; logically analyze problems of considerable complexity.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> standing	<input type="checkbox"/> running	<input checked="" type="checkbox"/> lifting, 20 lbs	<input checked="" type="checkbox"/> observing	<input checked="" type="checkbox"/> turning
<input checked="" type="checkbox"/> walking	<input checked="" type="checkbox"/> bending/stooping	<input checked="" type="checkbox"/> carrying, 20 lbs	<input type="checkbox"/> tasting	<input type="checkbox"/> throwing
<input checked="" type="checkbox"/> balancing	<input checked="" type="checkbox"/> sitting	<input checked="" type="checkbox"/> pushing, 20 lbs	<input checked="" type="checkbox"/> kneeling	<input checked="" type="checkbox"/> hearing
<input checked="" type="checkbox"/> climbing	<input checked="" type="checkbox"/> reaching	<input checked="" type="checkbox"/> pulling, 20 lbs	<input checked="" type="checkbox"/> stretching	<input type="checkbox"/> smelling

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)	<input checked="" type="checkbox"/> Ability to understand technical manuals
<input checked="" type="checkbox"/> Ability to speak	<input checked="" type="checkbox"/> Ability to work amicably with co-workers

IT BUSINESS ANALYST	34	B	7.657
SENIOR IT BUSINESS ANALYST	36	B	7.656
SUPERVISOR, IT BUSINESS ANALYST	38	B	7.655

- Ability to write legibly in English
- Ability to read instructions and numbers in English
- Ability to complete tasks with numerous interruptions
- Ability to learn tasks in a reasonable amount of time
- Ability to follow supervisor's instructions
- Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
NSHE SPECIALIST	31	B	7.661
SENIOR NSHE SPECIALIST	33	B	7.660
SUPERVISOR, NSHE SPECIALIST	35	B	7.659

JOB SUMMARY

NSHE Specialists perform college and university activities in the Nevada System of Higher Education (NSHE).

JOB DUTIES

NSHE SPECIALIST

1. Advise students and plan, organize, and coordinate the degree application process.
2. Facilitate grant proposals and coordinate grant activities.
3. Conduct transfer credit evaluation and articulation.
4. Review, evaluate, and maintain transfer articulation agreements, rules, and unevaluated coursework from external universities and colleges.
5. Track and monitor student progress toward degree attainment, develop alternative courses of action, and determine eligibility for graduation.
6. Develop, adapt, test, integrate, and update applications and information systems.
7. Research, organize, and coordinate the development and/or implementation of graduate and undergraduate instruction and activities.
8. Expand program activities and services, plan, organize, coordinate, and publicize services, opportunities, and activities.
9. Participate in accreditation and licensing activities.
10. Build relationships in the local community to integrate and promote positive NSHE public relations.
11. Maintain program records and submit applicable reports.
12. Research and analyze information, compile statistics, evaluate data, and write narrative reports and recommendations.
13. Work with faculty and management to coordinate activities, accomplish common objectives, and ensure compliance with established regulations and policies.
14. Serve as a liaison to other federal, state, and local agencies and to the community at large.
15. Perform related duties as assigned.

SENIOR NSHE SPECIALIST

1. Duties performed at the previous level, AND:
2. Evaluate broad or non-specific parameters and/or regulations.
3. Act as a team leader by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
4. Perform related duties as assigned.

NSHE SPECIALIST	31	B	7.661
SENIOR NSHE SPECIALIST	33	B	7.660
SUPERVISOR, NSHE SPECIALIST	35	B	7.659

SUPERVISOR, NSHE SPECIALIST

1. Duties performed at the previous levels, AND:
2. Determine work methods, operations, activities, and processes.
3. Oversee academic and/or services goals and objectives.
4. Oversee the operations of an academic department, enterprise, clinic, or service center.
5. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
6. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

NSHE SPECIALIST

One or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SENIOR NSHE SPECIALIST

Two or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

SUPERVISOR, NSHE SPECIALIST

Three or more years of applicable experience as described in the job duties with a minimum of one year of supervisory experience preferred and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

NSHE SPECIALIST

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Purpose and scope of institutions of higher education; correct grammar, punctuation, and spelling sufficient to compose reports, business correspondence, and other written materials; mathematics sufficient to maintain financial records and statistics.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Interpret, apply, and explain policies, procedures, regulations, and requirements; perform technical and administrative duties requiring independent judgment, decision-making, and problem solving within the assigned scope of authority; participate in the development and implementation of goals and objectives of the work unit; enter, maintain, and retrieve comprehensive records and prepare reports.

NSHE SPECIALIST	31	B	7.661
SENIOR NSHE SPECIALIST	33	B	7.660
SUPERVISOR, NSHE SPECIALIST	35	B	7.659

- Establish and maintain cooperative working relationships with faculty, staff, students, and co-workers; participate in development of programs and services to enhance the academic, social, and cultural environments for students on campus.

SENIOR NSHE SPECIALIST

Knowledge, skills, and abilities required at the previous level, AND”

Knowledge of:

- Basic training practices; goals and objectives of higher education including teaching, research, and public service.

Ability to:

- Plan, develop, and implement activities and services to enhance the academic, social, and cultural experience of students; develop and disseminate promotional materials to publicize services and programs; prepare comprehensive narrative and statistical reports.
- Work cooperatively and coordinate activities with other entities on campus and in the community; develop rapport and relate effectively with students in a college or university setting; make presentations to students and other groups on and off campus; oversee and train student workers.
-

SUPERVISOR, NSHE SPECIALIST

Knowledge, skills, and abilities required at the previous level, AND”

Knowledge of:

- Strategic planning techniques.
- Policies and priorities of NSHE; goals and objectives of the assigned organization.
- Services and programs pertinent to the work unit; principles, practices, and techniques of supervision and training; academic, social, and cultural needs of students in the academic environment.

Ability to:

- Effectively manage human and financial resources; make decisions that directly affect the nature and level of services and activities provided; conduct needs assessments and evaluate the success and improvement of programs, activities, and services; research and analyze information.
- Work collaboratively with faculty and other professional staff to achieve common objectives; analyze changes in legislation, funding or program direction and take appropriate action; consider alternative courses of action.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

NSHE SPECIALIST	31	B	7.661
SENIOR NSHE SPECIALIST	33	B	7.660
SUPERVISOR, NSHE SPECIALIST	35	B	7.659

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> standing	<input type="checkbox"/> running	<input checked="" type="checkbox"/> lifting, 20 lbs	<input checked="" type="checkbox"/> observing	<input checked="" type="checkbox"/> turning
<input checked="" type="checkbox"/> walking	<input checked="" type="checkbox"/> bending/stooping	<input checked="" type="checkbox"/> carrying, 20 lbs	<input type="checkbox"/> tasting	<input type="checkbox"/> throwing
<input checked="" type="checkbox"/> balancing	<input checked="" type="checkbox"/> sitting	<input checked="" type="checkbox"/> pushing, 20 lbs	<input checked="" type="checkbox"/> kneeling	<input checked="" type="checkbox"/> hearing
<input checked="" type="checkbox"/> climbing	<input checked="" type="checkbox"/> reaching	<input checked="" type="checkbox"/> pulling, 20 lbs	<input checked="" type="checkbox"/> stretching	<input type="checkbox"/> smelling

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)	<input checked="" type="checkbox"/> Ability to understand technical manuals
<input checked="" type="checkbox"/> Ability to speak	<input checked="" type="checkbox"/> Ability to work amicably with co-workers
<input checked="" type="checkbox"/> Ability to write legibly in English	<input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time
<input checked="" type="checkbox"/> Ability to read instructions and numbers in English	<input checked="" type="checkbox"/> Ability to follow supervisor's instructions
<input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions	<input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CRIMINAL INVESTIGATOR	41	D	13.243
SUPERVISOR, CRIMINAL INVESTIGATOR	43	D	13.242

JOB SUMMARY

Criminal Investigators conduct criminal, civil, administrative, and intelligence investigations and analysis of suspected violations of federal, State, and/or local laws.

JOB DUTIES

CRIMINAL INVESTIGATOR

1. Perform research, search crime scenes, take photographs and fingerprints, sketch diagrams, take videos, and document investigative activities.
2. Perform covert activities, participate in undercover operations, conduct field surveillance.
3. Transport, secure, prepare, preserve, and analyze evidence.
4. Develop and maintain case files, logs, and reports.
5. Conduct interviews with witnesses, victims, and suspects.
6. Gather evidence, formulate facts and leads, establish patterns, trends, and probable cause, determine motives, and support enforcement actions.
7. Develop final case reports for criminal prosecution.
8. Prepare, obtain, and execute affidavits, search and arrest warrants, subpoenas, and other legal documents.
9. Outline and summarize violations, document evidence, statements, and submit reports.
10. Provide testimony in a court of law, administrative hearings, or other similar proceedings.
11. Conduct training on agency services, functions, and programs for a variety of groups.
12. Develop and establish relationships with other law enforcement agencies for the purpose of sharing intelligence information, conducting joint investigations, and carrying out necessary operations.
13. May perform investigative tasks for a federal, State, and/or local task force.
14. Perform related duties as assigned.

SUPERVISOR, CRIMINAL INVESTIGATOR

1. Duties required at the previous level, AND:
2. Review requests for investigative services from a variety of law enforcement or criminal justice agencies and make determinations to accept or deny requests.
3. Review information for possible criminal activity, employee misconduct, validity of information, and jurisdiction.
4. Determine if requests are criminal, administrative, or preliminary inquiry based on research, applicable law, and policy.
5. Review investigative reports, forms, case assignments, and activities.
6. Oversee and/or perform specialized investigations dealing with sensitive, high profile, or difficult cases.
7. Develop, implement, and interpret policies, procedures, goals, and objectives.
8. Maintain the case management system and compile and prepare agency and federal task force reports.
9. Serve as a liaison with local law enforcement agencies, the judicial system, and the surrounding community.

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10. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

CRIMINAL INVESTIGATOR

Three or more years of applicable experience as described in the job duties and based on the assigned agency, Certification as a Category I, II, or III Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

SUPERVISOR, CRIMINAL INVESTIGATOR

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and based on the assigned agency, Certification as a Category I, II, or III Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

CRIMINAL INVESTIGATOR

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, codes, ordinances, collective bargaining agreements and agency policies and procedures; operation, structure, function, and practices of various law enforcement and criminal justice agencies; laws of arrest, rules of evidence, searches and seizures, confiscation of stolen property, legal rights of citizens, and court procedures; where to obtain needed information or documents required to substantiate or negate suspected criminal violations.
- Methods, principles, standards, and techniques applicable to criminal, civil, and administrative investigations; criminal enforcement procedures; rules of evidence; criminal records; interviewing and interrogation techniques; specialized terminology within the assigned area; general law enforcement principles and practices; investigative principles, practices, and techniques
- General office procedures, methods and equipment; use of force; the appropriate use and care of equipment such as firearms, handcuffs, radios, and surveillance equipment

Skill in:

- Writing complex investigative reports, search warrants, arrest warrants and other reports.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Use sound judgment under stress.
- Use initiative and independent judgement within established legal or procedural guidelines.
- Operate a police car, police radio, firearms, and other weapons and equipment as required.
- Conduct surveillance activities utilizing appropriate equipment and techniques; perform a variety of investigative functions; recognize emergencies or dangerous situations and take appropriate action; gain

CRIMINAL INVESTIGATOR	41	D	13.243
SUPERVISOR, CRIMINAL INVESTIGATOR	43	D	13.242

the confidence of others, reason persuasively, and take corrective action; provide in-service training to other staff; assist in the development of agency policies, procedures, goals, and objectives.

- Establish and maintain effective working relationships with others; secure facts by personal contact, observation, and review of records; obtain and serve legal documents, arrest warrants, subpoenas, and affidavits; read and interpret court orders, legal documents, complaints, or judgments.
- Recognize and develop evidence for presentation in a court of law; testify effectively in court; analyze situations and take effective action; maintain composure in the face of resistance, indifference, or hostility; discuss and explain agency policies and procedures to individuals of various backgrounds.
- Conduct interviews to obtain needed information; obtain and verify facts, statements, and incidents; weigh facts impartially and accurately; interpret and apply various laws, policies, and procedures.
- Perform research; efficiently and effectively organize information and data; select, prepare, and maintain needed and required records or documents; present information and findings in a clear and concise manner.
- Write concise, logical, and grammatically correct reports; speak on a one-to-one basis using appropriate vocabulary and grammar; record information quickly and accurately.
- Work as part of a team and communicate and work cooperatively with others including co-workers, clientele, and the public.

SUPERVISOR, CRIMINAL INVESTIGATOR

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision and human resources.
- Principles of officer safety, public safety, and risk mitigation and management.

Ability to:

- Maintain good working relationships with other law enforcement agencies, government officials, the judicial system, and the public; provide in-service training to staff.
- Develop, interpret, and implement policies, procedures, and laws; assist in the development of program goals, objectives, plans, and budgets; communicate program goals, policies, and procedures to staff, law enforcement agencies, the judicial system, and the public; collect, organize, verify, and analyze investigative data.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Brief executive level staff, legislative officials, or other policy making officials on investigative operations, conflicts of policy, issues with investigative practices, as to assist with the making of laws, policies, or regulations.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. This position requires pre-employment screening for controlled substances.
4. The State of Nevada requires applicants to consent to a background check, which includes a review of criminal and employment history, and other personal history information including references, education records, neighborhood and credit checks, and a truthfulness examination with either a polygraph or computer voice stress analyzer (CVSA). This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)*

<input type="checkbox"/> standing	<input type="checkbox"/> running	<input type="checkbox"/> lifting, 20 lbs	<input type="checkbox"/> observing	<input type="checkbox"/> turning
<input type="checkbox"/> walking	<input type="checkbox"/> bending/stooping	<input type="checkbox"/> carrying, 20 lbs	<input type="checkbox"/> tasting	<input type="checkbox"/> throwing
<input type="checkbox"/> balancing	<input type="checkbox"/> sitting	<input type="checkbox"/> pushing, 20 lbs	<input type="checkbox"/> kneeling	<input type="checkbox"/> hearing
<input type="checkbox"/> climbing	<input type="checkbox"/> reaching	<input type="checkbox"/> pulling, 20 lbs	<input type="checkbox"/> stretching	<input type="checkbox"/> smelling

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

<input type="checkbox"/> Ability to communicate on the telephone (hearing)	<input type="checkbox"/> Ability to understand technical manuals
<input type="checkbox"/> Ability to speak	<input type="checkbox"/> Ability to work amicably with co-workers
<input type="checkbox"/> Ability to write legibly in English	<input type="checkbox"/> Ability to learn tasks in a reasonable amount of time
<input type="checkbox"/> Ability to read instructions and numbers in English	<input type="checkbox"/> Ability to follow supervisor's instructions
<input type="checkbox"/> Ability to complete tasks with numerous interruptions	<input type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DEPUTY CHIEF INVESTIGATOR <i>*This job title will be moved to unclassified next session.</i>	44	D	13.246

JOB SUMMARY

Deputy Chief Investigators plan, develop, organize, coordinate, direct, and evaluate the day-to-day operations, and provide administrative direction to a multi-disciplinary or large investigative unit.

JOB DUTIES

1. Plan, coordinate, and control operations and coordinate the investigation process.
2. Oversee daily operations, review and recommend improvements in policies, procedures, work methods, techniques, systems, and equipment for division improvement and efficient operations.
3. Develop goals and objectives and plan and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Evaluate and recommend the purchase of equipment.
5. Provide direction and coordinate investigations with representatives of law enforcement and other agencies.
6. Develop, implement, and oversee policies, procedures, goals, objectives, and strategic planning to meet agency mandates, including program design, statutory compliance, and goal achievement.
7. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
8. Analyze and propose legislative changes, draft amendments, and provide testimony.
9. Prepare, submit, and monitor the budget, review and recommend expenditures, and forecast and justify program needs.
10. Monitor the preparation of evidence and investigative reports for court cases.
11. Direct and/or conduct sensitive or high-profile criminal, civil, grand jury and other investigations.
12. Testify in court regarding investigative actions, involvement, observations, and information obtained.
13. Compile data and prepare and submit analytical, narrative, and statistical reports on activities.
14. Oversee the budget development process; identify and forecast staffing needs, equipment, materials and supply requirements; administer the approved budget and approve program adjustments.
15. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
16. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years supervisory/managerial experience and Certification as a Category I or II Peace Officer from a Nevada Commission on Peace Officer Standards and Training approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal, State, and local laws, regulations, rules, codes, ordinances, and agency policies and procedures; operation, structure, function, and practices of various law enforcement and criminal justice agencies; where to obtain needed information or documents required to substantiate or negate suspected criminal violations.
- Methods, principles, standards, and techniques applicable to investigations; interviewing and interrogation techniques; rules of evidence; criminal procedure; criminal records; specialized terminology within the assigned area; investigative principles, practices, and techniques.
- Principles and practices of management, supervision, and training; State human resources regulations; principles and practices of management; State budgeting and purchasing principles and practices; and development of policies, procedures, goals, and objectives.
- Principles of officer safety, public safety, and risk mitigation and management.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Use initiative and independent judgement within established legal or procedural guidelines.
- Operate a police car, police radio, firearms, and other weapons and equipment.
- Manage program areas relevant to the assigned area to achieve performance indicators, goals, and objectives; develop, implement and review the investigative process and outcomes; direct investigative operations appropriate to the assigned area; prepare and submit reports on activities.
- Plan, coordinate, and expedite investigations; coordinate, set priorities, and assign work; motivate others to perform effectively; perform administrative duties appropriate to the assigned area.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
- Establish and maintain cooperative working relationships with others; analyze, evaluate, and present data, statistics, and reports related to activities; assist in establishing program goals and objectives; interpret and apply laws and regulations to administer assigned program areas; administer a budget; develop, interpret, and disseminate agency policies and procedures; take appropriate action in emergency situations to ensure safety.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. This position requires pre-employment screening for controlled substances.
4. The State of Nevada requires applicants to consent to a background check, which includes a review of criminal and employment history, and other personal history information including references, education records, neighborhood and credit checks, and a truthfulness examination with either a polygraph or computer voice stress analyzer (CVSA). This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> standing	<input checked="" type="checkbox"/> running	<input checked="" type="checkbox"/> lifting, 20 lbs	<input checked="" type="checkbox"/> observing	<input checked="" type="checkbox"/> turning
<input checked="" type="checkbox"/> walking	<input checked="" type="checkbox"/> bending/stooping	<input checked="" type="checkbox"/> carrying, 20 lbs	<input type="checkbox"/> tasting	<input type="checkbox"/> throwing
<input checked="" type="checkbox"/> balancing	<input checked="" type="checkbox"/> sitting	<input checked="" type="checkbox"/> pushing, 20 lbs	<input checked="" type="checkbox"/> kneeling	<input checked="" type="checkbox"/> hearing
<input checked="" type="checkbox"/> climbing	<input checked="" type="checkbox"/> reaching	<input checked="" type="checkbox"/> pulling, 20 lbs	<input checked="" type="checkbox"/> stretching	<input type="checkbox"/> smelling

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

<input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)	<input checked="" type="checkbox"/> Ability to understand technical manuals
<input checked="" type="checkbox"/> Ability to speak	<input checked="" type="checkbox"/> Ability to work amicably with co-workers
<input checked="" type="checkbox"/> Ability to write legibly in English	<input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time
<input checked="" type="checkbox"/> Ability to read instructions and numbers in English	<input checked="" type="checkbox"/> Ability to follow supervisor's instructions
<input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions	<input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

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