

Joe Lombardo  
Governor



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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***

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**MEMORANDUM**  
**HR# 45- 25**

December 11, 2025

**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 – LIBRARIAN SERIES,  
EARLY CHILDHOOD EDUCATOR SERIES, LIBRARY TECHNICIAN  
SERIES, LIBRARY ASSISTANT SERIES, RECORDS ANALYST SERIES,  
ARCHIVIST SERIES, MANAGER, LIBRARY, ARCHIVES AND PUBLIC  
RECORDS SERIES, ACCOUNTANT (ACFR) SERIES AND MANAGER,  
HAVA SERIES

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Attached are revised proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Deputy Administrator Keisha I. Harris at [kiharris@admin.nv.gov](mailto:kiharris@admin.nv.gov) no later than January 27, 2026.

If no written objections are received in this office by January 27, 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 #10-26**  
**Posting Expires: January 27, 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 entry 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.

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](mailto:class.comp@admin.nv.gov). For additional information call (775) 684-0150.

**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](mailto:class.comp@admin.nv.gov)) by January 27, 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
4.115	Librarian I	31	B		<i>Abolish</i>		
4.112	Librarian II	33	B	<i>4.112</i>	<i>Librarian</i>	<i>33</i>	<i>B</i>
4.109	Librarian III	35	B	<i>4.109</i>	<i>Senior Librarian</i>	<i>35</i>	<i>B</i>
4.106	Librarian IV	37	B	<i>4.106</i>	<i>Supervisor, Librarian</i>	<i>37</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
5.184	Early Childhood Educator I	27	B		<i>Abolish</i>		
5.183	Early Childhood Educator II	29	B	<i>5.183</i>	<i>Early Childhood Educator</i>	<i>29</i>	<i>E</i>
5.182	Early Childhood Educator III	31	E	<i>5.182</i>	<i>Senior Early Childhood Educator</i>	<i>31</i>	<i>E</i>
5.181	Early Childhood Educator IV	33	E	<i>5.181</i>	<i>Supervisor, Early Childhood Educator</i>	<i>33</i>	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
4.116	Library Technician I	27	E	<b>4.116</b>	<i>Library Technician</i>	27	<i>E</i>
4.117	Library Technician II	29	E	<b>4.117</b>	<i>Senior Library Technician</i>	29	<i>E</i>
4.122	Library Technician III	31	E	<b>4.122</b>	<i>Supervisor, Library Technician</i>	31	<i>E</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
4.120	Library Assistant I	21	E		<i>Abolish</i>		
4.119	Library Assistant II	23	E	<b>4.119</b>	<i>Library Assistant</i>	23	<i>E</i>
4.118	Library Assistant III	25	E	<b>4.118</b>	<i>Senior Library Assistant</i>	25	<i>E</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
4.212	Records Analyst I	31	B		<i>Abolish</i>		
4.210	Records Analyst II	33	B	<b>4.210</b>	<i>Records Analyst</i>	33	<i>B</i>
4.204	State Records Manager	37	A	<b>4.212</b>	<i>Supervisor, Records Analyst</i>	37	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
4.230	Archivist I	31	B		<i>Abolish</i>		
4.225	Archivist II	33	B	<b>4.225</b>	<i>Archivist</i>	33	<i>B</i>
4.220	State Archives Manager	37	A	<b>4.220</b>	<i>Supervisor, Archivist</i>	37	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
4.201	Assistant Administrator, Archives and Records	41	A		<i>Abolish</i>		
4.108	Assistant Administrator, Library and Archives Development	41	A	<b>4.108</b>	<i>Manager, Library, Archives, and Public Records</i>	41	<i>A</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.101	Accountant I – (ACFR)	40	B	<b>7.101</b>	<i>Accountant (ACFR)</i>	40	<i>B</i>
7.100	Accountant II – (ACFR)	43	B	<b>7.100</b>	<i>Senior Accountant (ACFR)</i>	43	<i>B</i>

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.641	HAVA Administrator	41	B	<b>7.641</b>	<i>Manager, HAVA</i>	41	<i>B</i>

**POSTING DATE: December 11, 2025**



**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>
<b>LIBRARIAN</b>	<b>33</b>	<b>B</b>	<b>4.112</b>
<b>SENIOR LIBRARIAN</b>	<b>35</b>	<b>B</b>	<b>4.109</b>
<b>SUPERVISOR, LIBRARIAN</b>	<b>37</b>	<b>B</b>	<b>4.106</b>

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**JOB SUMMARY**

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Librarians perform duties in support of a library that manages and provides access to information resources in a variety of formats.

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**JOB DUTIES**

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**LIBRARIAN**

1. Administer, plan, coordinate, and direct activities in acquisitions, cataloging, metadata, reference, circulation, collection maintenance, serials, document delivery/interlibrary loans, government documents, library services for the blind and physically disabled, and/or statewide library development.
2. Assess informational needs, develop collections, stay current on review sources and formats, and develop and implement collection policies.
3. Participate in developing policy recommendations regarding the organization, access, and delivery of information.
4. Plan for emerging technologies and electronic resources to accommodate growing and/or changing library collections and environments.
5. Monitor and evaluate changing information needs and trends for continuous service improvements.
6. Respond to information requests, assist patrons, manage resource use, and refer requests to a subject specialist as appropriate.
7. Promote information services and notify users of available materials and services.
8. Perform original cataloging, advanced copy cataloging, and metadata to maintain the online library catalog.
9. Establish, develop, and maintain statewide resource sharing agreements and establish and participate in regional, national, and international information sharing.
10. Provide consultation, advice, and technical assistance to other libraries, agencies of the State, political subdivisions, planning groups, and other entities and organizations.
11. Design and develop the library's website and ensure electronic access to the library collection by patrons and other libraries.
12. Perform related duties as assigned.

**SENIOR LIBRARIAN**

1. Duties described at the previous level, AND:
2. Manage special library services to meet specific needs, contracts or State programs.
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.

<b>LIBRARIAN</b>	<b>33</b>	<b>B</b>	<b>4.112</b>
<b>SENIOR LIBRARIAN</b>	<b>35</b>	<b>B</b>	<b>4.109</b>
<b>SUPERVISOR, LIBRARIAN</b>	<b>37</b>	<b>B</b>	<b>4.106</b>

**SUPERVISOR, LIBRARIAN**

1. Duties described at the previous level, AND:
2. Oversee a library unit, staff, and budgets.
3. Assist in the development and revision of policies and procedures for new and existing programs.
4. Conduct continuing studies and analyses of challenges facing libraries.
5. Plan and conduct institutes and workshops.
6. Research, coordinate, write, and manage federal and State grants.
7. Review and monitor programs, services, and building programs.
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**

**LIBRARIAN**

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

**SENIOR LIBRARIAN**

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

**SUPERVISOR, LIBRARIAN**

Four 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.)

**LIBRARIAN**

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Library role, mission, principles and practices, organization and classification of materials; copyright and intellectual freedom issues; legal and regulatory environments of libraries.
- Review sources and collection development principles and practices; established cataloging rules and formats; national, regional, and State system for interlibrary loans.
- Reference interview methods.
- Computer hardware and software applications for library functions and services.

Skill in:

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

<b>LIBRARIAN</b>	<b>33</b>	<b>B</b>	<b>4.112</b>
<b>SENIOR LIBRARIAN</b>	<b>35</b>	<b>B</b>	<b>4.109</b>
<b>SUPERVISOR, LIBRARIAN</b>	<b>37</b>	<b>B</b>	<b>4.106</b>

Ability to:

- Read and evaluate instructional materials; research, plan, and implement new programs and services.
- Participate in agency, department, and statewide planning; apply evaluation criteria to select appropriate research sources; function as an information librarian to market and promote library services and information.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Use library technologies; assess and satisfy user information needs.

### **SENIOR LIBRARIAN**

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

Knowledge of:

- Principles and practices used in providing specialized services and developing specialized collections.
- Resources and services available through professional associations.
- Legal and regulatory environments of libraries.

Ability to:

- Participate in library policy determination.
- Respond to trends in society regarding information services, librarians, and the library profession.
- Develop and maintain a specialized library collection.
- Develop and implement organizing and classification schemes.
- Plan for advancements in technology.
- Write grant applications.
- Monitor and respond to trends in society regarding information services, librarians, and the library profession; design appropriate library programs and information services based on community use and needs studies.

### **SUPERVISOR, LIBRARIAN**

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

Knowledge of:

- Agency goals and criteria related to the assigned functional area of the library.
- Principles and practices of supervision; budget preparation and administration; accounting; purchasing; contracts; grants application, management, and reporting; and library building plans and programs.

Ability to:

- Negotiate licensing agreements and contracts.
- Lead and motivate staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies.
- 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.

<b>LIBRARIAN</b>	<b>33</b>	<b>B</b>	<b>4.112</b>
<b>SENIOR LIBRARIAN</b>	<b>35</b>	<b>B</b>	<b>4.109</b>
<b>SUPERVISOR, LIBRARIAN</b>	<b>37</b>	<b>B</b>	<b>4.106</b>

**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, 35 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, 35 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 35 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, 35 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>
<b>EARLY CHILDHOOD EDUCATOR</b>	<b>29</b>	<b>E</b>	<b>5.183</b>
<b>SENIOR EARLY CHILDHOOD EDUCATOR</b>	<b>31</b>	<b>E</b>	<b>5.182</b>
<b>SUPERVISOR, EARLY CHILDHOOD EDUCATOR</b>	<b>33</b>	<b>B</b>	<b>5.181</b>

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**JOB SUMMARY**

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Early Childhood Educators design, organize, implement, and deliver developmentally appropriate early childhood education programs which promote children's social, emotional, cognitive, creative, and physical development and support a diverse and inclusive environment.

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**JOB DUTIES**

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**EARLY CHILDHOOD EDUCATOR**

1. Identify and implement strategies appropriate to the developmental levels and learning styles of each child.
2. Research, design, obtain resources, and implement lesson plans, emerging trends, and best practices.
3. Contribute to the development of the curriculum, themes, and goals and coordinate the classroom setting.
4. Instruct, observe, and guide children's performance, behavior, social development, and physical health.
5. Develop and provide unique responses to individual child needs.
6. Observe and monitor the instruction and response of assigned staff.
7. Administer, write, and compile individual assessments of each child's development and communicate results.
8. Implement intervention strategies.
9. Identify and collaborate with special educators and other allied education and health professionals.
10. Assist in the development of academic practicum students in a lab setting, provide guidance, observe, and communicate with their academic instructions.
11. May oversee academic practicum and field experience students in the lab environment.
12. Coordinate with academic faculty to enhance the teaching/learning laboratory environment.
13. Review, implement, monitor, and participate in emergencies, fire and life safety activities, and drills.
14. Perform basic first aid, CPR, and other health and safety functions.
15. Ensure first-aid kits are stocked and up to date.
16. Recognize signs and symptoms of neglect and abuse and report accordingly.
17. Ensure compliance with applicable federal and State laws, regulations, and agency policies and procedures.
18. Perform related duties as assigned.

**SENIOR EARLY CHILDHOOD EDUCATOR**

1. Duties performed at the previous level, AND:
2. Act as a lead worker by assigning and reviewing work, training, and providing input to performance evaluations and discipline.
3. Assist in curriculum design and development and in the performance of administrative functions.
4. Perform related duties as assigned.



<b>EARLY CHILDHOOD EDUCATOR</b>	<b>29</b>	<b>E</b>	<b>5.183</b>
<b>SENIOR EARLY CHILDHOOD EDUCATOR</b>	<b>31</b>	<b>E</b>	<b>5.182</b>
<b>SUPERVISOR, EARLY CHILDHOOD EDUCATOR</b>	<b>33</b>	<b>B</b>	<b>5.181</b>

**SUPERVISOR, EARLY CHILDHOOD EDUCATOR**

1. Duties performed at the previous levels, AND:
2. Assist in budget development and monitoring and grant writing.
3. Coordinate and perform accreditation and licensing activities.
4. Assist in policy, procedure, and emergency plan development and quality improvement activities.
5. Develop and disseminate communications on agency activities.
6. Participate and contribute to programs concerned with improvements in the field of early childhood education.
7. May oversee students, interns, and volunteers.
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**

**EARLY CHILDHOOD EDUCATOR**

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

**SENIOR EARLY CHILDHOOD EDUCATOR**

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

**SUPERVISOR, EARLY CHILDHOOD EDUCATOR**

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.)

**EARLY CHILDHOOD EDUCATOR**

Knowledge of:

- Applicable federal and State laws, regulations, guidelines, and agency policies and procedures.
- How children learn in each developmental domain (physical, social, emotional, cognitive, linguistic, and general learning competencies); application of teaching strategies that address all domains in early childhood; family relationships in early childhood education settings.
- Design of learning centers to encourage play-based learning; observation and assessment tools used to assist in the collection of information; emergency protocols; ethics requirements and how they affect the daily work; effective, developmentally appropriate, and stimulating indoor/outdoor learning environments.
- Instructional methods and techniques used in early learning classrooms; curriculum planning and development; the process and purpose of observation and assessment in an academic practicum setting; Early Learning Guidelines and Pre-Kindergarten Standards.
- Play-based learning, creative spaces, and subjects of learning in early childhood education.

Skill in:

<b>EARLY CHILDHOOD EDUCATOR</b>	<b>29</b>	<b>E</b>	<b>5.183</b>
<b>SENIOR EARLY CHILDHOOD EDUCATOR</b>	<b>31</b>	<b>E</b>	<b>5.182</b>
<b>SUPERVISOR, EARLY CHILDHOOD EDUCATOR</b>	<b>33</b>	<b>B</b>	<b>5.181</b>

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

Ability to:

- Plan activities and contribute to curriculum planning and selection to address children’s learning across developmental domains; recognize and positively respond to children’s behavior, developmental, and/or emotional distress; identify and participate in appropriate guidance approaches; assist in the design of the learning center; set-up the learning environment and implement schedules to promote competencies in all developmental domains.
- Collaborate in communicating with families regarding issues of concern; participate in parent-teacher conferences to review assessment data; adhere to plans for children with disabilities or special needs.
- Practice emergency drills with children; implement a safe and effective environment for learning; work with children and families of diverse backgrounds and convey inclusion and belonging.
- Provide appropriate instruction to children; recognize individual needs and differences; treat children with fairness and consistency; provide emotional and physical support; support aspects of diversity as strengths.
- Observe, record, and report daily activities to families; uphold the safety of the learning environment; understand and carry out verbal and written instructions; perform first aid, CPR, and other health and safety functions; recognize signs and symptoms of neglect and abuse and report accordingly.

**SENIOR EARLY CHILDHOOD EDUCATOR**

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

Knowledge of:

- Administering assessments validly and reliably; how assessments inform curricular planning; integration of creative expressions, diversity, and respect through curriculum.
- Accreditation and licensing requirements; instructional practices and pedagogical approaches that abide by principles of developmentally appropriate practice; administrative and center operations.

Skill in:

- Observation and assessment tools used in early childhood education.
- Identifying appropriate and engaging classroom environments by age range.
- Data collection.

Ability to:

- Understand that children learn through multiple avenues and contexts; identify and recommend community resources and suggest referrals; perform child assessments and discuss assessments with families; organize the child’s work to present a full and accurate picture.
- Recognize developmental delays; use screening tools appropriately and adapt curriculum to address individual needs and differences; create an environment that promotes respect for all individuals; provide opportunities for children to develop friendships and social skills.
- Collaborate with families to address children’s learning, behavioral, and social needs and the resources available; monitor compliance for regulatory requirements; plan, implement, and modify the learning environment and schedule according to individual and group needs; promote developmental domains; adapt curriculum and individual plans for children with disabilities.

**SUPERVISOR, EARLY CHILDHOOD EDUCATOR**

<b>EARLY CHILDHOOD EDUCATOR</b>	<b>29</b>	<b>E</b>	<b>5.183</b>
<b>SENIOR EARLY CHILDHOOD EDUCATOR</b>	<b>31</b>	<b>E</b>	<b>5.182</b>
<b>SUPERVISOR, EARLY CHILDHOOD EDUCATOR</b>	<b>33</b>	<b>B</b>	<b>5.181</b>

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

Knowledge of:

- Principles and practices of supervision; State budget and grant administration.
- Early childcare and education; pedagogy, developmental psychology, and child development; developmentally appropriate teaching strategies; data and metric analysis to evaluate success and identify trends.
- Emerging research trends in the profession and necessary program modification; mentoring practices; emergency management plans.
- Administrative duties and center operations; theories and research across all developmental domains, individuation of practice, and developmentally appropriate practices; program development related to accreditation and State licensing standards.

Skill in:

- Classroom assignments and staffing schedules.
- Annual data assessment tools for early childhood.

Ability to:

- Gauge children's development across all domains; oversee completion of administrative duties; analyze and summarize data; analyze administrative programs; work directly with regulatory agencies, community experts, and faculty on practicum student academic experiences; advocate for early childhood education.
- Collaborate in program center planning activities; research, analyze, and provide input regarding emerging trends and best practices in the field; evaluate academic practicum student performance; implement practices for inclusivity of all children, families, and staff members.
- Collaborate with community partners and families regarding unit center activities; assist in the evaluation and implementation of accommodations needed to fully serve children with disabilities and/or special needs; assist in the design and development of safety protocols and procedures.
- 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.

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### **SPECIAL REQUIREMENTS**

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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

<b>EARLY CHILDHOOD EDUCATOR</b>	<b>29</b>	<b>E</b>	<b>5.183</b>
<b>SENIOR EARLY CHILDHOOD EDUCATOR</b>	<b>31</b>	<b>E</b>	<b>5.182</b>
<b>SUPERVISOR, EARLY CHILDHOOD EDUCATOR</b>	<b>33</b>	<b>B</b>	<b>5.181</b>

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, 40 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, 40 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 40 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, 40 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>
<b>LIBRARY TECHNICIAN</b>	<b>27</b>	<b>E</b>	<b>4.122</b>
<b>SENIOR LIBRARY TECHNICIAN</b>	<b>29</b>	<b>E</b>	<b>4.117</b>
<b>SUPERVISOR, LIBRARY TECHNICIAN</b>	<b>31</b>	<b>E</b>	<b>4.116</b>

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**JOB SUMMARY**

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Library Technicians perform duties in support of the operation of libraries that house and provide access to a variety of materials in a variety of formats.

---

**JOB DUTIES**

---

**LIBRARY TECHNICIAN**

1. Create catalog records or other metadata to facilitate discovery and access to materials by establishing access points following national standards.
2. Provide reference services, respond to requests for information, and instruct patrons in the use of library resources.
3. Establish and maintain primary bibliographic and check-in records for all types of serials.
4. Develop and maintain web pages or websites and monitor web statistics.
5. Maintain library services platform, records for patrons, circulation, and acquisitions, and collection management.
6. Acquire federal documents, claim missing items, assess retention policies, and instruct patrons in the use of materials.
7. Maintain government document policies and track changes in government document numbers.
8. Research and procure materials, books, multimedia, electronic resources, databases, and other resources from vendors, donors, and publishers.
9. Receive orders, troubleshoot issues, and verify and process invoices for payment approval.
10. Process and receive library print materials, oversee print serials management, including predictive check-in, receiving, claiming, and troubleshooting.
11. Oversee in-house book and paper repair and conservation operations.
12. Coordinate binding activities with an external binding vendor.
13. Provide digital services such as converting analog materials to digital format and describing the materials to enable retrieval and access.
14. Perform related duties as assigned.

**SENIOR LIBRARY TECHNICIAN**

1. Duties required at the previous level, AND:
2. Oversee circulation, stacks management, federal document depositories, reference, cataloging, digital services, electronic resource management, interlibrary loans, and/or acquisitions.
3. Recommend and implement unit procedures and policies.
4. Manage and test e-resource access and holdings in the knowledge base and link resolver.
5. Review, strategize, and develop improvements in subscription management.
6. Maintain and troubleshoot web service links and other discovery services.

<b>LIBRARY TECHNICIAN</b>	<b>27</b>	<b>E</b>	<b>4.122</b>
<b>SENIOR LIBRARY TECHNICIAN</b>	<b>29</b>	<b>E</b>	<b>4.117</b>
<b>SUPERVISOR, LIBRARY TECHNICIAN</b>	<b>31</b>	<b>E</b>	<b>4.116</b>

7. Perform related duties as assigned.

**SUPERVISOR, LIBRARY TECHNICIAN**

1. Duties required at the previous level, AND:
2. Manage operations and activities of a computerized acquisitions system.
3. Manage materials budget tracking, funds, structure, allocation, and donor-funds allocation.
4. Coordinate requisitions and prepare financial and valuation reports.
5. Oversee donor-funded acquisitions and approve processed and posted invoices.
6. Justify budgets and conduct materials budget meetings.
7. Provide financial reports.
8. Manage fiscal-year end closing processes.
9. Lead a specialized imaging, cataloging or metadata subunit, provide training, create workflows and documentation, and ensure quality control and assurance processes.
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**

**LIBRARY TECHNICIAN**

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

**SENIOR LIBRARY TECHNICIAN**

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

**SUPERVISOR, LIBRARY TECHNICIAN**

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.)

**LIBRARY TECHNICIAN**

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; methods and techniques pertinent to a specialized functional area of the library; procedural operations of the major areas of a library.

<b>LIBRARY TECHNICIAN</b>	<b>27</b>	<b>E</b>	<b>4.122</b>
<b>SENIOR LIBRARY TECHNICIAN</b>	<b>29</b>	<b>E</b>	<b>4.117</b>
<b>SUPERVISOR, LIBRARY TECHNICIAN</b>	<b>31</b>	<b>E</b>	<b>4.116</b>

Ability to:

- Perform technical duties in an assigned functional area; train and oversee the work of others; establish work schedules and priorities.
- Perform copy cataloging according to national standards and local practice; recognize and evaluate indexes, publications or databases; assist library staff and patrons in resolving computer hardware and software related problems.

### **SENIOR LIBRARY TECHNICIAN**

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

Knowledge of:

- Applicable library services, systems, policies and procedures; national standards pertaining to library pertaining to a specific library area or function; and the relationship of the library with other divisions, institutions, and State agencies.

Ability to:

- Represent the unit/section in meetings and communicate the requirements and recommendations; plan, organize and supervise projects; explain policies and procedures to dissatisfied patrons.
- Lead and train staff; assign and review work, establish work schedules and priorities.

### **SUPERVISOR, LIBRARY TECHNICIAN**

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

Knowledge of:

- Supervisory techniques and practices; purchasing and procurement; budgetary processes.
- Purpose, capabilities, and functions of library services, systems, policies, procedures, and department penalties and prohibitions.
- Configuration, processes, hardware, and software including familiarity with national standards pertaining to library operations.

Ability to:

- Develop, analyze, justify, and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- 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.
- Analyze and evaluate established unit/section policies and procedures in order to recommend and implement change; establish long- and short-term goals and objectives for a section and/or and set projected dates of attainment.

<b>LIBRARY TECHNICIAN</b>	<b>27</b>	<b>E</b>	<b>4.122</b>
<b>SENIOR LIBRARY TECHNICIAN</b>	<b>29</b>	<b>E</b>	<b>4.117</b>
<b>SUPERVISOR, LIBRARY TECHNICIAN</b>	<b>31</b>	<b>E</b>	<b>4.116</b>

- Analyze and evaluate section policies and procedures in order to implement additions or revisions as required; justify budget and personnel requirements.
- Interact with various levels of management on a library-wide basis to resolve problems and/or make policy and expenditure recommendations; analyze and interpret financial and statistical data; compile data into comprehensive reports.

**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, 40 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, 40 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 40 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, 40 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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<b>LIBRARY TECHNICIAN</b>	<b>27</b>	<b>E</b>	<b>4.122</b>
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<b>SUPERVISOR, LIBRARY TECHNICIAN</b>	<b>31</b>	<b>E</b>	<b>4.116</b>

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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>
<b>LIBRARY ASSISTANT</b>	<b>23</b>	<b>E</b>	<b>4.119</b>
<b>SENIOR LIBRARY ASSISTANT</b>	<b>25</b>	<b>E</b>	<b>4.118</b>

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**JOB SUMMARY**

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Library Assistants perform clerical duties in support of the operation of libraries that house and provide access to a variety of materials in a variety of formats.

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**JOB DUTIES**

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**LIBRARY ASSISTANT**

1. Perform clerical duties, account maintenance, compile information, data entry, process and deliver mail, and file maintenance.
2. Shelve library material, including books, periodicals, and microfilm.
3. Issue library cards and input customer data.
4. Check out and document the return of materials.
5. Verify journal details, check in serials, and update the serials control database.
6. Route selected journals to designated personnel and assist in shelving.
7. Provide customer assistance by directing them to relevant resources and explaining unit policies and procedures.
8. Perform related duties as assigned.

**SENIOR LIBRARY ASSISTANT**

1. Duties required at the previous level, AND:
2. Perform specialized duties in bibliographic searching, reference, cataloging/metadata, interlibrary loan, course reserves, media, digital, technology services, and/or circulation.
3. Verify accuracy and completeness of information and make required corrections and additions.
4. Conduct copy cataloging to provide electronic access to bibliographic records.
5. Evaluate information needs of customers, instruct, and assist in resource utilization.
6. Prepare materials for shelving.
7. Bind and maintain collection order.
8. Order and receive routine materials, verify orders, submit invoices, and maintain information.
9. Process materials for print or electronic reserves, assess fines, issue notices, and update databases.
10. Process routine interlibrary loan requests, monitor orders, and resolve problems.
11. Maintain library equipment, troubleshoot malfunctions, and perform minor repairs.
12. Collect, maintain, and report statistics.
13. Perform related duties as assigned.

<b>LIBRARY ASSISTANT</b>	<b>23</b>	<b>E</b>	<b>4.119</b>
<b>SENIOR LIBRARY ASSISTANT</b>	<b>25</b>	<b>E</b>	<b>4.118</b>

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**ESSENTIAL QUALIFICATIONS**

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**EXPERIENCE AND EDUCATION**

**LIBRARY ASSISTANT**

Graduation from high school or equivalent education.

**SENIOR LIBRARY ASSISTANT**

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.)

**LIBRARY ASSISTANT**

Knowledge of:

- Customer service skills; telephone etiquette; operation of a computer and other office equipment; standard office procedures; answering telephones and taking/sending written or electronic-mail messages; distributing mail; internet browsers; manual and computerized recordkeeping methods.
- Data entry techniques.

Skill in:

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

Ability to:

- Read and understand information and materials related to the assignment; understand patron information requests and determine needs.
- Establish and maintain alphanumeric files; file or retrieve records; compare two sources of text and recognize discrepancies.
- Enter data, process records and resolve discrepancies according to clearly established procedures.
- Apply and explain rules, regulations, policies, and procedures.
- Provide clerical support to library staff.

**SENIOR LIBRARY ASSISTANT**

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

Knowledge of:

- Resources, services, organization and functions of various sections and/or branches of a library; search criteria and retrieval methods used with common databases.
- Acquisitions, circulation, cataloging, and interlibrary loan; nationally recognized classification systems; standard word processing, spreadsheet, and presentation software.
- Scope and content of the library collections; established cataloging rules and formats and their interrelationships.

Ability to:

<b>LIBRARY ASSISTANT</b>	<b>23</b>	<b>E</b>	<b>4.119</b>
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- Import and edit cataloging records from a national bibliographic utility using national cataloging standards; establish and maintain effective working relationships with library users and staff.
- Perform routine equipment maintenance.

**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.
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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, 40 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, 40 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 40 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, 40 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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<b>SENIOR LIBRARY ASSISTANT</b>	<b>25</b>	<b>E</b>	<b>4.118</b>

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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>
<b>RECORDS ANALYST</b>	<b>33</b>	<b>B</b>	<b>4.210</b>
<b>SUPERVISOR, RECORDS ANALYST</b>	<b>37</b>	<b>A</b>	<b>4.212</b>

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**JOB SUMMARY**

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Records Analysts perform a broad range of duties in support of the maintenance, use, retention, and disposition of government records.

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**JOB DUTIES**

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**RECORDS ANALYST**

1. Review record series and schedules to determine the administrative, fiscal, and legal value of records.
2. Make recommendations concerning the archival research value of records.
3. Research applicable laws, regulations, policies, and procedures.
4. Establish, review, and update records retention schedules to ensure proper retention and disposition in compliance with legal requirements.
5. Provide records management recommendations to agencies, administrators, or committees.
6. Assist in the establishment of efficient and cost-effective records management programs.
7. Respond to inquiries, prepare training materials, and conduct workshops.
8. Provide expertise and assistance in records management.
9. Provide appropriate access to stored records and ensure proper destruction of obsolete records.
10. Utilize technologies to track box locations, retrieve boxes, and return boxes.
11. Promote awareness of records management programs, deliver presentations, and participate in professional organizations.
12. Perform related duties as assigned.

**SUPERVISOR, RECORDS ANALYST**

1. Duties performed at the previous level, AND:
2. Direct the operation of a records center.
3. Develop procedures for accepting and accessing materials in the records center and instruct others as to what materials constitute records.
4. Supervise the destruction of obsolete records.
5. Produce documentation and authorize transfer and archival of materials determined to have historical value.
6. Develop policy and procedure recommendations pertaining to the management of State and local government records.
7. Identify the needs and responsibilities of State and local government entities and evaluate the ability to fulfill their requirements.
8. Review applicable federal and State laws and professional standards and principles to develop regulations, and draft and submit proposals for new or revised legislation.
9. Seek funding for special projects, justify the need for the project, summarize objectives and project plans, estimate expenses, and develop timelines.

<b>RECORDS ANALYST</b>	<b>33</b>	<b>B</b>	<b>4.210</b>
<b>SUPERVISOR, RECORDS ANALYST</b>	<b>37</b>	<b>A</b>	<b>4.212</b>

10. Participate in the development and administration of grants and budgets.
11. Represent the program at professional meetings by presenting information and serving on committees.
12. Write articles for professional journals, newsletters, and online publications.
13. Provide legislative testimony at the request of administrators.
14. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
15. Perform related duties as assigned.

## **ESSENTIAL QUALIFICATIONS**

### **EXPERIENCE AND EDUCATION**

#### **RECORDS ANALYST**

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

#### **SUPERVISOR, RECORDS ANALYST**

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory 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.)

#### **RECORDS ANALYST**

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- Records management principles and practices; creating, maintaining, handling, storage, and disposition of records; services, roles, and responsibilities of records repositories.
- Systems and technologies that support responsible records management, security, and access throughout the records lifecycle.

Skill in:

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

Ability to:

- Determine the administrative, fiscal, legal, informational, or historic value of records, manuscripts, and other materials; compare and inspect records storage facilities, equipment, and systems and determine whether they meet prescribed federal and State minimum requirements.
- Plan, organize, and manage projects; write correspondence, procedures, and reports.
- Prepare and deliver presentations.
- Identify a record series and complete an inventory by describing the title, content, uses, arrangement, administrative life, volume, and types of duplication; assess the administrative, fiscal, legal, informational or historic value of records.
- Perform mathematical computations to measure records and calculate storage space requirements.
- Assist in operating a records center through application of procedures and techniques for accessioning, referencing, disposition, transferring, microfilming, and preserving records; enter and retrieve information

<b>RECORDS ANALYST</b>	<b>33</b>	<b>B</b>	<b>4.210</b>
<b>SUPERVISOR, RECORDS ANALYST</b>	<b>37</b>	<b>A</b>	<b>4.212</b>

from an automated database system.

- Interview patrons to determine their needs and respond with the appropriate information; establish and maintain cooperative working relationships.

**SUPERVISOR, RECORDS ANALYST**

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

Knowledge of:

- Principles and practices of supervision.
- State budgeting, accounting, purchasing, and grants procedures and regulations.

Ability to:

- Plan and organize the activities, services, and operations of a comprehensive records program; manage multiple programs, projects, and activities.
- Develop and implement policies and procedures; provide technical expertise and advice; use records management principles, standards, equipment, procedures and methods for the administration of records.
- Analyze data and recommend procedures; represent the agency and provide testimony before legislative and local government committees.
- 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 departments; 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.

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**SPECIAL REQUIREMENTS**

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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.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

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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)*



**RECORDS ANALYST**  
**SUPERVISOR, RECORDS ANALYST**

**33**      **B**      **4.210**  
**37**      **A**      **4.212**

- |   |  |  |  |   |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing  | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 50 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, 50 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 50 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, 50 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>
<b>ARCHIVIST</b>	<b>33</b>	<b>B</b>	<b>4.225</b>
<b>SUPERVISOR, ARCHIVIST</b>	<b>37</b>	<b>A</b>	<b>4.220</b>

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**JOB SUMMARY**

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Archivists appraise, accession, describe, catalog, and make archival materials available to agencies and the public.

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**JOB DUTIES**

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**ARCHIVIST**

1. Appraise archival materials of all formats to assess the evidential, informational, and research value.
2. Build collections or solicit transfers by collaborating, developing relationships, and communicating with potential sources.
3. Generate archival collections, such as oral histories, and seek out documentation of significant topics.
4. Acquire and accession archival materials, secure the transfer of legal title and associated intellectual and/or physical property rights, and receive materials.
5. Evaluate materials for potential restrictions and sensitivities in compliance with laws, policies, agreements, or cultural protocols.
6. Support broad access to materials available in the archives, describe collections, provide reference services, and create finding aids or other discovery tools.
7. Provide reproductions from holdings, direct patrons to other repositories for additional information, and prepare materials for use.
8. Perform conservation treatments, preserve and protect archival materials, maintain appropriate environmental and pest controls, and implement policies and procedures to protect archives from damage or loss.
9. Seek funding for special projects by preparing grant applications, justify the need for the project, summarize the objectives and project plans, estimate associated expenses, and develop timelines.
10. Conduct original research and report findings.
11. Promote public awareness of the archives' activities, services and collections, make presentations, author articles for publication, participate in professional organizations, provide instructions, or perform other outreach activities.
12. Develop and maintain assessment programs that gather and analyze data to identify trends, properly allocate resources, and strategically manage the archives.
13. Utilize technologies to manage collections and promote them online.
14. Appraise, ingest, and perform actions to preserve born-digital archival records to ensure their continued access and use.
15. Perform related duties as assigned.

**SUPERVISOR, ARCHIVIST**

1. Duties required at the previous level, AND:
2. Oversee the Archives Program.

**ARCHIVIST  
SUPERVISOR, ARCHIVIST**

**33            B            4.225  
37            A            4.220**

3. Develop policies and procedures related to the accessioning, arrangement, description of government records that have archival value, preparation of finding aids, access to materials, and use of the research room.
4. Plan and coordinate archival programs, review program needs, evaluate requests, and determine priorities and methodologies.
5. Draft and submit proposals for new or revised legislation.
6. Monitor approved grant projects, review and authorize expenditures, and prepare fiscal forms and summary reports.
7. Assist in the development of the biannual budget recommendation, determine budget priorities, and monitor approved budgets.
8. Consult and provide expertise and assistance to librarians, archivists, curators, agencies and the public.
9. Represent the archives programs at meetings, present papers, serve on committees, and write articles for professional journals, newsletters, and online publications.
10. Provide legislative testimony at the request of administrators.
11. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
12. Perform related duties as assigned.

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**ESSENTIAL QUALIFICATIONS**

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**EXPERIENCE AND EDUCATION**

**ARCHIVIST**

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

**SUPERVISOR, ARCHIVIST**

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.)

**ARCHIVIST**

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; privacy rights which govern access to archives and archival materials.
- Professional archival principles, practices, and concepts related to the operation of archival records programs, services, roles, and responsibilities of archives and historical records repositories.
- Knowledge of best practices for born-digital archives management, descriptive metadata, and supporting technologies.
- Archival conservation and preservation methods; ways archival materials may be used in research; tools, systems, equipment and materials used in preservation and conservation of archival materials.
- Grant application processes and procedures.

Skill in:

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

**ARCHIVIST  
SUPERVISOR, ARCHIVIST**

**33            B            4.225  
37            A            4.220**

Ability to:

- Assess the administrative, fiscal, legal, informational, or historic value of archival materials; process materials according to accepted archival standards; use preservation tools, systems, and materials; create collection descriptions, and/or finding aids; maintain awareness of changes in technology, standards, and emerging developments in the archival field.
- Develop and maintain cultural competency to collaborate with diverse populations and communities; establish and maintain cooperative working relationships; interview patrons to determine their needs.
- Determine the administrative, fiscal, legal, informational, or historic value of archival materials; write analytical reports to provide results of research, and articles suitable for publication in professional journals.
- Organize and coordinate archives management projects; prepare and deliver presentations.
- Develop and implement methods to compile statistics regarding the use of archives collections; create collection descriptions and manage collections using archival software.

**SUPERVISOR, ARCHIVIST**

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

Knowledge of:

- Principles and practices of supervision; grant application, management and reporting procedures; budget preparation and administration.
- Accessioning, arrangement, and description of government records having archival value.

Ability to:

- Analyze information and interpret findings from the perspective of Nevada history and institutions; apply appropriate cataloging rules and enter and retrieve information from automated database systems.
- Formulate and administer a project budget with multiple funding sources; plan, organize, and manage the activities, services, and operations of the program and its projects.
- Develop and implement policies and procedures; provide technical expertise and advice to subordinate staff and others; represent the agency and provide testimony before legislative and local government committees.
- Lead and motivate a 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.

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**SPECIAL REQUIREMENTS**

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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.
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3. Some positions may require pre-employment screening for controlled substances.

**ARCHIVIST**  
**SUPERVISOR, ARCHIVIST**

**33 B 4.225**  
**37 A 4.220**

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.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

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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, 50 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, 50 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 50 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, 50 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>
<b>MANAGER, LIBRARY, ARCHIVES, AND PUBLIC RECORDS</b>	<b>41</b>	<b>A</b>	<b>4.108</b>

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**JOB SUMMARY**

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Managers, Library, Archives, and Public Records plan, develop, organize, coordinate, direct, and evaluate their applicable section programs and functions.

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**JOB DUTIES**

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1. Direct the development of management programs and associated policies and procedures.
2. Develop, implement, and oversee policies, procedures, goals, and objectives to meet agency mandates.
3. Appoint agency staff to work on statewide library, archives, or records-related projects and committees.
4. Serve as a consultant to other libraries, archives, and agencies.
5. Analyze and propose legislative changes for program management, draft amendments and provide testimony.
6. Oversee and participate in the development, presentation, and financial management of grant applications and funding proposals.
7. Administer, negotiate, and oversee licensing agreements and contracts and hire contract staff.
8. Provide advice on technologies that support library, archives, and information management procedures and services.
9. Report on statewide development needs to leadership.
10. Provide advice and assistance to coordinate library, archives, repository services, and building projects.
11. Facilitate the planning and construction phases of library, archives, and repository building projects.
12. Monitor progress of projects and submit interim and final project reports.
13. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
14. Represent the agency to the media and coordinate public relations.
15. Participate in professional organizations, seminars, and conferences and contribute to professional literature.
16. Oversee the development of training, promotional materials, exhibits, and presentations to stakeholders.
17. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
18. Analyze and propose legislative changes, draft amendments, and provide testimony.
19. Prepare analytical, narrative, and statistical reports.
20. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
21. Perform related duties as assigned.

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**ESSENTIAL QUALIFICATIONS**

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**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 of:

- Applicable federal and State laws, regulations, and agency policies and procedures; the political and social context in which Nevada libraries, archives, records or information center function; State executive and legislative processes; creation, function, and operation of State constitutional offices, agencies, boards and commissions.
- Professional library, records, or archival principles, practices, methods, materials and equipment; principles of management and supervision; current issues in information services including planning, administration, public, and technical services; current technologies.
- Available reference and research resources; preservation and conservation techniques.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.

## Skill in:

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

## Ability to:

- Accomplish long and short-term goals and objectives of the agency; evaluate and adjust priorities in response to changing directives and organizational and client needs.
- Analyze, interpret, and apply statistical information; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify processes and practices in response to changing demand or technologies.
- Read, interpret, and explain legal, technical and professional documents.
- Develop, analyze, justify and administer the section budget; organize and manage the provision of information resources to a diverse clientele; develop and implement space and facility management plans.
- 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; establish and maintain cooperative working relationships with others; represent the agency to the media, statewide committees, elected officials, the business community, and the public.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations.
- 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.
- 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.

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**SPECIAL REQUIREMENTS**

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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.

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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.

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**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, 25 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, 25 lbs | <input type="checkbox"/> tasting               | <input type="checkbox"/> throwing           |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 25 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, 25 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>
<b>ACCOUNTANT (ACFR)</b>	<b>40</b>	<b>B</b>	<b>7.101</b>
<b>SENIOR ACCOUNTANT (ACFR)</b>	<b>43</b>	<b>B</b>	<b>7.100</b>

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**JOB SUMMARY**

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Accountants (ACFR) assist agencies with accounting issues, document processing, approval of journal vouchers and work programs, and provide training to agencies on the State's financial system and produce the State's Annual Comprehensive Financial Report (ACFR) in accordance with Generally Accepted Accounting Principles (GAAP), the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

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**JOB DUTIES**

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**ACCOUNTANT (ACFR)**

1. Prepare the State's ACFR.
2. Analyze and report calculation and allocation of pooled cash and investments, unrealized gains and losses, securities lending, accrued interest, and compensated absences.
3. Provide guidance and expertise on GAAP and GASB reporting requirements, use of the State's automated financial system and chart of accounts, and set-up and maintenance of budget accounts and general ledgers.
4. Determine and verify the integrity of the financial system.
5. Consult with agencies on external reporting systems and software.
6. Calculate arbitrage and prepare arbitrage tax returns.
7. Provide final approval of journal vouchers and work programs.
8. Interpret, enforce, train, and provide guidance on the State's accounting policies and procedures.
9. Determine compliance with GAAP, GASB, and GFOA reporting requirements, and applicable State laws and regulations.
10. Prepare recording of financial transactions (e.g cash and investments, receivables, inventories, prepaid expenses, capital assets (including leases and subscription-based information technology arrangements) and the related depreciation or amortization, payables and accrued liabilities, long-term debt, unearned and unavailable revenues, deferred inflows and outflows, interagency transfers, federal grants, pass through receipts, disbursements, and classification of net position/fund balance.
11. Plan, organize, and conduct reviews of agencies' programs and activities.
12. Assist agencies with accounting issues, document processing, develop performance measures, and evaluate operations.
13. Perform related duties as assigned.

**SENIOR ACCOUNTANT (ACFR)**

1. Duties performed at the previous level, AND:
2. Ensure timely preparation and dissemination of the State's ACFR.
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.

<b>ACCOUNTANT (ACFR)</b>	<b>40</b>	<b>B</b>	<b>7.101</b>
<b>SENIOR ACCOUNTANT (ACFR)</b>	<b>43</b>	<b>B</b>	<b>7.100</b>

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## **ESSENTIAL QUALIFICATIONS**

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### **EXPERIENCE AND EDUCATION**

#### **ACCOUNTANT (ACFR)**

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

#### **SENIOR ACCOUNTANT (ACFR)**

Four 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.)

#### **ACCOUNTANT (ACFR)**

Knowledge of:

- Applicable federal and State laws and regulations, and agency policies and procedures; principles and practices of performance management; GAAP, GASB, GFOA, and other related publications; current accounting theory, practices, and law.
- Preparation of the State's ACFR.
- Agency revenue sources, assets, liabilities, and typical expenditures; State governmental legislative processes and accounting system.
- Principles, concepts, practices, methods, and techniques of government accounting, audit methodologies, internal control structures, accountability, fiscal management, and financial reporting standards; accounting for governmental activities, business-type activities, governmental funds, proprietary funds, fiduciary funds, and discretely presented component units.
- Fiscal accountability in the public sector; automated and manual management reporting systems to create output formats and obtain accurate and complete financial information.
- Techniques required to maintain accounting records through automated accounting systems; basis of accounting and measurement focus for all fund types; GAAP, GASB, GFOA; spreadsheet development and statistical sampling techniques.

Skill in:

- Analysis and interpretation of financial data.
- Documenting recommendations for modifications, improvements, or enhancements to the automated financial system.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Analyze and interpret financial data; convey fiscal issues; negotiate budgets and contracts; write clear and concise technical material; and prepare and analyze financial statements.
- Interpret and implement GASB pronouncements.

ACCOUNTANT (ACFR)	40	B	7.101
SENIOR ACCOUNTANT (ACFR)	43	B	7.100

**SENIOR ACCOUNTANT (ACFR)**

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

Knowledge of:

- Training principles and practices.

Ability to:

- Coordinate various accounting projects; use logic and reason to solve difficult problems; communicate with outside auditors and agency administrators.
- Read, understand, interpret and implement GASB, GAAP, GFOA, manuals, policies, procedures, statutes, administrative codes and regulations; establish and maintain internal controls; perform complex reconciliations to determine accuracy of account balances; analyze and interpret financial reports and technical fiscal data.
- Execute complex accounting assignments with precision, applying advance knowledge of financial principles to ensure accuracy, compliance, and efficiency.
- 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.

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**SPECIAL REQUIREMENTS**

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**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           |

<b>ACCOUNTANT (ACFR)</b>	<b>40</b>	<b>B</b>	<b>7.101</b>
<b>SENIOR ACCOUNTANT (ACFR)</b>	<b>43</b>	<b>B</b>	<b>7.100</b>

- |   |  |   |  |   |
|---|--|---|--|---|
| <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>
<b>MANAGER, HAVA</b>	<b>41</b>	<b>B</b>	<b>7.641</b>

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**JOB SUMMARY**

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Managers, HAVA provide leadership, operation, planning, and management of the State's federal elections pursuant to the Help America Vote Act (HAVA) and related federal and State voting rights laws.

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**JOB DUTIES**

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1. Provide services in either the support of improvements in the administration of elections and/or in the support of county election officials.
2. Develop long-range and annual plans for the administration of the State's elections.
3. Analyze, interpret, and review federal and State laws related to elections administration.
4. Draft language and propose State regulations.
5. Develop, review, and recommend administrative policies.
6. Issue verbal and written directives in the form of policy statements and manuals.
7. Coordinate and provide guidance to local election officials, information technology staff, and election-related vendors to administer technical aspects of the election process.
8. Review and recommend technological advancements.
9. Develop and review business requirements to deliver accessible voting systems and voter information.
10. Evaluate hardware and database advancements and make purchase recommendations.
11. Oversee voting equipment, exam and approve equipment for use in the State and manage state voting equipment training resources.
12. Prepare and monitor program and biennial budget plans and develop cost estimates and justifications.
13. Draft work programs for budget augmentation and present the budget to the legislature.
14. Coordinate public outreach and advocacy on voting procedures, voting rights, and voting technology.
15. Create and deliver training and presentations to stakeholders to provide information and explain elections-related program activities, requirements, and policies.
16. Represent the agency at conferences, legislative hearings, board meetings, and community groups.
17. Coordinate and manage grants as well as the grant process.
18. Collect and analyze data and prepare and submit analytical, financial, narrative, and statistical reports.
19. Oversee the work and performance of supervisory employees.
20. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
21. Perform related duties as assigned.

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**ESSENTIAL QUALIFICATIONS**

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**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 of:

- Applicable federal and State laws, regulations, and agency policies and procedures; agency goals, systems, and programs related to the assigned program area; goals, objectives, and federal guidelines for voter registration, accessibility, voting rights, and voting systems; computer capabilities and programming logic; data processing and operational systems for HAVA.
- Principles and practices of supervision and training; grant management techniques and requirements; program and data analysis methods used to develop recommendations and reports; principles, theories, techniques, and trends in public administration including budgeting, financial management, and governmental programs; quality control methods used to direct program policy and procedure reviews; modern computer capabilities and technology.

## Skill in:

- Making group presentations to provide information and explain policies and procedures.
- Managing space, equipment and material resources.
- Interacting with complainants with tact and diplomacy.
- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

## Ability to:

- Read, interpret, and apply technical documents, complex federal guidelines, and legal documents for new and revised policies and regulations.
- Establish and maintain positive and cooperative working relationships with staff, representatives of other agencies and organizations, government officials, employers, and professionals in the community.
- 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.
- 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.

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**SPECIAL REQUIREMENTS**

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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.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

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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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