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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**HR# 25-22**

May 23, 2022

**TO:** DHRM Listserv Recipients

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

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES – FISCAL/BUSINESS  
PROFESSIONAL TRAINEE SERIES

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Attached are revised proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Deputy Administrator Beverly Ghan at [bghan@admin.nv.gov](mailto:bghan@admin.nv.gov) no later than June 20, 2022.

If no written objections are received in this office by June 20, 2022, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

TO: Frank Richardson, Administrator  
Division of Human Resource Management

FROM: Beverly Ghan, Deputy Administrator  
Division of Human Resource Management  
Compensation, Classification & Recruitment Section

DATE: May 23, 2022

SUBJECT: INDIVIDUAL CLASSIFICATION STUDY – FISCAL/BUSINESS PROFESSIONAL  
TRAINEE SERIES

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It is recommended the following class **be revised** effective: **Upon Expiration of UCA Posting**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.776	Fiscal/Business Professional Trainee	31	B	7.776	<i>Fiscal/Business Professional Trainee III</i>	31	B
	New			7.775	<i>Fiscal/Business Professional Trainee II</i>	29	E
	New			7.774	<i>Fiscal/Business Professional Trainee I</i>	27	E

***Basis for Recommendation***

The Division of Human Resource Management (DRHM) has partnered with the Nevada System of Higher Education (NSHE) to develop apprenticeship programs to enhance recruitment and retention efforts. As a result of this partnership, DHRM recommends that two additional trainee level classes be added to the Fiscal/Business Professional Trainee series.

In consultation with Subject Matter Experts from within DHRM it is recommended that the existing Fiscal/Business Professional Trainee class be re-titled to Fiscal/Business Professional Trainee III and that the Fiscal/Business Professional Trainee II and Fiscal/Business Professional Trainee I be added.

- 1) *Fiscal/Business Professional Trainee III, 7.776, grade 31*: Incumbents continue to receive training in performing the duties relevant to the class they are underfilling. This is the final trainee level in the series and incumbents may progress to the appropriate professional series they are underfilling upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.
- 2) *Fiscal/Business Professional Trainee II, 7.775, grade 29*: Incumbents continue to receive training in performing the duties relevant to the class they are underfilling. This is the continuing trainee level in the series and incumbents may progress to the appropriate professional series they are underfilling upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.
- 3) *Fiscal/Business Professional Trainee I, 7.774 grade 27*: Incumbents receive training in

performing the duties relevant to the class they are underfilling. This is the trainee level in the series and incumbents may progress to the next level in this series by meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

The Fiscal/Business Professional Trainee II will be allocated at a grade 29 and the Fiscal/Business Professional Trainee I will be allocated at a grade 27, a two-grade differential that is consistent most classes within State service. In addition, the EEO Administrator assigned an EEO-4 code of "E" Paraprofessional which is consistent with the grade of the classes and the education and experience required at these levels.

It is further recommended that Informational Notes be added to the series to clarify requirements for participating in the NSHE apprenticeship program and to clarify that individuals employed in this series will be required to meet the Special Requirements and understand the Informational Notes of the class series they are to be trained in.

It is also recommended that minor revisions be made to the re-titled Fiscal/Business Professional Trainee III Education and Experience and Entry Level Knowledge, Skills, and Abilities, to account for the newly added classes.

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

*Changes to the class specification are noted as follows: additions in blue and deletions in red.*



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>FISCAL/BUSINESS PROFESSIONAL TRAINEE III</b>	<b>31</b>	<b>B</b>	<b>7.776</b>
<b>FISCAL/BUSINESS PROFESSIONAL TRAINEE II</b>	<b>29</b>	<b>E</b>	<b>7.775</b>
<b>FISCAL/BUSINESS PROFESSIONAL TRAINEE I</b>	<b>27</b>	<b>E</b>	<b>7.774</b>

Under immediate supervision, incumbents perform a variety of duties at the sub-journey level while receiving training for advancement to an entry-level professional class related to fiscal or business management functions in State government. This class may only be used for entry into the Accountant, Auditor, Budget Analyst, Economist, Financial Institutions Examiner, ~~Investment Analyst,~~ Loan Officer and Management Analyst series which are directly related to management of State government resources. (NOTE: The Staff Professional Trainee *and Health/Human Services Professional Trainee* classes ~~is~~ *are* used for entry into professional series' that are not related to fiscal/business management.)

Receive on-the-job training in duties related to fiscal and business management within State government. Training received is designed to prepare individuals to do entry-level work in budget preparation and management; budget account maintenance and reconciliation; accounting; auditing; fiscal forecasting; and grant management.

Duties are performed under the guidance and direction of journey level professional staff and supervisors and are closely monitored to ensure accuracy and conformance to legal requirements and established policies and procedures. Training may be supplemented by formal or informal classroom courses, workshops, and other instructional activities.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Fiscal/Business Professional Trainee III:** Incumbents continue to receive training in performing the duties relevant to the class they are underfilling. This is the final trainee level in the series and incumbents may progress to the appropriate professional series they are underfilling upon meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

**Fiscal/Business Professional Trainee II:** Incumbents continue to receive training in performing the duties relevant to the class they are underfilling. This is the continuing trainee level in the series and incumbents may progress to the next level in this series by meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

**Fiscal/Business Professional Trainee I:** Incumbents receive training in performing the duties relevant to the class they are underfilling. This is the trainee level in the series and incumbents may progress to the next level in this series by meeting the minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

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<b>FISCAL/BUSINESS PROFESSIONAL TRAINEE III</b>	<b>31</b>	<b>B</b>	<b>7.776</b>
<b>FISCAL/BUSINESS PROFESSIONAL TRAINEE II</b>	<b>29</b>	<b>E</b>	<b>7.775</b>
<b>FISCAL/BUSINESS PROFESSIONAL TRAINEE I</b>	<b>27</b>	<b>E</b>	<b>7.774</b>

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## MINIMUM QUALIFICATIONS

### INFORMATIONAL NOTE:

- \* *Some positions in this series have been identified as participating in the Nevada System of Higher Education's (NSHE) Apprenticeship Program and may require applicants to be either currently enrolled at an NSHE institution or have graduated from an NSHE institution within the last five years. These positions will be identified at the time of recruitment.*
- \* *For those positions identified as participating in the NSHE Apprenticeship program, progression to the next level in the series may only occur upon successful completion of the assigned apprenticeship training program, meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority. Failure to complete the training within the specified time frame will result in termination from the apprenticeship training program unless there are extenuating circumstances which will be reviewed by the appointing authority.*
- \* *Individuals employed in this series will be required to meet the Special Requirements and understand the Informational Notes of the class series they are to be trained in. These will be identified at the time of recruitment.*
- \* *Applicant's may be required to attach a copy of their college or university transcripts or verification of current enrollment at the time of recruitment. This requirement will be identified at the time of recruitment.*

### [INFORMATIONAL NOTE:-

- \* ~~In incumbents may progress to the entry level in the professional series upon meeting the minimum qualification and with the approval of the appointing authority.]~~

### FISCAL/BUSINESS PROFESSIONAL TRAINEE III

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and two years of technical and/or paraprofessional experience in the field in which the applicant is to be trained; OR Associate's degree from an accredited college or university in business or public administration, accounting, finance, or closely related field and one year of experience as described above; OR Bachelor's degree from an accredited college or university in business or public administration, accounting, finance, or closely related; OR an equivalent combination of education and experience as described above. (See Informational Note)*

~~[A bachelor's degree from an accredited college or university in business or public administration, accounting, finance or similar discipline directly related to fiscal or business management; OR two years of journey level technical or paraprofessional experience in the field in which the applicant is to be trained. (See Informational Note)]~~

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**General knowledge of:** theories, principles, and concepts related to fiscal management and business administration; accounting and financial record-keeping practices; cost/benefit analysis techniques; organizational principles. ~~[; problem-solving techniques; sources of information and research techniques.]~~  
**Ability to:** read, understand, and interpret technical information related to accounting, finance, auditing, fiscal management, and business administration; ~~[learn to perform professional work in financial or business administration;]~~ analyze and prepare financial documents and reports; communicate effectively in explaining ideas, proposals, recommendations and findings; analyze problems and develop logical solutions; establish and maintain positive and effective working relationships with others; **and all knowledge, skills, and abilities at the lower levels.**

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

<b>FISCAL/BUSINESS PROFESSIONAL TRAINEE III</b>	<b>31</b>	<b>B</b>	<b>7.776</b>
<b>FISCAL/BUSINESS PROFESSIONAL TRAINEE II</b>	<b>29</b>	<b>E</b>	<b>7.775</b>
<b>FISCAL/BUSINESS PROFESSIONAL TRAINEE I</b>	<b>27</b>	<b>E</b>	<b>7.774</b>

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**MINIMUM QUALIFICATIONS (cont'd)**

**FISCAL/BUSINESS PROFESSIONAL TRAINEE II**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and one year of technical and/or paraprofessional experience in the field in which the applicant is to be trained; **OR** Associate's degree from an accredited college or university in business or public administration, accounting, finance, or closely related field; **OR** an equivalent combination of education and experience as described above. (See Informational Note)

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):**  
 General knowledge of: financial and/or business-related problem-solving techniques; sources of financial and/or business information and research techniques; functions and operations of a financial and/or business office; operation and use of database management, spreadsheet, word processing, and other associated financial and/or business software. Ability to: interact effectively with clients and/or staff from a variety of backgrounds; and all knowledge, skills, and abilities at the lower level.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):**  
 (These are identical to the Entry Level Knowledge, Skills, and Abilities required for Fiscal/Business Professional Trainee II.)

**FISCAL/BUSINESS PROFESSIONAL TRAINEE I**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and one year of administrative support experience in the field the applicant is to be trained; **OR** Current enrollment in an Associate's or Bachelor's program offered by an accredited college or university in business or public administration, accounting, finance, or closely related field as part of the NSHE apprenticeship program; **OR** an equivalent combination of education and experience as described above. (See Informational Note)

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):**  
 General knowledge of: basic mathematics used in a financial setting; financial and statistical recordkeeping methods. Ability to: learn to perform professional work in financial or business administration; apply complex agency and/or program regulations, requirements, and policies to specific financial and/or business situations; receive, review, and process a variety of financial and business documents according to established guidelines, policies, regulations, and timelines; compose grammatically correct business correspondence; use database management, spreadsheet, word processing, and other associated business software; communicate effectively both verbally and in writing.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):**  
 (These are identical to the Entry Level Knowledge, Skills, and Abilities required for Fiscal/Business Professional Trainee II.)

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

	<u>7.776</u>	<u>7.775</u>	<u>7.774</u>
ESTABLISHED:	2/28/03UC	6/21/22UC	6/21/22UC
REVISED:	6/6/12UC		
REVISED:	7/1/17LG		
REVISED:	8/8/17UC		
<b>REVISED:</b>	<b>6/21/22UC</b>		