



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
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MEMO PERD #24/10
April 13, 2010

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives

FROM: Teresa Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script that reads "Teresa Thienhaus".

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections, please notify Peter Long in the Compensation and Classification Division in writing no later than May 12, 2010.

If no written objections are received in this office by May 12, 2010, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: 11-10
Posting Expires: May 12, 2010

Per NRS 284.160, the Personnel Director may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
7.419	Coordinator of Assessment Standards	36 B	7.419	Coordinator of Assessment Standards	37 B

EXPLANATION OF CHANGE

The Department of Personnel is proposing extensive revisions to the class specification for the single-position Department of Taxation class of Coordinator of Assessment Standards to reflect a change in the mix of duties, increased emphasis on quantitative analysis, and considerations of future recruitment strategies for these highly-specialized duties. The Coordinator of Assessment Standards functions as a staff specialist for the Division of Assessment Standards, utilizing full mastery of statistical theories and analytical techniques for studies of property tax assessment ratios, assessment practices, mass appraisal methodology, and equalization of property valuation throughout the State.

The class is recommended to be reallocated to grade 37 to recognize the increased responsibilities and knowledge, skills, and abilities that are required. The level of the work is comparable to Management Analyst III, also grade 37. Minimum qualifications have been revised to provide both greater variety and specificity in qualifying college curricula and work experience. The Department of Taxation has provided input regarding the duty statements and qualifications and supports this recommendation.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
12.346	Elder Rights Supervisor	35 B	12.346	Elder Rights Supervisor	35 B
12.347	Elder Rights Advocate II	33 B	12.347	Elder Rights Specialist II	33 B
12.348	Elder Rights Advocate I	32 B	12.348	Elder Rights Specialist I	32 B

EXPLANATION OF CHANGE

As requested by the Division of Aging and Disability Services, the Department of Personnel recommends revision of the class specifications for the Elder Rights Advocate series.

To adhere to federal guidelines, the titles have been changed from Elder Rights Advocate I and II to Elder Rights Specialist I and II. The series concept was revised to reflect the duties required at the journey level, Elder Rights Specialist I, and duties performed only by Elder Rights Specialist II's were placed in the class concept. The nature of work has shifted from investigations of criminal activity to providing assistance and information, conducting training, and making referrals to service providers in the community. Changes in job duties were noted in the class concepts for both levels.

There is no change in grade level associated with this request. The agency reviewed the proposed changes and supports this recommendation.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
7.753	Grants & Projects Analyst III	37 B	7.753	Grants & Projects Analyst III	37 B
7.755	Grants & Projects Analyst II	35 B	7.755	Grants & Projects Analyst II	35 B
7.757	Grants & Projects Analyst I	33 B	7.757	Grants & Projects Analyst I	33 B

EXPLANATION OF CHANGE

The Department of Personnel recommends revision of the minimum qualifications for the Grants & Projects Analyst series. "Grants" experience was added to more specifically describe the type of experience required to successfully perform the duties of the positions. The existing education and experience requirements yielded a large number of applicants, many of whom had no grant management experience.

These revisions are necessary to improve recruitment for the Grants & Projects Analyst series.

The formal recommendations and specifications are on file with the Director of Personnel. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0151.

Objections to the proposed change(s) must be received in writing by May 12, 2010. Objections should be addressed to Peter Long, Division Administrator, Compensation & Classification Division, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: April 13, 2010



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

COORDINATOR OF ASSESSMENT STANDARDS

[36] 37

B

7.419

DEFINITION OF CLASS:

~~Under general direction, conducts on-going analysis and evaluation and assists the Division Chief in administering property tax laws and administrative regulations, policies and procedures; supervises the administration of the legally mandated statewide mapping and parcelling system; manages a statewide education and training program for property tax appraisers; performs related work as required.~~

DISTINGUISHING CHARACTERISTICS:

~~This is a single position classification. The incumbent in this classification reports to the Chief, Division of Assessment Standards and supervises engineering technicians.~~

EXAMPLES OF WORK:(The following is used as a partial description and is not restrictive as to duties required.)

~~Supervises and reviews the performance of technical staff who evaluate and/or assist counties in mapping and parcelling land statewide to ensure their accuracy and compliance with statewide system. Supervision includes selection, work assignment and review, training, performance appraisal and recommendation of disciplinary action.~~

~~Analyzes and evaluates current and proposed property tax laws in order to recommend a course of action for the Department to take concerning property tax issues and to develop and/or revise administrative regulations which comply with the legislation. Writes legislative overview in order to supply staff, county assessors, tax commissioners, and board of equalization members with a summary and analysis of all new legislation.~~

~~Formulates and/or directs the formulation of written and oral directives for public and private officials on matters concerning property assessment and taxation. Written directives are in the form of policy statements and manuals.~~

~~Gathers and assists in evaluating data pertaining to bill draft requests and fiscal notes required by the legislature and composes a Department response.~~

~~Reviews the operations of each section and performance standards for each position within the division to ensure that written policies, procedures and standards relating to these operations and positions are thorough, accurate and up to date. Develops and/or directs the development and recommends revised policies, procedures and standards as necessary.~~

~~Examines the format and contents of all division published documents such as appraisal and assessment bulletins, manuals, studies and reports to ensure compliance with property tax law, administrative regulations, policy statements and directives.~~

~~Administers the appraiser certification and continuing education program for property tax assessment personnel statewide in order to comply with State law including developing and recommending curriculum, updating and conducting the examination, maintaining records and educating all appraisers, assessors and independent contractors of the requirements.~~

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

~~Knowledge of the State Administrative Manual, Nevada Administrative Code and Rules for State Personnel Administration. Knowledge of supervisory techniques including disciplinary processes, motivation, employee evaluation and the development of work performance standards.~~

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

~~Knowledge of appraisal methods, principles and practices in order to independently value property. Knowledge of technical and legal terminology, documents, descriptions, etc. Knowledge of Federal and State laws, policies and procedures relating to assessment and taxation.~~

~~Skill in algebraic, geometrical and technical math in order to correctly calculate and/or verify computations of land parcels.~~

EDUCATION AND/OR WORK EXPERIENCE:

†

~~Graduation from an accredited four year college or university and four years of responsible professional experience in public or business administration which required frequent public contact in explaining and interpreting program content and program rules and regulations, preparing and presenting oral and written reports and developing and conducting training sessions; two years of the above required experience must be in real or personal property appraisal; OR~~

‡

~~An equivalent combination of education and experience.~~

LICENSE:

~~Certification as property tax appraiser by the Nevada Department of Taxation is required.~~

~~A valid State of Nevada driver's license or evidence of equivalent mobility.]~~

Under general direction, the Coordinator of Assessment Standards serves as an interdisciplinary technical expert on financial and statistical analysis for property tax assessments; develops calculation methods for assessments and abatements; and provides assistance and advice to the department on the application of statistical techniques and mathematical concepts.

Design, develop, and implement financial and statistical models using spreadsheet and database software; write computer programs for property tax assessment and special purposes and coordinate with department information technology staff; train department personnel in program use and data interpretation.

Perform comprehensive research and statistical analysis to evaluate equalization of property values throughout the State; prepare written summaries and evaluations of statistical data for special projects initiated by the Tax Commission; testify before the Tax Commission and Board of Equalization regarding tax calculation methods and other quantitative matters.

Develop the database and random sample design methods for assessment ratio studies in which county assessor valuations are compared to independent appraisals; design other statistically valid sampling plans for department studies and special projects requested by the Tax Commission and Legislative Counsel Bureau.

Provide revenue forecasts for property, sales, and use taxes based on prior revenues, school district enrollment, consumer price index trends, gaming activity statistics, and population projections.

Draft regulations and policy statements concerning appraisal techniques, assessment practices, and local government finance; work with county officials in obtaining budget data for review by the department and assist county assessors in preparing periodic reports in standard formats.

Prepare or review department publications to ensure theoretical and technical accuracy and reflect any changes in laws, regulations, appraisal practices, and financial and economic considerations.

Prepare bill draft requests and calculate the fiscal impact of proposed tax changes.

Update and score appraisal certification examinations.

Design and revise automated billing programs for centrally and locally assessed properties.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * *A valid driver's license or evidence of equivalent mobility is required at time of appointment and as a condition of continuing employment.*

INFORMATIONAL NOTE:

- * *Certification as both a real and personal property tax appraiser by the State of Nevada is required within two years of appointment and must be maintained through continuing education as a condition of continuing employment.*

MINIMUM QUALIFICATIONS (cont'd)

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in business administration, accounting, economics, mathematics, statistics, computer science, management information systems, or closely related field and three years of appraisal experience for tax purposes, one year of which included statistical analysis of appraised properties for purposes of equalization; OR bachelor's degree from an accredited college or university in business administration, accounting, economics, mathematics, statistics, computer science, management information systems, or closely related field and three years of experience involving the valuation of property, including financial management, application of managerial accounting principles and practices, applied statistics, and/or computer programming for economics or other social sciences; OR an equivalent combination of education and experience. (See Special Requirement and Informational Note)*

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

Working knowledge of: appraisal methods, principles, and practices used to value real and personal property; technical and legal terminology, documents, and descriptions related to assessment of property; review of accounting reports, balance sheets, and income statements; local assessors' appraisal and taxing requirements, methods, and reports; statistical models to include measures of dispersion and measures of central tendency to determine the accuracy and equity of local tax valuations; principles of economics affecting valuation of property and projection of tax revenues. Ability to: appraise property; read and understand financial reports; develop, explain, and instruct others in tax calculation methods; provide technical assistance to State and county appraisers in adhering to prescribed assessment standards and properly formatting data to facilitate analysis; prepare clear and concise legislative bill draft requests, regulations, forms, and publications. Skill in: algebra, geometry, statistics and technical math in order to correctly calculate and/or verify computations of property valuations and assessment ratio studies; development and application of computer programs used in appraisal, financial analysis, revenue projection, and billing, collection, and distribution of taxes.

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

Detailed knowledge of: State revenue and taxation laws and corresponding regulations for assessment of property; applicable sections of the State Administrative Manual and Nevada Administrative Code. Working knowledge of: process of developing, changing, or deleting administrative regulations relating to appraisal techniques, assessment practices, local government finance, and collection and analysis of statistical information.

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.

ESTABLISHED:	<u>7.419</u>
REVISED:	01/29/82
	07/01/93P
	09/24/92PC
REVISED:	5/12/10UC



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

TITLE

TITLE	GRADE	EEO-4	CODE
ELDER RIGHTS SUPERVISOR	35	B	12.346
ELDER RIGHTS [ADVOCATE] SPECIALIST II	33	B	12.347
ELDER RIGHTS [ADVOCATE] SPECIALIST I	32	B	12.348

SERIES CONCEPT

Elder Rights ~~[Advocates]~~ *Specialists* provide assistance and advocacy to protect and enhance the health, safety, welfare and rights of persons aged sixty years and older ~~[who are either residents of long term care facilities or elders living in the community].~~

~~[Ensure the rights of the elderly under federal regulations and State laws including the prevention of abuse, neglect, exploitation and isolation are maintained.]~~

~~[Investigate and resolve complaints made by or on behalf of residents of long term care facilities;]~~ Assist elders and their caregivers with life planning decisions and in attaining or maintaining the highest possible level of independent living.

Provide information and referrals to agencies that provide services to support the elders’ physical, emotional, social and economic well-being; locate and coordinate a network of referral services and resources for financial, health care, housing, in-home care, long-term care, legal, transportation and other service needs of the elderly.

Develop and maintain referral sources; determine appropriate services; identify gaps in services; conduct surveys to gather information; solicit needed services and resources; provide information regarding services; collaborate with other agencies to coordinate the delivery of services.

Receive and respond to walk-in, telephone, fax and e-mail inquiries and complaints; complete intake forms and enter into the computer; respond to complaints by evaluating and assessing clients’ needs; refer clients to appropriate services *which may include follow-up to ensure services are accessed properly*; complete records on services provided to include statements, pertinent data and final disposition.

~~[Conduct on-site visits to nursing facilities, group residential facilities, assisted living facilities, and homes for individual residential care; obtain information and ask questions regarding complaints; explain the provision and application of federal and State guidelines to protect the residents’ rights.]~~

~~[Negotiate on resident’s behalf and work with other State agencies for effective enforcement of federal regulations and State laws; serve as a resource for the residents’ families and community members; share information about community groups and activities available to improve life and care for residents; answer questions about long term care facilities; explain how nursing facilities are inspected.]~~

~~[Provide information and assistance to family and resident councils; direct residents to local legal services as appropriate; refer unresolved complaints or serious issues to the appropriate agency.]~~

Research, develop, update and conduct public presentations based on requests for information; provide information and assistance to professional staff, service providers, caregivers, community organizations, law enforcement and other agencies’ personnel regarding elder abuse, neglect, exploitation, isolation, and residents rights.

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SERIES CONCEPT (cont'd)

Evaluate current resources to meet the needs of the elderly; maintain resource files to include video and written materials.

Assist in developing policies, procedures and forms; review proposed regulations and legislation to determine the impact on elders; participate on committees, special task forces or community groups as assigned.

Perform related duties as assigned.

CLASS CONCEPTS

Elder Rights Supervisor: Under general supervision, incumbents supervise a unit of Elder Rights [Advocates] *Specialists* to include responsibility for the assignment of work, training, performance evaluation and discipline. In addition, incumbents oversee and administer various programs and activities related to elder rights, prepare reports and statistics regarding services provided, participate in formulating policies, implement regulation and policy changes, and may carry a caseload. This is the supervisory level in the series.

Elder Rights [Advocate] Specialist II: Incumbents investigate complaints *made by or on behalf of residents 60 years or older who reside in [at] long-term [health] care facilities (skilled nursing, group homes, homes for individual residential care and assisted living facilities).* Incumbents work on behalf of the resident under strict resident consent and confidentiality guidelines. Incumbents provide information to residents, family members, facilities and other agencies regarding a variety of topics relative to elder care. In addition, incumbents provide training on a variety of topics regarding resident rights, dignity and respect, elder abuse, quality of care and quality of life. Incumbents assist in the development and support of resident and family councils, track trends in facilities, and make referrals to other agencies as appropriate. [where skilled nursing care is typically provided, to include allegations of abuse, neglect, exploitation and isolation of elderly residents. Incumbents review records and interview complainants, residents, witnesses, employees, State and local agencies to obtain information; develop leads and facts pertaining to cases to determine if a violation or criminal intent exists; document findings and refer cases to the appropriate authorities. In addition, Incumbents provide information to facility staff, co workers, other agencies, residents, residents' families and caregivers regarding abuse, neglect, exploitation and isolation of the elderly and other related issues.] *Incumbents provide Medicaid Outreach by providing information to the public about Medicaid eligibility and services. They also monitor Medicaid provider compliance and work to resolve provider service issues.* This is the advanced journey level in the series.

Elder Rights [Advocate] Specialist I: Under general direction, incumbents perform the full range of duties described in the series concept; provide assistance to persons aged sixty years and older residing [in group residential care facilities and] in the community throughout Nevada to improve their quality of life, health, safety and welfare. Work at this level is characterized by problem-solving, *resource identification and referral and may include follow-up [and identifying resources in the community] to ensure [to assist] the elderly receive appropriate services.* This is the journey level of the series.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * A valid Class C driver's license is required at the time of appointment and as a condition of continuing employment.
- * Candidates must submit to background checks and fingerprinting upon appointment.

ELDER RIGHTS SUPERVISOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in social work, psychology, sociology or related social science or human services field, and two years of experience working with the elderly investigating, mediating, negotiating and resolving complaints which required the application of regulations, laws, policies and procedures in making determinations and preparing detailed reports; **OR** one year of experience as an Elder Rights [Advocate] *Specialist II* in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

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

Detailed knowledge of: federal regulations and State laws pertaining to elder rights; State regulations governing long-term care facilities. **Working knowledge of:** interaction of agency programs; community resources available to augment the quality of life of elders in residential facilities. **Ability to:** explain agency program policies and regulations; review and analyze complaints and concerns of elderly residents; analyze and apply pertinent laws and regulations; mediate between various parties related to conflict with elderly residents; negotiate settlements on behalf of residents; assess and respond appropriately to sensitive circumstances; research, obtain records, and prepare documentation which may be used in a court of law; testify in administrative and court hearings; *and all knowledge, skills and abilities required at the lower levels.*

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

Working knowledge of: principles and practices of supervision and training. **Ability to:** supervise subordinate staff including organizing work flow, assigning work, establishing unit procedures, delegating responsibility, conducting training, evaluating work performance, and administering discipline.

ELDER RIGHTS [ADVOCATE] SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in social work, psychology, sociology or related social science or human services field, and one year of experience working with the elderly investigating, mediating, negotiating and resolving complaints which required the application of regulations, laws, policies and procedures in making determinations and preparing detailed reports; **OR** one year of experience as an Elder Rights [Advocate] *Specialist I* in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

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

Working knowledge of: needs of the elderly and the aging process; elder rights *and the right to self-determination; right to privacy by protecting confidential information.* [~~State laws regarding crimes against the elderly; investigative techniques.~~] **General knowledge of:** *areas relevant to the long term care system, especially regulatory information and long term care services options;* [~~regulations governing long term care facilities;~~] public and private welfare and social programs. **Ability to:** *identify, investigate and resolve complaints made by or on behalf of residents of nursing homes and group homes; advocate for residents and resolve problems;* identify abuse, neglect, exploitation, isolation and other adverse circumstances that affect the elderly; convey and document accurate and precise information; review and analyze information received from [~~complainants,~~] residents, *family members, facility staff* [~~witnesses~~] and others; [~~ascertain factual information;~~] apply federal regulations, State laws, and agency policies and procedures to determine compliance; write reports and make referrals to other agencies, [~~the courts, law~~

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MINIMUM QUALIFICATIONS (cont'd)

ELDER RIGHTS [ADVOCATE] SPECIALIST II (cont'd)

~~enforcement and other legal entities;~~] work independently and as part of a team; *and all knowledge, skills and abilities required 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 Elder Rights Supervisor.)*

ELDER RIGHTS [ADVOCATE] SPECIALIST I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience that included eliciting information, identifying service needs, researching and resolving complaints, writing business correspondence, and public speaking; **OR** an equivalent combination of education and experience. *(See Special Requirements)*

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

General knowledge of: human aging process; interviewing and research techniques; community resources; professional standards related to confidentiality; mediation and negotiation techniques. **Ability to:** elicit information, analyze facts, and evaluate information; develop and maintain community resources; speak in public to a diverse group of individuals regarding elder rights; write concise, logical and grammatically correct reports and correspondence; understand the dynamics of various social, cultural and economic groups; deal appropriately with individuals who may be upset, irate, and uncooperative; organize and prioritize work; operate a computer sufficient to store, access and retrieve data; work independently with minimal supervision.

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 Elder Rights [Advocate] Specialist 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 series.

	<u>12.346</u>	<u>12.347</u>	<u>12.348</u>
ESTABLISHED:	10/1/07R 11/16/07UC	7/1/03P 10/14/02PC	7/1/03P 10/14/02PC
REVISED:		10/1/07R 11/16/07UC	10/1/07R 11/16/07UC
REVISED	5/12/10UC	5/12/10UC	5/12/10UC



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

Table with 4 columns: TITLE, GRADE, EEO-4, CODE. Rows include GRANTS & PROJECTS ANALYST III (37, B, 7.753), GRANTS & PROJECTS ANALYST II (35, B, 7.755), and GRANTS & PROJECTS ANALYST I (33, B, 7.757).

SERIES CONCEPT

Grants & Projects Analysts develop and implement and/or assess, monitor, control and review grant-in-aid projects/programs administered by State agencies, and provide assistance to recipients in evaluating program effectiveness.

Review and evaluate applications submitted by organizations for program participation, determine eligibility, and recommend approval.

Prepare grant applications to secure federal funding for State and/or State-sponsored programs including writing/amending program descriptions and compiling required financial and statistical data.

Research, develop, recommend and implement long-range plans and projects within grant guidelines to maximize and enhance services provided.

Provide technical assistance to service providers regarding program operations including grants management, program planning, and interpretation and analysis of regulations, policies and procedures.

Conduct and/or assist in conducting workshops to provide guidance to service providers and program applicants regarding grant requirements, policies and procedures.

Compile data and prepare reports regarding program activities and funding sources.

Inspect service provider operations to ensure adherence to program objectives; document and report all discrepancies and make suggestions regarding proposed improvements.

Conduct audits of financial records and reports submitted by service providers to ensure the appropriate and efficient usage of monies received and/or reimbursed.

Perform related duties as assigned.

ALLOCATION OF POSITIONS

All grants have some features in common, but there are many factors which, in combination, make the administration of some grants more complex than others. In allocating positions to the Grants & Projects Analyst I or II class, the following characteristics should be taken into consideration:

- Size and number of grants. This includes the amount of money allocated to the program, the complexity of applications to be reviewed, the extent of research to be conducted in allocating grant funds, requirements and regulations to be interpreted and applied, the method and procedure in allocating grants, the degree of difficulty involved in carrying out assignments, and the mental processes required to evaluate the program(s);

GRANTS & PROJECTS ANALYST III	37	B	7.753
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ALLOCATION OF POSITIONS (cont'd)

- *Number of subgrantees whose performance must be audited and evaluated.* This includes the extent and depth of monitoring performance of subgrantees and evaluating reports and applications submitted by subgrantees, and determining their compliance to requirements and regulations;
- *Number of years of the grant and contingencies placed upon program effectiveness, the type of annual reporting required, and compliance with grant/project requirements;*
- *In the Nevada System of Higher Education (NSHE), complex grants are multi-year, requiring detailed budget projection; the purchase, depreciation and disposition of highly technical equipment; and may involve the use of human or animal specimens.*

CLASS CONCEPTS

Grants & Projects Analyst III: Under general supervision, incumbents, in addition to overseeing and administering various complex grants, supervise, train and evaluate the performance of subordinate professional staff, and serve as a resource to lower level analysts.

Grants & Projects Analyst II: Under general supervision, incumbents perform the duties described in the series concept and are responsible for managing the more complex grants and projects functions. Complex grants and projects duties require interpreting numerous regulations and requirements, determining eligibility, providing justification for approving or denying applications, determining compliance, preparing reports and analyses, planning and conducting training, coordinating program activities with several public jurisdictions, and overseeing the maintenance of extensive informational and/or financial records. This is the advanced journey level in the series.

A representative example of a Grants & Projects Analyst II is located in the Division for Aging Services in the Department of Health & Human Services. The Division for Aging Services receives money from the State and the federal government to provide various services to the elderly through nonprofit organizations and private contractors. The incumbent, under the supervision of a Grants & Projects Analyst III, ensures that elder Nevadans receive appropriate and quality services in areas such as nutrition, transportation, homemaker services, respite care, home modification, mental health, and medication management. The incumbent reviews over 60 grant applications annually and oversees the management of about 35 ongoing service activities. Individual grant awards may be as high as \$600,000 and the total grant is \$5 million annually.

The incumbent reviews proposals from prospective subgrantees, recommends funding, conducts new grantee workshops, develops new service specifications and revises existing ones, develops performance indicators, monitors programs, provides technical assistance to grantees, and prepares and analyzes a variety of narrative and statistical reports. The incumbent establishes timelines and deadlines, ensures that application forms and materials are accurate and up-to-date, reviews and scores applications, and provides instruction and technical assistance to subgrant applicants via group workshops and one-on-one counseling.

Grants & Projects Analyst I: Under general supervision, incumbents perform the full range of duties described in the series concept. They assess, monitor, control and review grant projects/programs and provide technical assistance to subgrantees. This is the journey level in the series.

A representative example of a Grants & Projects Analyst I is located in the Department of Education. The incumbent oversees the Charter Schools Program grant from the U.S. Department of Education by providing technical assistance and administering subgrants to eligible charter school planners and operators.

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CLASS CONCEPTS (cont'd)

Grants & Projects Analyst I (cont'd)

The incumbent coordinates departmental and peer reviews of subgrant applications and assists applicants during the review process; approves/disapproves subgrant budgets, modifications and allowable costs; analyzes end-of-project financial and program reports from subgrantees; monitors programs on-site and through records reviews to ensure compliance with federal requirements; completes required federal financial and programmatic reports; and participates in the development of State charter school policies. The incumbent is responsible for approximately 20 subgrants from a total grant of \$2.5 million annually.

MINIMUM QUALIFICATIONS

GRANTS & PROJECTS ANALYST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, accounting, finance or related field and three years of **grants** experience *which included* [in] the administration, assessment, coordination, analysis, and revision of **grant** programs [related to the project administered]; **OR** one year of experience as a Grants & Projects Analyst II in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: management of federal grants and the federal payment management system; principles and applications of program planning and evaluation. **Ability to:** interpret, apply, and explain agency programs, processes and procedures, complex laws and regulations, restrictions, and standards to program clientele, representatives of external entities, and other agencies; make oral group presentations to persuade others to accept a specific opinion or action; represent the agency to a wide variety of groups; read, write and apply legal and technical documents; exchange ideas, information, and opinions with others to formulate policies and programs and arrive jointly at decisions, conclusions or solutions; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: federal and State regulations and guidelines governing assigned areas of responsibility. **Working knowledge of:** State budgetary process; supervisory principles and practices.

GRANTS & PROJECTS ANALYST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, accounting, finance or related field and two years of **grants** experience *which included* [in] the administration, assessment, coordination, analysis, and revision of **grant** programs [related to the project administered]; **OR** one year of experience as a Grants & Projects Analyst I in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: management of federal grants and the federal payment management system; accounting and financial recordkeeping practices; accounting coding used to distribute funds, accounts receivable and accounts payable bookkeeping practices; principles and processes of program planning and evaluation. **Ability to:** read, write, interpret, explain, and apply legal and technical documents; explain agency grant programs, actions, policies and procedures; write program plans, reports and grant applications using correct English grammar, spelling and punctuation; compute and prepare financial and budget reports; *and all knowledge, skills and abilities required at the lower level.*

GRANTS & PROJECTS ANALYST III	37	B	7.753
GRANTS & PROJECTS ANALYST II	35	B	7.755
GRANTS & PROJECTS ANALYST I	33	B	7.757

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MINIMUM QUALIFICATIONS (cont'd)

GRANTS & PROJECTS ANALYST II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Grants & Projects Analyst III.)

GRANTS & PROJECTS ANALYST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, accounting, finance or related field and one year of **grants** [~~professional~~] experience **which included the administration**, [~~in the~~] assessment, coordination, **analysis, and** revision [~~and analysis~~] of **grant** program functions; **OR** graduation from high school or equivalent education and three years of professional experience in the research, development, coordination, revision, and evaluation of **grant** programs; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: accounting and financial recordkeeping practices; accounting coding used to distribute funds; accounts receivable and accounts payable bookkeeping practices; federal regulations pertaining to grants; management of federal grants and the federal payment management system; principles and processes of program evaluation and planning. **Ability to:** prepare grammatically correct written materials including program plans, reports and grant applications; complete required forms and documents related to program requirements; prepare and verify financial and budget reports; explain programs, policies and procedures of the agency; compose business correspondence in clear, concise and grammatically correct English.

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

	<u>7.753</u>	<u>7.755</u>	<u>7.757</u>
ESTABLISHED:	6/24/83	6/24/83	6/24/83
REVISED:	7/1/93P	7/1/93P	7/1/93P
	9/24/92PC	9/24/92PC	9/24/92PC
REVISED:	12/14/07PC	12/14/07PC	12/14/07PC
REVISED	5/12/10UC	5/12/10UC	5/12/10UC