

Brian Sandoval
Governor



Jeff Mohlenkamp
Director

Teresa J. Thienhaus
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

100 N. Stewart Street, Suite 200 | Carson City, NV 89701
Phone: (775) 684-0150 | <http://dop.nv.gov>

MEMO PERD # 61/11
November 9, 2011

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

FROM: Teresa Thienhaus, Administrator
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES

A handwritten signature in cursive script, appearing to read "T. Thienhaus".

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, Classification and Recruitment Section in writing no later than December 14, 2011.

If no written objections are received in this office by December 14, 2011, 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: **07-12**

Posting Expires: **December 14, 2011**

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
	New		7.641	HAVA Administrator***	41 B

EXPLANATION OF CHANGE

The Secretary of State has requested that the Division of Human Resource Management create a new class titled HAVA Administrator. Formerly classified as a Management Analyst IV, this federally funded position administers all facets of the federally mandated Help America Vote Act (HAVA) passed by the U.S. Congress in 2002 to address voting irregularities in the 2000 presidential election and to achieve standardization in the administration of elections.

In the nine years since this federal law was passed, the complexity of administering HAVA has evolved. It is not a static program and requires compliance with other federal elections statutes and regulations, some of which require companion State laws to be enacted such as the Military and Overseas Voters Act and the National Voting Rights Act. As a result, there is a significant legal component to administering HAVA. While a law degree is not required, it is desirable, and a strong background in public policy development and analysis would enable the incumbent to interpret and implement federal and State policy and regulations.

It is also recommended that the HAVA Administrator class be aligned with the Health Information Technology Project Director at grade 41. Both classes have responsibility for development and implementation of broad, federally mandated programs which require collaborating with a variety of entities such as stakeholder groups, governing bodies, boards and other organizations; researching, interpreting and explaining technical information such as laws, regulations and requirements; and grant administration. The education and experience requirements are also comparable.

The Secretary of State has stated the intent to propose this position be moved into the unclassified service during the next legislative session. As a result, this class will be abolished at such time as the legislature approves the position as unclassified.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, 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 December 14, 2011. Objections should be addressed to Peter Long, Deputy Division Administrator, Compensation, Classification and Recruitment, Section of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: November 9, 2011



CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HAVA ADMINISTRATOR	4I	B	7.64I

Under administrative direction of the Deputy Secretary of State for Elections, the HAVA Administrator provides overall 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; provides analysis and interpretation of State and federal laws, regulations and statutes related to elections administration; represents the division and makes presentations to various boards, legislative committees, community organizations and the public.

Develop long-range and annual plans for the administration of the State’s elections to ensure conformance with federal and State requirements, including major program activities for voter registration, voting systems, military and overseas voters, facility management and security of information.

Analyze, interpret and review federal and State laws related to elections administration; draft language and propose State regulations for legislative approval and passage; write, review and recommend administrative policies for HAVA programs; issue oral and written directives in the form of policy statements and manuals.

Provide direction to and coordinate with local election officials, information technology staff, and elections-related vendors to administer technical aspects of the election process; review and recommend technological advancements used in the administration of elections; develop and review business requirements to deliver accessible voting systems and voter information; review and evaluate hardware and database advancements and make purchase recommendations; oversee voting equipment inventory and distribution.

Prepare the HAVA program and biennial budget plans; monitor approved budgets and fiscal transactions to ensure compliance with State and federal policies and requirements; develop cost estimates and justification for new or expanded programs and purchase of equipment; draft work programs for budget augmentation and prepare/present the budget or recommendations to the legislature.

Coordinate public outreach and audience advocacy regarding voting procedures, voting rights, and voting technology; make presentations to staff, community organizations, employers and the public to provide information and explain elections-related program activities, requirements and policies; represent the Secretary of State’s Office at conferences, both within and outside the State, legislative hearings, board meetings, and community groups.

Apply for and manage grant funds associated with election administration; prepare documents necessary to apply for and accept federal funding and coordinate any State matching funds; administer subgrants by recommending approval or denial of applications and monitoring and providing assistance as to fund usage.

Train, supervise and evaluate the performance of professional and support staff; develop work performance standards; provide for appropriate staff development opportunities; initiate disciplinary action as necessary.

Collect, analyze and report voter and election information including voter registration statistics, eligibility and participation; prepare and submit comprehensive narrative and financial reports as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS**SPECIAL REQUIREMENTS:**

- * *This position requires specialized skills which will be identified at the time of recruitment.*
- * *Some travel in-state and out-of-state is required.*

INFORMATIONAL NOTE:

- * *This position requires work on evenings and weekends, including State holidays, depending upon the dates of elections.*

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university in public or business administration, communications, law or related field and five years of progressively responsible professional experience managing diverse programs which required budget development and management; coordination of program services and activities with community organizations and governmental agencies; development of policy; and making public presentations. Two years of the required experience must have included supervising professional staff; OR an equivalent combination of education and experience. When determining equivalencies, two years of relevant experience may be substituted for one year of education.*

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

Working knowledge of: principles and practices of supervision and training; 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. Ability to: write concise, logical and grammatically correct analytical reports, correspondence, and program documents; establish work priorities and determine the time, place and sequence of action to be taken; train, supervise and motivate staff; project workload and staff and equipment needs; develop, coordinate and adapt work processes to accomplish goals and objectives and optimize efficiency. Skill in: making oral group presentations to provide information and explain policies and procedures; reading, interpreting and applying technical documents, complex federal guidelines and legal documents for new and revised policies and regulations; establishing and maintaining positive and cooperative working relationships with staff, representatives of other agencies and organizations, government officials, employers and professionals in the community; mediating between contending parties; negotiating, exchanging ideas, information and opinions with others to arrive jointly at decisions, conclusions or solutions; managing space, equipment and material resources; interacting with complainants with tact and diplomacy.

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

Detailed knowledge of: department, division, and section goals, systems, programs and policies related to assigned programs. Working knowledge of: federal and State laws and regulations governing programs administered under HAVA; goals, objectives and federal guidelines for voter registration, accessibility, voting rights, and voting systems; State and agency regulations regarding budget maintenance, purchasing and supervision; grant management techniques and requirements; computer capabilities and programming logic; data processing and operational systems for HAVA.

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: 7.641
12/14/11UC