



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#41-14

July 2, 2014

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

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
Division of Human Resource Management

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 regarding these changes, please send your written notification to Peter Long at plong@admin.nv.gov no later than August 5, 2014.

If no written objections are received in this office by August 5, 2014, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

LE:lf/kh/tp

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #1-15
Posting Expires: August 5, 2014

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:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.255	Tax Examiner II	30	E	7.255	Tax Examiner II	30	B
7.256	Tax Examiner I	28	E	7.256	Tax Examiner I	28	E

Basis for Recommendation

The Nevada Department of Taxation has requested modification to the Tax Examiner series in order to increase the pool of eligible applicants and to allow for increased promotional opportunities for current agency employees.

In consultation with subject matter experts from both the Department of Taxation and the Department of Motor Vehicles, the minimum qualifications for the Tax Examiner II were amended to allow for a Bachelor's degree with one year of experience in bookkeeping, collections, or the interpretation and application of policies, regulations and/or legal requirements equivalent to an Administrative Assistant III or Accounting Assistant III in Nevada State Service. The EEO-4 code was also changed from "E" to "B", to allow for experience gained at the Tax Examiner II to be considered professional versus paraprofessional. This change will make experience gained at the Tax Examiner II eligible to be used by incumbents for higher level recruitments such as Revenue Officer II or Management Analyst I. This will increase retention and allow for a career path for current State employees.

The minimum qualifications for the Tax Examiner I were amended to allow for an Associate's degree with one year of experience in clerical accounting, collections, or the interpretation and application of policies, regulations and/or legal requirements equivalent to an Administrative Assistant II or Accounting Assistant II in Nevada State Service.

Due to this series being utilized by both the Department of Taxation and the Department of Motor Vehicles, an informational note was added indicating that this series may require agency specific education and/or experience that will be identified at the time of recruitment. This will allow the individual departments to tailor their recruitments to fit their needs.

Throughout the process, both management within the Department of Taxation and Department of Motor Vehicles and human resource staff with the Division of Human Resource Management, participated by offering recommendations and reviewing changes as they process progressed. Both agencies reviewed the final proposed class specifications and support this recommendation.

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) 684-0130.

Objections to the proposed change(s) must be received in writing by August 5, 2014. Objections should be addressed to Peter Long, Deputy Division Administrator, Compensation, Classification and Recruitment, Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: July 2, 2014



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>
TAX EXAMINER II	30	[E] B	7.255
TAX EXAMINER I	28	E	7.256

SERIES CONCEPTS

Tax Examiners are responsible for licensing/registration, collecting taxes and fees, and assisting taxpayers to ensure compliance with the applicable tax and registration statutes.

Process tax returns; examine data for accuracy; calculate tax, penalty and interest if applicable; collect appropriate payment and post to taxpayer account.

Process applications for business licenses; examine applications to verify completeness; input information into system; research files to determine previous history; and issue licenses or one-time permits as appropriate.

Assist applicants and taxpayers with completing forms and submitting required documentation; provide information related to federal and State regulations and pertinent tax statute(s).

Maintain files by updating data to reflect name and address changes, closing of accounts, and other information.

Reconcile receipts, monies collected and corresponding documents within each category to ensure proper distribution to accounts; prepare bank deposits and required reports.

Perform related duties as assigned.

CLASS CONCEPTS

Tax Examiner II: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

Tax Examiner I: Under close supervision, incumbents receive training in performing the duties described in the series concept. This is the entry level in the series and progression to the next level may occur upon meeting minimum qualifications and with approval of the appointing authority.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * *Positions in this series may require agency specific education and/or experience that will be identified at the time of recruitment.*

MINIMUM QUALIFICATIONS (cont'd)

TAX EXAMINER II

EDUCATION AND EXPERIENCE: *Bachelor's degree from an accredited college or university and one year experience in bookkeeping, collections, or the interpretation and application of policies, regulations and/or legal requirements equivalent to an Administrative Assistant III or Accounting Assistant III in Nevada State service; **OR** Graduation from high school or equivalent education and three years of experience as stated above [of bookkeeping or collections experience involving the interpretation and application of policies, regulations and/or legal requirements;] **OR** one year experience as a Tax Examiner 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: standard bookkeeping methods in order to properly debit and credit accounts; payroll, accounts payable and accounts receivable functions; computer spreadsheet techniques sufficient to record, track, manipulate and report data. **Ability to:** communicate effectively both orally and in writing; plan, implement and monitor clerical accounting methods and procedures; respond orally and in writing to diverse and complex inquiries regarding accounts related matters. **Skill in:** mathematical computations sufficient to calculate taxes and penalties and ensure the proper balance of accounts; operating a computer terminal to maintain accounts; using a ten key calculator by touch.

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

Working knowledge of: tax statutes and regulations applicable to the work unit. **Ability to:** calculate taxes, penalties and interest.

TAX EXAMINER I

EDUCATION AND EXPERIENCE: *Associate's degree from an accredited college or university and one year experience in clerical accounting, collections, or the interpretation and application of policies, regulations and/or legal requirements equivalent to an Administrative Assistant II or Accounting Assistant II in Nevada State service; **OR** Graduation from high school or equivalent education and two years of experience as stated above; [clerical accounting or collections experience involving the interpretation and application of policies, regulations and/or legal requirements;] **OR** an equivalent combination of education and experience.*

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

Working knowledge of: standard clerical accounting methods in order to properly debit and credit accounts; practices and terminology of clerical accounting; office procedures, methods and equipment; analyzing and interpreting reports, records and information; mathematical computations. **Ability to:** *interpret and apply policies, regulations and/or legal requirements related to the program area.*

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Tax Examiner II.)

TAX EXAMINER II

30

[E] B

7.255

TAX EXAMINER I

28

E

7.256

Page 3 of 3

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.

7.255

7.256

ESTABLISHED:	08-60	12/17/04PC
REVISED:	07/01/65	
REVISED:	08/01/68	
REVISED:	02/06/78-3R	
REVISED:	10/25/85	
REVISED:	07/01/93P	
	09/24/92PC	
REVISED:	12/17/04PC	
REVISED:	08/05/14UC	08/05/14UC