






TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH **DATE:** December 12, 2016

RE: *Approval of new classification specification for Executive Administrative Analyst, Schedule 23 (\$59,883 - \$83,512)*

PETITION # 43-16

That the Southern Nevada District Board of Health *approves the new classification specification for Executive Administrative Analyst.*

PETITIONERS:

Shandra Hudson, SPHR, SHRM-SCP, Human Resources Administrator 
Andrew J. Glass, FACHE, MS, Director of Administration 
Joseph P. Iser, MD, DrPH, MSc, Chief Health Officer 

DISCUSSION:

The Executive Administrative Analyst position is considered necessary to provide high-level administrative support to the Chief Health Officer and Division Directors as assigned. In addition to performing a variety of professional and technical duties, the Executive Administrative Analyst is responsible for conveying information regarding Health District functions and procedures, coordinating assigned projects, recommending policy changes and ensuring efficient operation of support functions. The Executive Administrative Analyst shall serve as a scribe and assist management during negotiations and shall be exposed to a variety of confidential information, including reviewing employee files and contributing to decisions affecting personnel. In addition, the incumbent will be involved in the decisions of management affecting collective bargaining, therefore, this position is regarded as confidential pursuant to NRS 288 and is not eligible for participation in the union.

FUNDING:

Funding is available for the Executive Administrative Analyst within the general funds budget.

EXECUTIVE ADMINISTRATIVE ANALYST

DEFINITION

To perform a variety of professional and technical duties involved in preparing budgets and monitoring expenses within a Division; to provide grant fiscal monitoring; to provide analysis of work performance; and to recommend procedural and policy changes based on data, or operational, or research analysis.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Health Officer or designee.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Assist in the development and preparation of program budgets within the Division; collect budget recommendations and requests from staff; participate in budget meetings; analyze, interpret, and identify trends in monthly financial reports
- Access to confidential files including but not limited to SNHD personnel files and student files
- May review all staff requests for purchases within organizational guidelines; ensure compliance with applicable program budget; initiate requests for furnishings and equipment purchases and may coordinate inventory
- May review requests for purchases with grant funds; track and document grant expenses
- Serve as a scribe and management assistant during negotiations
- Serve as liaison with Computer Services staff in order to request program changes, installations, and hardware/software problem resolutions; arrange for staff training in the use of new computer software
- Conduct research of Division operations including analysis of forms, procedures, organization, staffing, and file review; prepare preliminary recommendations; develop and prepare continuous statistical summary reports and records maintenance, detailing staff performance indicators and workloads
- Review data and create reports for Chief Health Officer in reference to workforce development/performance measures and make recommendations to leadership
- Attend and participate in a variety of professional group meetings and conferences; answer inquiries relating to proposed budgets; represent the Division at conferences related to data processing or Division operations
- Develop a variety of special projects and reports as requested
- Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- Principles and practices of statistical data analysis
- Complex methods and techniques of research and analysis
- Principles and techniques of budget preparation and fiscal analysis
- Principles and techniques of business management and organizational analysis
- Spreadsheets and Geographic Information System
- Principles and practices of computer programming and software application systems

Ability to:

- Perform detailed research and statistical data analysis

SOUTHERN NEVADA HEALTH DISTRICT
Executive Administrative Analyst (*Continued*)

- Assist with the development and preparation of several complex budgets
- Prepare clear and concise reports
- Operate a computer and its associated equipment
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Training and Experience Guidelines

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in public health administration, business administration, public administration, computer science, management information systems, or a related field

Experience:

Three years of recent analytical and/or budget experience, preferably in local or State government

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

FLSA Exempt
Bargaining Unit Ineligible
Schedule 23
Approved by the Board of Health on _____