



TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH **DATE:** January 26, 2017

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

PETITION # 03-17

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 *SH*
Andrew J. Glass, FACHE, MS, Director of Administration *AG*
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 recommending procedural and policy changes, and monitoring grant fiscal expenses, performance management and quality assurance. The Executive Administrative Analyst shall participate as an active member of the management negotiation team, as well as conduct or participate in activities requiring access to confidential files, including but not limited to, Health District personnel files, investigations, and student/intern education files. 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 one or more Divisions; recommend procedural and policy changes based on data, operational, and/or research analysis; and monitor performance management and quality assurance.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Health Officer or Division Director. May direct the work of assigned staff on a project or day-to-day basis.

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.*

- Serve in the capacity of a confidential Executive Assistant for the Chief Health Officer or Division Director, independently planning and coordinating assigned projects and services, conveying information regarding Health District functions, programs, policies, and procedures, and ensuring the efficient operation of support functions
- Assist in the development and preparation of Division program budgets; collect budget recommendations and requests from staff; participate in budget meetings; analyze, interpret, and identify trends in monthly financial reports
- Collect, compile, and analyze information on specialized topics from a wide variety of sources related to Health District programs; write reports that present and interpret data, identify alternatives, and make and justify recommendations, including participating as an active member of the management negotiating team
- Conduct or participate in activities requiring access to confidential files including, but not limited, to Health District personnel files, investigations, and student/intern education files
- Participates in developing, implementing, and evaluating programs, plans, processes, systems and procedures to achieve Health District and Division goals, objectives, and performance measures consistent with Health District's quality and service expectations
- Provide support during Health District's collective bargaining processes; coordinate communications with and from the bargaining team(s); maintain bargaining process proposals, prepare meeting minutes; and update the collective bargaining agreement
- Participate in staff and Leadership meetings, as assigned, for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities
- 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 Health District operations
- Develop and manage a variety of special projects and reports
- Review requests for purchases with grant funds; track and document grant expenses
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion
- Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- Principles and practices of statistical data analysis

SOUTHERN NEVADA HEALTH DISTRICT
Executive Administrative Analyst (Continued)

- Basic budgeting procedures including preparation, monitoring, and reporting
- Principles, 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
- Oral and written communications skills

Ability to:

- Analyze situations accurately and adopt an effective course of action
- Work independently with minimum direction
- Maintain confidentiality and use a high degree of discretion
- Plan and organize work to meet schedules and timelines
- Perform detailed research and statistical data analysis
- Assist with the development and preparation of complex budgets
- Prepare clear and concise reports
- Operate a computer and its associated equipment
- Communicate clearly and concisely, both orally and in writing
- Think and act strategically, provide sound judgment, and 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 _____