



NYE COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM REQUEST FORM

Department: Health & Human Services	Meeting Date:
Category: Regular Agenda Item	April 15, 2025
Prepared by: Elona Goldner	Phone: 751-6302
Presented by: Karyn Smith	Phone: 751-7096
<b>Action requested:</b> (Include what, with whom, when, where, why, and terms)  Discussion and deliberation to: a. Approve or reject the addition of one Full-time Financial Analyst - Grants position; and b. Fund from 10380 Opioid - Grant Fund.	
<b>Complete description of requested action:</b> (Include, if applicable, background, impact, long-term commitment, existing county policy, future goals, obtained by competitive bid, accountability measures)  Financial Analyst - Grants Grade 12 / Step 01 \$23.78 estimated Salary \$49,462.40 Benefits \$33,034.47 Total \$82,496.87	
<b>Recommendation:</b>	

**Financial Impact**

Cost: \$ 82,496.87	Fund Name: Opioid Grant	Fund #: 10380
Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	FY: 25	<input type="checkbox"/> One-Time <input checked="" type="checkbox"/> Recurring
Comments:		

**Review & Approval**

Legal Review Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Legal Approval Received: <input type="checkbox"/>	Date:
Financial Review Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Submitted to Finance: <input checked="" type="checkbox"/>	Date: 4/3/25
Administrative Manager Review: <input checked="" type="checkbox"/>	Place on Agenda: <input checked="" type="checkbox"/>	Initials: ST

Item # 20

# NYE COUNTY BOARD OF COUNTY COMMISSIONERS

## STAFF REPORT

Meeting Date: **04/15/2025**

Prepared By: **Elona Goldner**

Agenda Item: **Health & Human Services – Add to Staff**

### BACKGROUND

#### NRS 354.472 Purposes of Local Government Budget and Finance Act.

1. The purposes of NRS 354.470 to 354.626, inclusive, are:
  - (a) To establish standard methods and procedures for the preparation, presentation, adoption and administration of budgets of all local governments.
  - (b) To enable local governments to make financial plans for programs of both current and capital expenditures and to formulate fiscal policies to accomplish these programs.
  - (c) To provide for estimation and determination of revenues, expenditures and tax levies.
  - (d) To provide for the control of revenues, expenditures and expenses in order to promote prudence and efficiency in the expenditure of public money.
  - (e) To provide specific methods enabling the public, taxpayers and investors to be apprised of the financial preparations, plans, policies and administration of all local governments.
2. For the accomplishment of these purposes, the provisions of NRS 354.470 to 354.626, inclusive, must be broadly and liberally construed.

(Added to NRS by 1965, 725; A 1971, 1012, 1340; 1981, 1758; 2001, 1795; 2005, 576; 2011, 1689; 2013, 2711)

#### Nye County Comprehensive Financial Management Policy

##### Budget Transfer/Augments/Amendments

All amendments to the adopted budget shall require a submitted request and documented justification for transfer from the respective accounts.

##### 1) Budget Augmentation Required Approvals: The Board of County

Commissioners is the approving authority for budget augmentations that result in an increase or decrease of the total budgeted revenue or expenditure of a fund. Budget augmentations are prepared by Finance and presented by the Comptroller. The impacted department head may be requested to attend the BoCC meeting to explain the augmentation to their department or fund.

#### The Financial Impact:

Add: Financial Analyst – Grants (12040-\*\*\*) Position  
Estimated Salary \$49,462.40 Benefits \$33,034.47 Total \$82,496.87

**TOTAL IMPACT: \$ 82,496.87**

##### Attachments:

**Job Description: Financial Analyst - Grants  
Position Justification form**

Pahrump Office  
Nye County Government Center  
1981 E. Calvada Blvd.  
Suite 120  
Pahrump, NV 89048  
Phone (775) 751-6301  
Fax (775) 751-6309



Tonopah Office  
Nye County Courthouse  
William P. Becko Justice Facility  
PO Box 3400  
Tonopah, NV 89049  
Phone (775) 482-7242  
Fax (775) 482-7245

**NYE COUNTY  
HUMAN RESOURCES  
NEW POSITION  
JUSTIFICATION FORM**

The purpose of this form is to provide the organizational justification for either: 1) creating a new position; 2) promotion of an existing employee; or 3) to reclassify a position. Board of Nye County Commissioners approval may be required.

Position Title:	<u>Financial Analyst - Grants</u>	Position #:	
Department:	<u>Health and Human Services</u>	Location:	<u>Pahrump, NV</u>
Position Reports To:	<u>Karyn Smith</u>	Submitted By:	<u>Karyn Smith</u>

**TYPE OF REQUEST**

New Position  
 Promotion  
 Reclassify

**\*Attach a finalized position description. Please highlight any new and/or revised duties.**

Is this Position budgeted?  Yes  No  Full Time  Part Time

Position Fixed Cost Distribution: Opioid - Grant 10380

Is Board approval required?  Yes  No

Additional comments regarding Position budget or funding:

**Grant 10380 is monies received from the Resilient Nevada Opioid lawsuits.**

What additional equipment (vehicle, computer, phone, uniform, etc.) will be necessary if the position is approved?

**No additional equipment needed.**

**JUSTIFICATION FOR REQUESTED ACTION** (use additional pages if necessary and attach)

**1. Why is the position needed?**

This position is needed to oversee the development, implementation, programmatic and distribution of the Resilient Nevada Opioid grant, along with fiscal compliance of programs funded through opioid settlement dollars, ensuring responsible use of funds that support identified priorities in the Nye County Needs Assessment.

**2. Can the duties be absorbed by or redistributed to other employees in your department? Please provide a complete explanation.**

The duties cannot be absorbed by current staff employed. Many of the job classifications for the staff is lower. The quality of the work expectations require attention to detail, the capacity to understand financial and grant operations/procedures and the software/functions used to accomplish subsequent tasks, as well as the ability to communicate the Request For Application procedures and back up documentation. Knowledge in in subgrantee oversight and peer review process, compliance and monitoring.

**3. How will this work be done if approval cannot be granted and by whom? Please provide titles and names.**

If approval cannot be granted the work will not be done effectively and/or timely. As explained in item #2, the work cannot be delegated to current staff members due to job classifications without them working out of class and overtime; along with the need for higher skills and ability levels.

**4. Describe any staff reductions/additions the department has experienced in the last five years.**

2022 a Secretary I was hired to cover the front office in Pahrump; August 2022 the Eligibility Specialist retired and the Eligibility Worker in Tonopah was promoted to Eligibility Specialist. 2023 the part-time Account Clerk I in Tonopah was reclassified to Eligibility Worker; in April Eligibility Specialist resigned and the Secretary I was promoted to the vacated Eligibility Worker position and a Secretary I and the Senior Eligibility Supervisor were hired. August 2024 the Secretary I was promoted to Accounting Secretary in the Public Guardian Department and the Deputy Public Guardian took a position in another department; September 2024 the HHS Secretary I position was filled and October 2024 Senior Eligibility Supervisor resigned; November 2024 the Senior Eligibility Supervisor position was filled.

5. What cost saving measures have been taken to facilitate the request?

At this time none; this position has been covered through NyE Communities Coalition but needs to be a County position since the funds from the Resilient Nevada lawsuit are awarded to the County.

6. What internal or external data will you track to measure the impact this position has on the efficiency of your office/department?

The impact of this position will be measured by the accuracy and timeliness of the RFA process, oversight of internal funds, compliance with the Needs Assessment and Resilient Nevada policies and quarterly updates.

8. Additional Supporting Information:

N/A

HIRING DEPARTMENT APPROVAL

<i>Karyn M Smith</i> Department Head	March 30, 2025 Date
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**POSITION FUNDING** (to be completed by HR and Finance)

Salary	Benefits	OPEB*	S&S	Total
Position No.	Accrual Payouts:	Effective Day to Fill:		
<b>*There is no OPEB cost for part time staff</b>		Starting Rate of Pay:		

Notes:

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**HUMAN RESOURCES APPROVAL**

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
	HR Director Signature	Date

**ASSISTANT FINANCE DIRECTOR APPROVAL**

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
	Assistant Finance Director Signature	Date

**COMPTROLLER APPROVAL**

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
	Comptroller Signature	Date

**COUNTY MANAGER APPROVAL**

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
	County Manager Signature	Date



## COUNTY OF NYE

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### CLASS TITLE: FINANCIAL ANALYST - GRANTS

#### BASIC FUNCTION:

Under general supervision, prepares and monitors grant activities. Administers and maintains a variety of accounts and financial records and provides budgetary forecasts, detailed and complex reports, and modifications. Performs a variety of technical tasks relative to assigned area of responsibility.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Analyzes and prepares financial statements; maintains a variety of accounts to include general ledger and reconciliation of all organization financial transactions, including bank accounts; prepares monthly fiscal reports and special reports relating to the progress of assigned accounts or area of responsibility.
2. Analyzes revenues and expenditures of organization or grant funds; recommends amendments to the budget as appropriate; prepares final cost estimates for the annual budget, special funds, or grants being sought.
3. Participates in the compilation and preparation of the organization's annual budget; prepares cash flow and expenditure projections and various budget-related forecasts and reports; provides personnel costs from salary projections.
4. Prepares annual financial reports for organization departments or revenue sources; prepares statistical financial reports; prepares necessary work papers for the annual budget and audit.
5. Analyzes, accounts for, and audits grant monies and special revenues received by the organization; acts as liaison between the division of assignment and grantors and/or grantee; processes requests for funds and obtains authorized signatures of approval. Ensures grant program compliance with all applicable policies and procedures, state and federal laws and regulations, and standards of quality and safety.
6. Administers and enforces the policy and procedures; trains organization employees who handle grant funds in proper procedures; conducts audits to determine compliance; prepares required reports.
7. Assists departments in the proper classification of revenues and expenditures; provides technical assistance and training to organization staff in matters related to financial accounting, budget administration, and financial and operational performance management.
8. Monitors various accounts, contracts and grant projects verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.

9. Monitors daily activity in grant related bank accounts and performs cash management duties.
10. Performs general clerical work such as data entry, project setup and invoicing.

**Knowledge of:**

Principles and practices of public sector budget preparation and project management; monitoring and cash management; Finance and accounting principles and procedures; Intermediate principles and practices of financial auditing; Principles and procedures of internal control systems; Intermediate principles and procedures of financial record keeping and reporting; Principles of advanced report preparation; Modern office methods, practices, procedures, and computer equipment; Laws, rules, regulations, and procedures applicable to assigned position; Spreadsheet and word processing software; and Correct English usage including grammar, punctuation, and vocabulary.

**Skill to:**

Understand and interpret governmental accounting principles and practices; Understand and administer automated financial management systems; Prepare and interpret a variety of complex financial statements, reports, and analyses; Operate a computer, including a variety of software programs; and Communicate clearly and concisely, both orally and in writing.

**Ability to:**

Train organization staff in appropriate policies and procedures; Forecast short term cash flow of organization funds; Administer banking relations; Examine and verify a wide variety of financial documents and reports; Follow written and oral instructions; and Establish and maintain effective cooperative working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Bachelor's degree or equivalent from an accredited college or university with major course work in accounting, finance, or a related field and one year of experience involving analytical work in finance, budgets, grants, audit, or five years of increasingly responsible experience involving analytical work in finance, budgets, grants and audits in private, public, or non-profit entities.

**LICENSES:**

Not applicable.

**CONTACTS:**

Department head, accounting system users, department managers, elected officials, employees, software customer support, vendors, and general public.

**PHYSICAL and Mental Requirements:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Cognitive ability to operate a personal computer using word processing and databases. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

#### **WORKING CONDITIONS:**

Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by car to pick up or deliver material. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

#### **CONDITIONS OF EMPLOYMENT:**

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Employment is contingent upon passing a drug screen.*
3. *Nye County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Nye County must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.751.6301 or go to the U.S. Citizenship and Immigration Services web page at [www.uscis.gov](http://www.uscis.gov)*
4. *Nye County is an Equal Opportunity Employer.*

**Employee's Acknowledgment:** I acknowledge that I have read the above job description and have received a copy for my records.

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Employee's Signature

Date Signed