BOB MILLER
Governor

STATE OF NEVADA

SHARON P. MURPHY
Director

DEPARTMENT OF PERSONNEL
209 E. Musser Street
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MEMO PERD #04/98
February 11, 1998

MEMORANDUM

TO: All Department Heads

FROM: Sharon P. Murphy, Director
Department of Personnel

SUBJECT: WRITTEN EXAMINATIONS FOR
FISCAL MANAGEMENT JOB CLASSIFICATIONS

Since my memorandum of March 31, 1997, the Department of Personnel has responded to the 1996 Legislative Counsel Bureau audit by developing new examinations for the fiscal management classes of Accountant Technician, Accountant, Administrative Services Officer, Management Analyst, Budget Analyst and Budget Technician. This could never have happened without the tremendous help and support of staff in your department who have participated throughout the examination development process. This assistance is greatly appreciated.

The new examinations are now in draft form and ready for trial testing. I am once again asking for the assistance of your staff to participate in the validation process. This phase involves administering the examinations to sample groups of job incumbents in order to determine the efficacy of the individual test items. Based on the sample group test results, poorly performing items will be eliminated and the best performing items will be retained for inclusion in the finalized examinations. In short, this process helps us to produce examinations that ensure selection of the most qualified candidates.

Attached is a schedule of examination dates and times. Our plan is to coordinate with your Personnel Officer to disseminate this information to your fiscal management staff and to assist in scheduling staff for testing. The largest number of participants will provide the most effective data; therefore, it is our hope we will receive 100% participation.

In a separate process, we will also be asking for a small number of your staff to assist in the minimum qualifications validation process.

Thank you for your continued support of this project. If you have any questions, comments or concerns, please feel free to call me at 687-3731.

SPM:dsb

Attachment

EXAMINATION SCHEDULE FOR FISCAL MANAGEMENT CLASSES

The Department of Personnel has responded to a 1996 Legislative Counsel Bureau audit by developing new examinations for the fiscal management classes of Accountant Technician, Accountant, Administrative Services Officer, Management Analyst, Budget Analyst and Budget Technician. These new examinations are now in draft form and ready for trial testing. We are asking employees in these classifications to assist us by taking these examinations as part of our sample group in order to determine the efficacy of the individual test items. Based on the sample group test results, poorly performing items will be eliminated and the best performing items will be retained for inclusion in the finalized examinations. In short, this process will help us to produce examinations that ensure selection of the most qualified candidates. The finalized examinations will be used by the Department of Personnel in testing all future applicants for vacant positions in these classes.

Testing for employees in the previously mentioned classifications will be available in Carson City, Reno and Las Vegas. To provide flexibility in scheduling examinations, all dates are open to employees in the identified classes. Employees should feel free to schedule whichever date and location is most convenient for them. Examinations will begin at 8:30 a.m. and are estimated to take from 4 to 6 hours to complete; however, sufficient time will be provided for all employees to complete the examination for their particular class. Please bring a solar or battery powered calculator to the exam. Remember it is our examinations that are being tested and not the test taker. *The results of the examination will have no impact on your present position.* Employee anonymity will be protected and employees may take the examination under a pseudonym if they desire.

CARSON CITY

Examination dates are available on:

Tuesday, February 24
Wednesday, February 25
Friday, February 27
Tuesday, March 3
Wednesday, March 4

Examinations will be held in the Blasdel Building, 209 East Musser Street, Room 105, Carson City. Please contact Carol Pion at 687-4123 by February 20th to schedule an examination date.

RENO

One examination date is available on: Friday, March 6

The examination will take place at the Division of Wildlife, 1100 Valley Road, Reno. Please contact Carol Pion at 687-4123 by February 20th to schedule this examination date.

LAS VEGAS

Examination dates are available on:

Friday, February 27
Tuesday, March 3
Wednesday, March 4

The examinations will be held at 555 East Washington Avenue, Suite 1400, Las Vegas. Please contact June Nesmith at 486-2916 by February 20th to schedule an examination date.

Thank you again for your assistance. Please feel free to contact either of the individuals listed above if you have any questions.