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STATE CONTROLLER'S OFFICE

DUTIES OF PROPOSED MANAGEMENT ANALYST I POSITION

The requested position for a Management Analyst I will primarily be assigned to the newly created Debt Collection Section. The following responsibilities are mandated in the collection of past due receivables:

- NRS 353.3235 mandates the reporting of receivables to the State Controller's Office on a quarterly basis. These reports must be manually input onto a spreadsheet. Since agencies do not always submit timely reports, they must be contacted in writing, or by phone, to remind them they are delinquent in reporting their receivables. NRS 353C.120 requires a "delinquent receivable report" to reflect current, as well as, delinquent receivables to the State.
- The Controller's Office and the Department of Taxation began a warrant offset pilot program two years ago. A vendor is put on 'hold' when they are delinquent in paying the State. When another agency tries to pay this vendor, the warrant is intercepted. Then, the holding agency, the vendor, and the agency initiating the warrant have to be notified. A letter must be sent to the vendor, conveying the State's intent to garnish their payment. Unless they are contested, the accounting entries must be made to transfer the funds from one agency to another. This program is now available to all state agencies so our workload has increased significantly. Additionally, cumulative records must be kept of vendor-on-hold, amount of debt, payments and balances. BDR102 will eliminate the sunset on this program.
- The State Controller is also responsible for settling debts of state employees. This requires notifications be sent, follow-up phone calls, payment plans and possible hardship hearings with the State Controller. Our office is now tracking employees identified by Personnel, who have not yet been referred to our office.
- The Controller now collects debt for agencies that wish to turn over their debts to our office. When these debts are turned over, decisions must be made as to whether the debt will be pursued internally, or referred to a private collection agency. Agencies that do not turn over their debt to the Controller's Office, may work directly with a debt collection agency. However, records have to be maintained on all debts and recoveries statewide. The Controller is also mandated to maintain a list of debtors to the State and make that list available to the public. BDR102 will mandate all agencies except the Department of Taxation and the Tax Commission, turn their over 90 day accounts receivables over to the Controller's Office for collection.
- Finally, another pilot program allows the DMV and the Division of Wildlife to suspend licenses, permits and services of debtors to the State until those debts are satisfied. This requires additional record keeping of assigned debts and recoveries. BDR102 also eliminates the sunset on this program.

Many of the duties now assigned to higher paid employees will be reassigned to this employee. Dollars recovered through aggressive debt collection justifies the grade and salary requested for the position.

EXHIBIT L Senate Committee on Finance

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