



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | [www.hr.nv.gov](http://www.hr.nv.gov)

**PERSONNEL COMMISSION**

**Meeting Notice**

**DATE:** Friday, April 11, 2014

**TIME:** 9:00 a.m.

**LOCATION:** Legislative Counsel Bureau                      Grant Sawyer State Building  
401 S. Carson St., Room 3138                      555 E. Washington Avenue, Room 4401  
Carson City, Nevada 89701                      Las Vegas, Nevada 89101

The sites will be connected by videoconference. The public is invited to attend at either location. As video conferencing gives the Commission, staff and others flexibility to attend meetings in either Northern or Southern Nevada, handouts to the Commission on the day of the meeting might not be transmitted to the distant locations.

**Notice:** The Personnel Commission may address agenda items out of sequence to accommodate persons appearing before the Commission or to aid the efficiency or effectiveness of the meeting at the Chair's discretion. The Commission may combine two or more agenda items for consideration, and the Commission may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

**Agenda**

- |                            |  |
|----------------------------|--|
| <b>FOR POSSIBLE ACTION</b> | <b>I. Call To Order, Welcome, Roll Call, Announcements</b>   |
|                            | <b>II. Public Comment:</b> No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020) Comments will be limited to three minutes per person and persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Commission Chair may elect to allow additional public comment on a specific agenda item when the item is being considered. |
| <b>FOR POSSIBLE ACTION</b> | <b>III. Approval of Minutes of Previous Meeting dated January 10, 2014.....1-8</b>   |
| <b>FOR POSSIBLE ACTION</b> | <b>IV. Discussion and Possible Selection of Alternate Southern Hearing Officer or Recruitment Request for Alternate Southern Hearing Officer.....9-25</b>  |

Interview current Southern Hearing Officers and possible selection to extend one current contract, and/or request the Hearings Division to select an independent hearing officer, and/or initiate new Hearing Officer recruitment.

**FOR POSSIBLE ACTION**

**V. Discussion and Possible Amendments to the Hearing Officer Rules of Procedure.....26-38**

Revision of strike method for the selection of Hearing Officers, insertion of language defining “a conflict of interest” and “personal interest” and other clarifying changes.

**FOR POSSIBLE ACTION**

**VI. Discussion and Approval of Proposed Regulations Changes to Nevada Administrative Code, Chapter 284.....39-67**

- A. LCB File No. R137-13  
Sec. 1. NAC 284.589 – Administrative leave with pay.
- B. LCB File No. R138-13  
Sec. 1. New section – Military leave with pay.
- C. LCB File No. R008-14  
Sec. 1. NAC 284.173 – Rate of pay: Effect of demotion.
- D. LCB File No. R009-14  
Sec. 1. NAC 284.386 – Reinstatement of former permanent employee.  
Sec. 2. NAC 284.611 – Separation for physical, mental or emotional disorder.
- E. LCB File No. R010-14  
Sec. 1. NAC 284.780 – Selection of qualified hearing officer.

**FOR POSSIBLE ACTION**

**VII. Discussion and Approval of Removal or Addition of Positions Approved for Pre-Employment Screening for Controlled Substances and Revisions to Class Specifications.....68-177**

- A. Department of Public Safety request for addition of class to list approved for pre-employment screening for controlled substances:
  - 11.117 Public Safety Dispatcher VI
- B. Department of Health and Human Services request for addition of positions to list approved for pre-employment screening for controlled substances and request for approval of class specification changes to include pre-employment testing:
  - 1. Classes and positions requested for approval of pre-employment screening for controlled substances:
    - 2.211 Administrative Assistant III - PCNs 0035, 0036
    - 5.160 Education and Information Officer - PCN 0040
    - 7.154 Auditor II - PCNs 0031, 0033, 0041
    - 7.643 Program Officer III - PCN 0038

- 10.217 Health Program Manager II - PCN 0037
- 10.540 Medical Marijuana Program Supervisor
- 10.541 Medical Marijuana Program Inspector II
- 10.542 Medical Marijuana Program Inspector I

2. Request for approval of class specification changes to include pre-employment screening for controlled substances for some positions:

- Education & Information Officer
- Supervising Auditor and Auditor
- Health Program Manager

- C. Nevada System of Higher Education, Business Center North request for removal of positions from list approved for pre-employment screening for controlled substances and request for modification of class specification regarding pre-employment testing in class specification:

1. Request for removal of positions from list approved for pre-employment screening for controlled substances:

7.519 Training Officer I – BCN – Fire Science Academy, All PCN's

7.524 Training Officer II – BCN – Fire Science Academy, All PCN's

11.523 Safety Associate, Consultation – BCN – Fire Science Academy, All PCN's

2. Request to remove references to the University of Nevada, Reno, Fire Science Academy in the pre-employment testing for controlled substances class specification statement:

- Facility Attendant

- D. Nevada System of Higher Education, Business Center North request for addition of positions to list approved for pre-employment screening for controlled substances and request for approval of class specification change to include pre-employment testing:

1. Classes and positions requested for approval of pre-employment screening for controlled substances:

2.211 Administrative Assistant III – BCN – University of Nevada Reno (UNR), PCN 41493

11.271 University Parking Enforcement Officer II – BCN, All PCN's

11.273 University Parking Enforcement Officer I – BCN, All PCN's

2. Request for approval of class specification change to include pre-employment screening for controlled substances for some positions:

- University Parking Enforcement Officer

- E. Nevada System of Higher Education, Business Center North request for addition of positions to list approved for pre-employment screening for controlled substances:
- 2.824 Supply Technician II – BCN, All PCN's
  - 2.827 Supply Assistant – BCN, All PCN's
  - 2.836 Supply Technician I – BCN, All PCN's
- F. Nevada System of Higher Education, Business Center North request for addition of positions to list approved for pre-employment screening for controlled substances and request for approval of class specification change to include pre-employment testing:
1. Positions requested for approval of pre-employment screening for controlled substances:
    - 3.203 Food Service Cook/Supervisor II – BCN, ALL PCN's
    - 3.206 Food Service Cook/Supervisory I – BCN, All PCN's
    - 3.213 Food Service Worker II – BCN, All PCN's
    - 3.218 Food Service Worker I – BCN, All PCN's
  2. Request for approval of class specification changes to include pre-employment screening for controlled substances for some positions:
    - Food Service Cook/Supervisor
    - Food Service Worker
- G. Nevada System of Higher Education, Business Center North request for addition of positions to list approved for pre-employment screening for controlled substances and request for approval of class specification change to include pre-employment testing:
1. Positions requested for approval of pre-employment screening for controlled substances:
    - 6.966 Development Technician IV – BCN, All PCN's
    - 6.978 Development Technician III – BCN, All PCN's
    - 6.979 Development Technician II – BCN, All PCN's
    - 6.980 Development Technician I – BCN, All PCN's
  2. Request for approval of class specification changes to include pre-employment screening for controlled substances for some positions:
    - Development Technician
- H. Nevada System of Higher Education, Business Center North request for addition of positions to list approved for pre-employment screening for controlled substances:
- 7.649 Program Officer I – BCN, PCN's 41234, 41672, 41673

- I. Nevada System of Higher Education, Business Center North request for addition of positions to list approved for pre-employment screening for controlled substances:
- 7.904 IT Manager I – BCN – UNR, PCN 42286
  - 7.925 IT Professional III – BCN – UNR (Facilities Services), All PCN's
  - 7.926 IT Professional II – BCN – UNR (Facilities Services), All PCN's
  - 7.929 IT Professional I – BCN – UNR (Facilities Services), All PCN's
  - 7.951 IT Professional Trainee – BCN – UNR (Facilities Services), All PCN's
- J. Nevada System of Higher Education, Business Center North request for addition of positions to list approved for pre-employment screening for controlled substances and request for approval of class specification change to include pre-employment testing:
1. Positions requested for approval of pre-employment screening for controlled substances:
    - 9.434 Events Center Technician II – BCN – Lawlor Events Center, All PCN's
    - 9.437 Events Center Technician I – BCN – Lawlor Events Center, All PCN's
  2. Request for approval of class specification changes to include pre-employment screening for controlled substances for some positions:
    - Events Center Technician
- K. Nevada System of Higher Education, Business Center North request for addition of positions to list approved for pre-employment screening for controlled substances and request for approval of class specification change to include pre-employment testing:
1. Positions requested for approval of pre-employment screening for controlled substances:
    - 9.470 Theater Technician I – BCN, All PCN's
    - 9.471 Theater Technician II – BCN, All PCN's
  2. Request for approval of class specification changes to include pre-employment screening for controlled substances for some positions:
    - Theater Technician
- L. Nevada System of Higher Education, Business Center North request for addition of a position to list approved for pre-employment screening for controlled substances and request for approval of class specification change to include pre-employment testing:
1. Positions requested for approval of pre-employment screening for controlled substances:
    - 9.514 Ranch Manager – BCN – UNR, PCN 41154

2. Request for approval of class specification change to include pre-employment screening for controlled substances for some positions:

- Ranch Manager

- M. Nevada System of Higher Education, Business Center North request for addition of positions to list approved for pre-employment screening for controlled substances and request for approval of class specification change to include pre-employment testing:

1. Positions requested for approval of pre-employment screening for controlled substances:

- 9.534 Research Aid II – BCN, All PCN's
- 9.555 Research Aid I – BCN, All PCN's
- 9.580 Research Technician – BCN, All PCN's

2. Request for approval of class specification change to include pre-employment screening for controlled substances for some positions:

- Research Aid
- Research Technician

- N. Nevada System of Higher Education, Business Center North request for addition of positions to list approved for pre-employment screening for controlled substances:

- 9.637 Facility Attendant – BCN, All PCN's

- O. Nevada System of Higher Education, Business Center North request for addition of positions to list approved for pre-employment screening for controlled substances and request for approval of class specification change to include pre-employment testing:

1. Positions requested for approval of pre-employment screening for controlled substances:

- 10.238 Health Program Specialist II – BCN, All PCN's
- 10.237 Health Program Specialist I – BCN, All PCN's
- 10.707 Chemist V – BCN, All PCN's
- 10.708 Chemist IV – BCN, All PCN's
- 10.712 Chemist III – BCN, All PCN's
- 10.713 Chemist II – BCN, All PCN's
- 10.724 Chemist I – BCN, All PCN's
- 10.710 Microbiologist V – BCN, All PCN's
- 10.711 Microbiologist IV – BCN, All PCN's
- 10.715 Microbiologist III – BCN, All PCN's
- 10.717 Microbiologist II – BCN, All PCN's
- 10.721 Microbiologist I – BCN, All PCN's

2. Request for approval of class specification change to include pre-employment screening for controlled substances for some positions:

- Health Program Specialist

- Chemist
- Microbiologist

P. Nevada System of Higher Education, Business Center North request for addition of positions to list approved for pre-employment screening for controlled substances and request for approval of class specification change to include pre-employment testing:

1. Positions requested for approval of pre-employment screening for controlled substances:

10.524 Radiation Control Specialist II – BCN – UNR, Environmental Health & Safety (EH&S), All PCN’s

10.528 Radiation Control Specialist I – BCN – UNR, EH&S, All PCN’s

2. Request for approval of class specification change to include pre-employment screening for controlled substances for some positions:

- Radiation Control Supervisor/Specialist

Q. Nevada System of Higher Education, Business Center North request for addition of positions to list approved for pre-employment screening for controlled substances and request for approval of class specification change to include pre-employment testing:

1. Positions requested for approval of pre-employment screening for controlled substances:

12.376 Family Services Specialist II, BCN – UNR, PCN 42051

2. Request for approval of class specification change to include pre-employment screening for controlled substances for some positions:

- Family Services Specialist

**FOR POSSIBLE ACTION**

**VIII. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Abolishment.....178-180**

A. Engineering & Allied

1. Subgroup: Equipment Design & Maintenance

a. 6.380 Scientific Glassblower & Design Specialist

B. Medical, Health & Related Services

1. Subgroup: Psychology & Social Science

a. 10.179 Psychometrist

2. Subgroup: Allied Therapies

a. 10.608 Allied Health Services Coordinator

b. 10.624 Licensed Physical Therapist Assistant

c. 10.626 Industrial Therapist

d. 10.628 Health and Fitness Specialist

e. 10.642 Certified Occupational Therapy Assistant

C. Regulatory & Public Safety

1. Subgroup: Investigation & Inspection

a. 11.347 Ombudsman

**IX. Report of Uncontested Classification Changes.....181-182**  
Postings #08-14, #09-14

**X. Discussion and Announcement of Dates for Upcoming Meetings** July 11, 2014

**XI. Public Comment:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020) Comments will be limited to three minutes per person and persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Commission Chair may elect to allow additional public comment on a specific agenda item when the item is being considered.

**XII. Adjournment**

If anyone has questions or wish to discuss in further detail, the items scheduled for this Commission meeting, please contact Shelley Blotter at (775) 684-0105.

We are pleased to make reasonable accommodations for individuals who wish to attend this meeting. If special arrangements or audiovisual equipment are necessary, please notify the Division of Human Resource Management in writing at 209 E. Musser Street, Room 101, Carson City, Nevada 89701 no less than (5) five working days prior to the meeting.

**NOTE: CARSON CITY**

Blasdel Building, 209 East Musser Street  
Nevada Public Notice Website: <http://notice.nv.gov>  
Division of Human Resource Management website:  
[www.hr.nv.gov](http://www.hr.nv.gov)

**LAS VEGAS**

Grant Sawyer Building  
555 E. Washington Street