



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

PERSONNEL COMMISSION

MEETING NOTICE

DATE: Friday, March 4, 2016

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. 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 public comment on a specific agenda item when the item is being considered.

Agenda

- I. Call to Order; Welcome; Roll Call; Announcements**
- II. 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)

FOR POSSIBLE ACTION

- III. Approval of Minutes of Previous Meetings:**
 - A. Held December 4, 2015.....**1-12**
 - B. Held September 25, 2015.....**12a**

FOR POSSIBLE ACTION

IV. Discussion and Approval or Denial of Proposed Regulations Changes to Nevada Administrative Code, Chapter 284.....13-34

A. LCB File No. R076-15

- Sec. 1. New Removal of ineligible grievance from procedure.
- Sec. 2. NAC 284.658 "Grievance" defined.
- Sec. 3. NAC 284.678 Submission, form and contents of grievance; informal discussions.
- Sec. 4. NAC 284.6955 Hearing before Employee-Management Committee: Procedure.
- Sec. 5. NAC 284.6957 Hearing before Employee-Management Committee: Continuance; Abeyance.

FOR POSSIBLE ACTION

V. Discussion and Approval or Denial of Class Specification Maintenance Review

- A. Clerical & Related Services.....35-47**
 - 1. Subgroup: Administrative Support
 - a. 2.222 Clerical Trainee
 - 2. Subgroup: Supply Maintenance
 - a. 2.811 Supply Technician Series
- B. Fiscal Management & Staff Services.....48-62**
 - 1. Subgroup: Financial
 - a. 7.140 Accountant Technician Series
 - 2. Subgroup: Public Information
 - a. 7.818 Retail Storekeeper Series
- C. Medical, Health & Related Services.....63-93**
 - 1. Subgroup: Health Related Services
 - a. 10.229 Mid-Level Medical Practitioner
 - b. 10.231 Health Information Series
 - 2. Subgroup: Laboratory Services
 - a. 10.729 Laboratory Assistant Series
 - b. 10.726 Laboratory Technician Series
 - c. 10.769 Staff Research Associate Series

FOR POSSIBLE ACTION

VI. Discussion of Request by Sunset Subcommittee of the Legislative Commission; Approval of Response94-103

VII. Report of Uncontested Classification Changes.....104-123

Postings: #1-16, #2-16, #3-16, #4-16, #5-16, #6-16, #7-16, #8-16, #9-16, #10-16, #11-16, #12-16, #13-16, #14-16, #15-16, #16-16, #17-16, #18-16

VIII. Discussion and Announcement of Dates for Upcoming Meetings

Next Meeting Scheduled for June 10, 2016; Discuss/schedule the following meeting.

IX. 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)

X. Adjournment

Inquiries regarding the items scheduled for this Commission meeting may be made to Shelley Blotter at (775) 684-0105 or sblotter@admin.nv.gov.

Supporting material for this meeting is available at the Division of Human Resource Management at 100 N. Stewart Street, Suite 200, Carson City, Nevada, 89701; 555 E. Washington Avenue, Suite 1400, Las Vegas, Nevada, 89101 or on our website http://hr.nv.gov/Boards/PersonnelCommission/Personnel_Commission_-_Meetings/. To obtain a copy of the supporting materials, you may contact Tawny Polito at (775) 684-0131 or at tpolito@admin.nv.gov.

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 100 N. Stewart Street, Suite 200, Carson City, Nevada, 89701 no less than (5) five working days prior to the meeting.

Notice of this meeting has been posted at the following locations:

Carson City

Blasdel Building, 209 East Musser Street
Nevada State Library & Archives Building, 100 North Stewart Street
Nevada State Capitol Building, 101 North Carson Street
Nevada Public Notice website: <http://notice.nv.gov>
Division of Human Resource Management website: www.hr.nv.gov

Las Vegas

Grant Sawyer Building, 555 East Washington Street

**STATE OF NEVADA
PERSONNEL COMMISSION**

**MEETING MINUTES
(Subject to Commission Approval)**

Friday, December 4, 2015

Held in Carson City at the Gaming Control Board, 1919 College Parkway;
and video conferenced to
Las Vegas at the Grant Sawyer State Building, Room 2450, 555 East Washington Avenue.

COMMISSIONERS PRESENT

IN CARSON CITY: Ms. Katherine Fox, Chairperson
Mr. David Read, Commissioner

COMMISSIONERS PRESENT

IN LAS VEGAS: Mr. David Sanchez, Commissioner
Mr. Andreas Spurlock, Commissioner

COMMISSIONER NOT PRESENT

AT THE MEETING: Mr. Gary Mauger, Commissioner

STAFF PRESENT:

Ms. Lee-Ann Easton, Administrator, DHRM
Ms. Shelley Blotter, Deputy Administrator, DHRM
Mr. Peter Long, Deputy Administrator, DHRM
Ms. Jennifer Chisel, Deputy Attorney General
Ms. Tawny Polito, Executive Assistant, DHRM
Ms. Frances Lincoln, Administrative Assistant, DHRM
Ms. Michelle Garton, Supervisory Personnel Analyst, DHRM
Ms. Carrie Hughes, Personnel Analyst, DHRM
Ms. Katie Holmberg, Personnel Analyst, DHRM

I. CALL TO ORDER; WELCOME; ROLL CALL; ANNOUNCEMENTS

Chairperson Katherine Fox opened the meeting at 9:00a.m., welcomed everyone and took roll. She then acknowledged that Governor Sandoval had ordered all flags of the State of Nevada be flown at half-staff in honor of those who were killed tragically in San Bernardino, California and requested a moment of silence in respect to those victims and their families.

II. PUBLIC COMMENT

Chairperson Fox advised that no vote or action could be taken upon a matter raised during public comment until the matter itself was specifically included on an agenda as an item upon which action could be taken. She then asked if there were any public comments.

Kevin Ranft, AFSCME Local 4041 stated he wanted to thank Lee-Ann Easton, Shelley Blotter and Peter Long for the opportunity, not only throughout the legislative session but also for the opportunity during the regulatory process for how they worked together and that it had been a great opportunity to get agreeable language. He stated that when everyone came together, regulatory language was done without contention and was fair and proper through transparency in meetings. He stated he appreciated every effort that was made to reach out to his organization.

He stated in SB 62, enacted regulations, they were not opposing any of those however, AFSCME Local 4041 was opposed to removal of longevity pay language though they understood it was a requirement of the Nevada Revised Statute that was eliminated through the legislature. He stated his organization opposed the removal of longevity pay from State employees.

He stated AFSCME Local 4041 would remain neutral on all matters related to hearing officers for the Department of Administration and that his organization would like to have that intent, through the Nevada Revised Statute, remain.

He stated he appreciated the Commission and thanked the Division of Human Resource Management (DHRM).

Chairperson Fox thanked Mr. Ranft for his comments and his support of the Division of Human Resource Management and noted that there was difficulty involved in making the types of changes before the Committee to Nevada Administrative Code (NAC) which included communication to affected employees and thanked Mr. Ranft for all of his efforts.

III. APPROVAL OF MINUTES OF PREVIOUS MEETINGS.

Action Item

A. September 25, 2015

Chairperson Fox stated that she and Commissioner Read would abstain from voting because they were not present at the meeting held September 25, 2015. Chairperson Fox stated that in order to be certain that requirements were met, the Committee would vote on the item at the next meeting.

B. October 9, 2015

MOTION: Moved to approve the minutes of the meeting held October 9, 2015.
BY: Commissioners Fox and Read
SECOND: Commissioner Sanchez
VOTE: Motion passed unanimously.

IV. DISCUSSION AND APPROVAL OR DENIAL OF ADDITION OF CLASSES AND POSITIONS APPROVED FOR PRE-EMPLOYMENT SCREENING FOR CONTROLLED SUBSTANCES **Action Item**

A. The Division of Minerals requests the addition of classes and positions to the list approved for pre-employment screening for controlled substances:

- 7.665 Public Service Intern I, PCNs: 09015, 09016, 09017, 09018, 09019, 09020, 09022, 09023
- U3916 Program Manager, Oil/Gas and Geothermal, PCN: 0002
- U3918 Deputy Administrator, Minerals, PCN: 0006
- U3919 Chief for Dangerous Mines, PCN: 0007
- U3930 Chief for Mine Regulation, PCN: 0009
- U3932 Field Specialist, Minerals PCNs: 0011, 0021, 0031
- U4706 Administrator, Minerals, PCN: 0001

Carrie Hughes, Personnel Analyst, DHRM stated that NRS 284.4066 provided for the pre-employment testing for controlled substances of candidates for positions affecting public safety prior to hire. She continued that the State statute required the appointing authority to identify the specific positions that affected public safety, subject to the approval of the Personnel Commission. She stated that federal courts had indicated that pre-employment testing by public entities could constitute a search within the meaning of the Fourth Amendment and if so, must be justified by a special need that outweighs a reasonable expectation of privacy.

She continued that the Commission on Mineral Resources, Division of Minerals had requested approval of pre-employment screening, of positions as outlined in agenda item 4-A. She further stated that DHRM recommended approval for all of the requested positions: Public Service Intern I positions; the Chief for Dangerous Mines and the Chief for Mine Regulation, as they investigate and construct fencing and warning signs around abandoned mine features; Public Service Intern Class Series, which she noted had previously been approved by the Commission; the Field Specialist, Minerals Positions, 0011 and 0021 as they investigate and construct fencing and warning signs around abandoned mine features and may work alone; the Administrator; Deputy Administrator; Program Manager of Oil/Gas and Geothermal; Field Specialists,

Minerals, Position 0031 as they perform duties on drilling and production sites to include inspecting drills while in operation and pressure testing blowout prevention equipment. She then noted that Robert Ghiglieri from the Division of Minerals was also available to answer any questions of the Commission and thanked the Commission.

Chairperson Fox asked if there were questions from the Commissioners. There were none.

MOTION: Moved for approval of the Classes and Positions for Pre-Employment Screening for Controlled Substances to include for the Division of Minerals: Public Service Intern I with the associated PCN numbers; Program Manager, Oil/Gas and Geothermal; Deputy Administrator, Minerals; Chief for Dangerous Mines; Chief for Mine Regulation; Field Specialist, Minerals; and Administrator, Minerals.

BY: Chairperson Fox

SECOND: Commissioners Sanchez and Read

VOTE: Motion passed unanimously.

V. DISCUSSION AND APPROVAL OR DENIAL OF DHRM RECOMMENDATIONS REGARDING HEARING OFFICER CONTRACTS. POSSIBLE RECOMMENDATION TO SELECT HEARING OFFICERS USING A DIFFERENT METHOD **Action Item**

Shelley Blotter, Deputy Administrator, DHRM stated that at the meeting of the Personnel Commission held September 25th, staff provided information to the Commission regarding the Hearings Division and their performance, as well as, the performance of the independent contractor Charles Cockerill. She stated that at today's meeting, they were going to be reviewing whether or not to approve a new contract, starting on July 1, 2016 or seek some other options.

She stated that staff recommended that contracts for the Hearings Division, as well as the independent contractor Charles Cockerill, be extended for one year. This is recommended as the Hearings Division has now hired Special Appeals Officers, appointed by the Governor, to hear these case. She noted that it felt prudent to reevaluate in one year and determine whether or not we go forward.

Chairperson Fox asked when the contract commenced and when would it end. **Ms. Blotter** responded that it would commence on July 1, 2016 and end on June 30, 2017. She continued that the reasoning behind starting so far in advance was that, if the Commission were to direct the Division to go back to the old methodology of hiring independent contractors or recommend some other method of hiring Hearing Officers, that it took that long to get the contracts in place and that they were asking for lead time, should they need it.

Chairperson Fox asked if there were any questions from the Commission or the public.

Commissioner David Sanchez commented that in the past, he had been a part of the group that interviewed for the Hearing Officers and he found it to be problematic to interview the group as it had done so in the past. He further stated that he found the current process may be more efficient for the Commission and stated that he would like to see the current process go forward.

MOTION: Moved for approval of one-year contracts from July 1, 2016 to June 30, 2017 for both Charles Cockerill and renewal of current contracts with the Hearing Division for the use of Hearing Officers to hear employee appeals of dismissals, suspensions, demotions, involuntary transfers and claims of reprisal or retaliatory action.

BY: Chairperson Fox

SECOND: Commissioners Read and Sanchez

VOTE: Motion passed unanimously.

VI. DISCUSSION AND APPROVAL OR DENIAL OF PROPOSED REGULATIONS CHANGES TO NEVADA ADMINISTRATIVE CODE, CHAPTER 284

Action Item

A. LCB FILE NO. R041-15

Sec. 1. NAC 284.097 "Reviewing officer" defined.

Sec. 2. NAC 284.470 Preparation, filing, contents, discussion, and distribution of reports; powers and duties of employees; review; adjustment of grievances.

Michelle Garton, Supervisory Personnel Analyst, DHRM stated LCB file# R041-15 included changes related to employee reports on performance. She continued that the amendment in Section 1 was contingent on the adoption of the next regulation of that LCB file. She stated it was a housekeeping item and changed a reference to NAC 284.470, based on the addition of two new sections to that regulation. She stated that the amendments included in Section 2 of the LCB file would clarify the effect of a timely or late filed evaluation or when an evaluation is not filed at all, on an employee's pay and performance rating.

She explained that the changes were intended to encourage supervisors to submit a report on performance for every employee, even if it could be late. She continued that reports on performance serve to recognize positive performance, note deficiencies and document development plans. She stated that it was commonly thought that an employee who did not receive a performance evaluation was deemed standard in terms of performance, as well as for the purposes of his or her merit salary increase. She further explained that the new language explained that a report on performance, if one was not filed on time, the employee would receive the merit salary increase, if he or she had not reached the top step of the grade; however there would be no report on performance for that period reflected in the employee's file of employment because no report was submitted for them. She stated that if a report on performance were to be subsequently submitted, the employee's file would be updated with that performance rating at that time. Ms. Garton stated that the Nevada Employee Action and Timekeeping System (NEATS) was undergoing an upgrade to electronically process performance evaluations, work performance standards and essential functions documents and that the upgrade would support a supervisor's ability to submit reports on performance timely and provide them with the tools that they need to be very efficient in doing such work.

Ms. Garton stated that the second amendment to the regulation would allow an appointing authority to designate a representative to agree to an extension of the timeframes related to the request for review process for evaluations.

Chairperson Fox asked if there were any questions from the Commission or the public.

Commissioner Andreas Spurlock commented that he would like to commend the Department for taking such action and stated that in his experience, often in government and the private sector, it was difficult when trying to make a case for employee discipline, realizing that the employee had been rated as standard during the past four years and there not being a single other word in the file. He stated it then seemed that they've suddenly become a problem employee and it is left to HR to clean it up and those with HR experience understood that.

He stated he thought the move was a small step of detaching the pay component and treating it separately and at least we won't have to label the employee as being standard when no full evaluation or report had been done, he stated, it was a small step forward and that he hoped it would help reduce some liability for the State.

Chairperson Fox commented that she believed the upgrade of the NEATS system should assist with supervisors having some tools in front of them that make completing the evaluation easier and noted she knows it was a chore to do evaluations and that it was her understanding that the essential functions and work performance standards were linked to a particular employee's performance evaluation and it was a good improvement in terms of automating the evaluation system.

Chairperson Fox asked if there were any further questions from Commissioners or the Public. There were none.

MOTION: Moved for approval of LCB File No. R041-15, item VI-A of the regulations change to Nevada Administrative Code, Chapter 284.
BY: Commissioner Read
SECOND: Chairperson Fox and Commissioner Sanchez
VOTE: Motion passed unanimously.

B. LCB FILE NO. R042-15

Sec. 1. NAC 284.394 Transfers initiated by appointing authorities.

Sec. 2. NAC 284.589 Administrative leave with pay.

Sec. 3. NAC 284.656 Notice.

Sec. 4. NAC 284.778 Request for hearing and other communication.

Sec. 5. Effective Dates.

Michelle Garton stated that through a recent grievance filed by a State of Nevada employee, some inconsistencies with respect to administrative leave for the purposes of personnel appeal hearings were found. She continued that the amendments would bring into alignment the granting of administrative leave for an employee to prepare for and attend his or her hearing before a Hearing Officer.

She stated that Section 1 of the LCB file removed the reference to NAC 284.589 in subsection 5, of NAC 284.394 for the reason that the granting of administrative leave for the preparation for a hearing which involved an employee's involuntary transfer was included in NAC 284.589 and therefore the language was not necessary there. She stated that the Division intended to include an informational note in their Rules for State Personnel Administration publication directing the reader to NAC 284.589.

Ms. Garton stated that the majority of the changes in the LCB file were included in Section 2, which contained NAC 284.589, Administrative Leave. She continued that the first amendment made the conforming change based on Senate Bill 62 of the 2015 Legislative Session. She stated that the second amendment to the regulation removed the granting of administrative leave for the attendance of an employee at a hearing related to his or her dismissal, suspension, demotion or involuntary transfer from permissive to required and that attendance of an employee at his or her hearing regarding a claim of reprisal or retaliatory action, based on the disclosure of Improper Governmental Action, otherwise known as a "Whistleblower appeal", would now be required. She stated that the changes reflected the importance of an employee's attendance at his or her hearing and that the attendance of witnesses at those types of hearings would remain permissive. **Ms. Garton** stated that the next amendment to the regulation was regarding employee preparation for those hearings. She continued that the granting of up to eight hours of administrative leave for an employee to prepare for his or her hearing regarding disciplinary action or an involuntary transfer would still be required. She stated that additionally, up to eight hours of administrative leave for an employee to prepare for his or her Whistleblower hearing would now be required.

Ms. Garton stated that Section 3 of this LCB file contained NAC 284.656 related to the notification provided to an employee of his or her dismissal, demotion or suspension. She noted to reference the handout that was provided to the Commission and public of the new draft of the regulation. She stated that Senate Bill 62 of the 2015 Legislative Session amended NRS 284.385 related to that type of notification to an employee and that based on questions they had received, the Division of Human Resource Management recommended the inclusion of the green double underlined language which clarified that the use of social media, texting or other electronic delivery would not be allowed. She stated that the statute had required the use of US Mail and that it now allowed for other options such as UPS or Fed Ex. She stated that the intent of the change was to provide increased speed of delivery and reliability by modernizing the methods in which agencies may provide notice to an employee of disciplinary action. She continued that if adopted, the amendments included in Section 3 of the LCB file would become effective on January 1, 2016.

Ms. Garton stated that regarding section 4, at the April 11, 2014 Meeting of the Personnel Commission, the Commission had selected the Hearings Officers of the Hearings Division of the Department of Administration to act as primary hearing officers for personnel appeals. She continued that the Hearings Division directly employs clerks who are assigned to hearing officers of that Division. She stated that because the Division of Human Resource Management does not currently provide the services of a clerk, the proposed language states that a copy of written communication directed to a hearing officer be sent to the clerk assigned to that hearing officer; removing language that the clerk be employed by the Division of Human Resource

Management.

Chairperson Fox stated that it was her understanding for Sections 1, 2, 4 and 5, those would become effective upon filing with the Secretary of State; and that the notice, which was section 3, would become effective January 1, 2016, if approved by the Commission. She asked if there were any questions from Commissioners or the Public. There were none.

MOTION: Moved for approval of item VI-B, LCB File No. R042-15 and that Sections 1, 2, 4 and 5 be made effective upon filing and that Section 3 be effective on January 1 of 2016.

BY: Commissioner Read

SECOND: Commissioner Sanchez

VOTE: Motion passed unanimously.

C. LCB FILE NO. R043-15

Sec. 1. NAC 284.398 Transfers to classified service; certain transfers to unclassified service.

Sec. 2. NAC 284.470 Preparation, filing, contents, discussion, and distribution of reports; powers and duties of employees; review; adjustment of grievances.

Sec. 3. NAC 284.580 Leave of absence without pay during fiscal emergency of State or agency.

Sec. 4. NAC 284.262 Longevity pay: Eligibility.

NAC 284.270 Longevity pay: Required rating of performance.

NAC 284.274 Longevity pay: Dates of payment and eligibility; responsible agency.

NAC 284.278 Longevity pay: Formulas for calculation.

NAC 284.282 Longevity pay: Particular circumstances.

NAC 284.284 Longevity pay: Return to state service.

Michelle Garton explained that the LCB file made conforming changes to several regulations based on two legislative bills of the 2015 Legislative Session and also repealed the six longevity regulations. She stated Senate Bill 510 added two new subsections to NRS 284.3775 and as such the statute reference in NAC 284.398 has changed.

She further explained that the amendments in Sections 2 and 3 of the LCB file remove longevity pay from the regulations due to the repeal of the longevity statutes by Assembly Bill 436 of the 2015 Legislative Session. She stated that if adopted, those changes, as well as the changes to

NAC 284.470 that were just adopted, in Section 2 of LCB file R041-15, would be reflected upon the codification of NAC 284. She stated that Assembly Bill 436 of the 2015 Legislative Session repealed NRS 284.177 and NRS 284.179, which were related to longevity pay. She continued that due to that, the Division was proposing the repeal of NAC 284.262 through 284.284, inclusive. She noted that the bill became effective on June 9, 2015.

Chairperson Fox stated that she understood the Legislative action occurred June 9, 2015 and asked if that was immediate for employees in that had their longevity been taken away after June 9th.

Ms. Garton responded to Chairperson Fox that she was correct.

Chairperson Fox then noted that State employees had not been receiving longevity pay for years due to the fiscal climate. She asked if there were any questions from the Commissioners or from the Public. There were none.

MOTION: Moved for approval of LCB File No. R043-15 – Section 1, NAC 284.398, transfers to classified service; certain transfers to unclassified service; Section 2, NAC 284.470, preparation, filing, contents, discussion and distribution of reports; powers and duties of employees; review; adjustment of grievances; Section 3, NAC 284.580, leave of absence without pay during fiscal emergency of State or agency; Section 4, repeal of longevity pay for State employees – all of those NAC items regarding longevity pay; with the understanding that they will take effect upon filing with the Secretary of State.

BY: Commissioner Fox
SECOND: Commissioner Read
VOTE: Motion passed unanimously.

D. LCB FILE NO. R044-15

Sec. 1. NAC 284.726 Access to confidential records.

Sec. 2. NAC 284.888 Request for employee to submit to screening test: Interpretation of grounds; completion of required form.

Sec. 3. Effective Dates.

Carrie Hughes stated that NAC 284.894 required the removal of an applicant who tests positive for the use of a controlled substance from all hiring lists requiring pre-employment testing for a year or until an applicant provides evidence of the successful completion of a rehabilitation program. She further stated, Senate Bill 62 of the 2015 Legislative Session in part amended NRS 284.4068 to allow the Division of Human Resource Management access to the confidential results of applicants' pre-employment drug test results to allow for statewide implementation of NAC 284.894. She stated the proposed amendment to NAC 284.726 outlined that access in regulation.

She continued that in regard to Section 2 of LCB File No. R044-15 that effective January 1st,

Senate Bill 62 of the 2015 Legislative Session added involvement in a work-related accident or injury to the circumstances listed in subsection 2 of NRS 284.4065 for which an agency could request an employee submit to an alcohol and/or a controlled substance test without following the requirements in subsection 1 of NRS 284.4065, which included having a reasonable belief that the employee was impaired in his or her duties by alcohol and/or drugs.

She stated that SB 62 additionally mandated that the Personnel Commission would, by regulation, define the term 'work-related accident or injury' as it is used in subsection 2 of NRS 284.4065. She continued that the amendment to NAC 284.888 defined 'work-related accident or injury' and as the definition encompassed the basis for testing in subsection 1-E, it was removed from the regulation. She stated that the amendment, if adopted by the Legislative Commission and upon filing with the Secretary of State, would be effective January 1, 2016.

Chairperson Fox asked if there were any questions from the Commissioners or from the public. There were none.

MOTION: Moved for approval of LCB File No. R044-15, Section 1, amends NAC 284.726 to include access to the appointing authority, is limited to the appointing authority or his or her designated representative and the administrator or his or her designated representative, taking effect upon filing with the Secretary of State; Section 2, NAC 284.888, request for employee to submit to screening test: interpretation of grounds; completion of required form, would be effective January 1, 2016.

BY: Chairperson Fox

SECOND: Commissioner Read

VOTE: Motion passed unanimously.

E. LCB FILE NO. R102-15

Sec. 1. NAC 284.088 "Promotion" defined.

Sec. 2. NAC 284.182 Adjustment and retention of pay progression date; restoration of date of appointment and pay progression date.

Sec. 3. NAC 284.444 Application of probationary period.

Sec. 4. NAC 284.462 Restoration of promoted employee to former position.

Sec. 5. Effective Dates.

Peter Long, Deputy Administrator, DHRM stated that he would be providing an overview of LCB File No. 102-15. He stated that the major changes were in NAC 284.462 and were based on the passage of SB 62. He stated Sections 1, 2 and 3 were conforming changes based on NAC 284.462. He stated that if the Commission agreed to the passage or the acceptance of those amendments, they would all become effective on January 1, 2016.

Mr. Long referenced the third line of the second paragraph of the explanation of proposed change for NAC 284.462 and stated it included a reference to NAC 284.632 and was incorrect.

He continued that significant language from NAC 284.632 had been inserted into NAC 284.462. He explained that the proposed language changes an employee's eligibility for restoration to those employees who have completed an initial probationary period and it provided procedures for calculating seniority for restoration and clarified the placement into a vacant position at the same or lower grade would be in the agency in which the employee was employed prior to promotion. He stated that additionally the amendment addressed what would happen to an employee if he or she were to be displaced by an employee with greater seniority.

Mr. Long noted to reference NAC 284.462, subparagraph 2 of subsection 6 of the proposed draft and stated that during a legislative drafting of the regulation, the language 'exempt unclassified employee' had been inadvertently included and was not appropriate. He asked that that language be struck in approval of the regulation.

Chairperson Fox stated that she knew how difficult it was to do when it came to the movement, the advancement and potentially the un-advancement of an employee that had been promoted and the whole domino effect of a return to a previous position, etc., and she commended Mr. Long for all of the work to get that done.

Chairperson Fox asked if there were any questions from the Commissioners or from the public. There were none.

MOTION: Moved for approval of LCB File No. R102-15, sections 1 through 5, that provided changes to NAC 284.088, 284.182, 284.444, 284.462 with the removal of 'exempt unclassified employee' from the language and Section 5, effective dates.
BY: Chairperson Fox
SECOND: Commissioner Sanchez
VOTE: Motion passed unanimously.

VII. DISCUSSION AND APPROVAL OR DENIAL OF CLASS SPECIFICATION MAINTENANCE REVIEW **Action Item**

- A. Fiscal Management & Staff Services**
 - 1. Subgroup: Intern Program
 - a. 7.653 Public Service Intern Series

Katie Holmberg, Personnel Analyst, DHRM stated that she was in attendance to present for the Commission's approval, item VII-A, 1-a, the Public Service Intern class specification. She stated that the class specification had been reviewed by management and agency human resource staff and it was determined that the concepts, minimum qualifications, knowledge, skills and abilities were consistent with the current expectations and therefore recommended that no changes to the class specification were necessary at that time and stated that they respectfully requested approval of the class specification, effective that day.

Commissioner Spurlock noted that the date revised on the class specification was the date it was reviewed or revised. **Ms. Holmberg** confirmed that he was correct.

Chairperson Fox asked if there were any questions from the Commissioners or from the public. There were none.

MOTION: Moved for approval of the class specification maintenance review for the Public Service Intern Series where no changes were made to the class specification.
BY: Chairperson Fox
SECOND: Commissioners Read and Sanchez
VOTE: Motion passed unanimously.

VIII. REPORT OF UNCONTESTED CLASSIFICATION CHANGES

Postings: #22-15, #23-15, #24-15, #25-15, #26-15

Chairperson Fox noted that the agenda item required no action from the Board. She then noted the report of uncontested classification changes for the Board's information.

IX. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS

Chairperson Fox stated that the next meeting would be March 4, 2016. The Commission decided the following meeting to be June 10, 2016.

X. PUBLIC COMMENT NOTICE

Chairperson Fox advised that no vote or action could be taken upon a matter raised during public comment until the matter itself was specifically included on an agenda as an item upon which action could be taken. She then asked if there was any public comment. There were none.

XI. ADJOURNMENT

Chairperson Fox wished all of the Commissioners, the Division of Human Resource Management staff and State employees a very safe and happy holiday season and thanked everyone in attendance.

Chairperson Fox adjourned the meeting.

**STATE OF NEVADA
PERSONNEL COMMISSION**

Carson City at the Legislative Counsel Bureau, 401 South Carson Street;
with video conference to
Las Vegas at the Grant Sawyer State Building, Room 4401, 555 East Washington Avenue

**MEETING MINUTES
(Subject to Commission Approval)
Friday, September 25, 2015**

COMMISSIONERS PRESENT

IN CARSON CITY: None

COMMISSIONERS PRESENT

IN LAS VEGAS: Mr. David Sanchez, Commissioner
Mr. Andreas Spurlock, Commissioner
Mr. Gary Mauger, Commissioner

COMMISSIONERS NOT PRESENT

IN CARSON CITY: Ms. Katherine Fox, Chairperson
Mr. David Read, Commissioner

STAFF PRESENT:

Ms. Lee-Ann Easton, Administrator, DHRM
Ms. Jennifer Chisel, Deputy Attorney General,
Office of the Attorney General
Ms. Tawny Polito, Administrative Assistant, DHRM
Mr. Peter Long, Deputy Administrator, DHRM
Ms. Shelley Blotter, Deputy Administrator, DHRM
Ms. Carrie Hughes, Personnel Analyst, DHRM
Ms. Heather Dapice, Personnel Analyst, DHRM
Ms. Katie Holmberg, Personnel Analyst, DHRM
Ms. Lisa Friend, Personnel Analyst, DHRM

I. CALL TO ORDER; WELCOME; ROLL CALL; ANNOUNCEMENTS.

Commissioner Sanchez: Opened the meeting at 9:00 a.m. He welcomed everyone and took roll.

II. PUBLIC COMMENT NOTICE: Read into record by Commissioner Sanchez:

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.

Commissioner Sanchez: Asked if there was any public comment. There was none.

III. APPROVAL OF MINUTES OF PREVIOUS MEETINGS – Action Item

MOTION: Moved to approve the minutes of the meeting held June 19, 2015.

BY: Commissioner Mauger

SECOND: Commissioner Spurlock

VOTE: Motion passed unanimously.

MOTION: Moved to approve the minutes of the meeting held June 19, 2015 to adopt emergency regulations.

BY: Commissioner Mauger

SECOND: Commissioner Spurlock

VOTE: Motion passed unanimously.

IV. PRESENTATION OF HEARING OFFICER CASE HANDLING STATISTICS, SATISFACTION SURVEY RESULTS AND POSSIBLE RECOMMENDATIONS FOR THE HEARINGS DIVISION AND/OR THE DIVISION OF HUMAN RESOURCE MANAGEMENT.

Shelley Blotter, Deputy Administrator, Division of Human Resource Management: explained that her presentation was in response to the Commission's request for additional information in previous discussion of the matter. She stated she was pleased to report that cases were being handled in less than 160 days in most cases and per the rules for hearing officers and that it had also resulted in a cost savings for the State. She further explained that the decisions for the cases handled came out similarly to the pool of hearing officers, so from a perspective of the number they were affirming or reversing, it was very similar to the past. She added that a small number of cases had been handled compared to the larger pool and that she felt it would remain consistent over time and that it showed movement in the right direction. She noted that overall, they were pleased with the work that was done. Ms. Blotter asked if there were questions and noted that further detail or additional information could be provided at the next meeting if directed by the Commission.

Commissioner Sanchez noted that the information was very useful and that the matter should be added to the agenda of the next meeting so that the full Commission could then take action to either extend or not extend the contract. **Ms. Blotter** noted that she had anticipated the matter would go to the next regular meeting in November or December and not the special meeting in October. **Commissioner Sanchez** agreed. He then asked Mr. Brian Nix for comment.

Bryan Nix, Administrator, Hearings and Appeals Division: Made comment that Ms. Blotter had done an excellent job since adoption of the contract. He noted that all deadlines had been met and that the Division had done everything they said they would, should the contract be adopted. He further stated that since adoption of the contract, the Governor had appointed seven attorneys as Special Appeals Officers and **Mr. Nix** stated he was looking forward to seeing their performance. **Mr. Nix** stated that he anticipated costs would rise due to hourly rate charges however, everything would be monitored.

Commissioner Sanchez asked for clarification in regard to how the strike list currently operated and how it would operate in the future with the new attorneys on board. **Mr. Nix** stated that rules had been adopted for when an appeal was received and explained that in the south there were four names on the list although only three were needed and that those names were alternated. He continued that in Carson City, there were three Special Appeals Officers that would be going on strike lists and parties would have those appeals officers to choose from. He stated each side would strike one name and the remaining appeals officer was who was assigned the case. He stated the appeals officer heard the case, decided it and monitored the case during the entire process. **Commissioner Sanchez** asked who strikes first. **Mr. Nix** stated that it was mutual. **Commissioner Sanchez** asked if in the future, with the new attorneys on board, were they going to be incorporated into the list. **Mr. Nix** explained that only the new attorneys would be on the list and that the appeals officers who have heard these cases so far will not be.

Commissioner Mauger asked if the position of the State was to eliminate Charlie Cockrill, Independent

Counselor. **Ms. Blotter** explained that Mr. Cockrill was interested in having a contract again and when the Commission makes selections in November or December, a determination can be made. **Mr. Nix** added that should a contract be renewed with Mr. Cockrill, that Mr. Cockrill would be added to the strike list for rotation.

Commissioner Sanchez reaffirmed that the matter would be on the agenda for the next meeting for a determination to be made.

V. DISCUSSION AND APPROVAL OR DENIAL OF INDIVIDUAL CLASSIFICATION APPEAL - Action Item

- A. Alexandra Smith, Program Officer I, Nevada State Treasurer's Office, Millennium Scholarship

Commissioner Sanchez gave the appellant directions for the presentation of her appeal for reclassification.

Alexandra Smith stated that she loved her job and was simply present to present what she saw as clear facts about what she does in her position. She stated that prior to her employment in the Treasurer's Office, there was an Executive Director of the Scholarship Program, the position was paid approximately \$97,000 a year and that the incumbent had no other responsibilities other than the oversight of the Millennium Scholarship Program. **Ms. Smith** stated that when this person resigned, the Administration had decided to fold those duties of the previous Executive Director into the Deputy for College Savings position. **Ms. Smith** continued that by fall of 2013, the Office had begun launching the College Kick Start Program which went statewide in early 2014. She stated that at that time, the Deputy for College Savings was no longer able to maintain the workload with the additional oversight of an entirely new program. **Ms. Smith** stated that the administration had determined that the duties of the previous Executive Director would fall to her current position, the Program Officer for the Millennium Scholarship. She stated that it was her understanding that in her position, she still performed many of the same responsibilities listed in the previous NPD-19 from when reclassification occurred in 2005 and that there was one major difference between then and now. She stated that she now was essentially the de facto Executive Director of the Millennium Scholarship, including being the key and sole decision maker. She further stated in substance that in the class specifications for the Program Officer series it stated that the class was distinguished from the Program Officer II class by its increased latitude in decision making resulting from coordinating broad, non-specific rules and/or regulations. She stated that she believed the level of authority that was granted to her with the reassignment of duties constituted the concept distinction. She further stated that she could provide examples of her duties to align with each of the concepts of the series as well. She stated that as part of the reasoning behind the initial denial of her NPD-19, the Division of Human Resource Management had stated, although the Millennium Scholarship affects a significant number of people, the intent of the requested Program Officer III is to administer a large program, which affects a significant number of people on a continuing basis while interpreting and applying broadly stated and non-specific policies; in contrast, as policies are already established and clearly outlined for the Millennium Scholarship therefore, the Program Officer I Class remains appropriate for this position. **Ms. Smith** argued that the Millennium, much like many State programs was ever evolving and changing and that it would be inaccurate to state that once the program was established it only required a Program Officer I to maintain it. She stated that if that were the case, most Program Officer III positions would then be downgraded after the establishment of policy and procedures. She additionally argued that it was in fact inaccurate altogether to state that she did not establish policies and procedures on a reoccurring basis. She stated that for example, in the Legislative Session of 2015, two bills were passed regarding the Millennium and that those bills had changed the way the scholarship was administered at the institutional college level and also changed the way students could qualify for the scholarship. She stated that she was solely responsible for designing and coordinating the implementation of those changes into policy and procedure. She stated that the Millennium

will be in the spotlight of the next legislative session as it was reaching financial hardship and that there will be some major changes to the scholarship and that the Program Officer will be hugely responsible for many extended duties during that time, including speaking to Legislators, implementing policy, providing documents and reports and the authority placed upon this position will become all the more clear. She stated that the Pre-Paid Tuition Program had a Program Officer III assigned to it and that the role had been reclassified based on the decision that it held a high level of authority over the program it administered and stated that position performs identical tasks to what she did for the other program. She stated that she respectfully disagreed with their determination but appreciated the time and due diligence that was spent during the process. She stated that she looked at those identical duties and it was the level of authority that made it different and she did have that granted to her. She then introduced Steve George, her former Chief of Staff to speak on her behalf.

Commissioner Sanchez thanked Ms. Smith and asked if there were any questions of the Appellant from the Commission before testimony from Mr. George was heard. **Commissioner Mauger** asked for clarification on how long Ms. Smith had been with the State. **Ms. Smith** stated since May of 2013. **Commissioner Mauger** asked if the additional work she said she was doing was for the Millennium Scholarship Program. **Ms. Smith** stated that it was and stated that when the College Kick Start Program enacted, there was no longer time for Executive Director duties therefore, at the time of the statewide launch in early January 2014, that was the point when she took on the major duties of the Executive Director. **Commissioner Mauger** asked the Appellant what she believed to be the percentage of additional work she had been performing from the time she started to the present. **Ms. Smith** stated that speaking only in terms of Millennium, that really spoke more to the decision making level. **Ms. Smith** stated that she previously had to run everything by the Executive Director, all approvals must be signed by her, payments, reconciliations, balance irregularities, those things used to have to be signed off by the Executive Director but now they were signed off by her and that she takes full responsibility for those payments and for any kind of inaccuracies in the audits, etc. **Ms. Smith** further stated that when it came to the Millennium, the duties had changed as far as what she did but she did have major duties in addition and she also administered or helped administer the College Kick Start and the College Savings Plan and her duties had significantly increased.

Commissioner Sanchez asked if there were any questions of the Appellant from the Commission prior to hearing from Mr. George. There were none. He then asked to hear from Mr. Steve George.

Steve George, Administrator, Division of Industrial Relations: Stated that he was the Chief of Staff at the Treasurer's Office for approximately six years and that he would provide a historical perspective on the matter from his position as Chief of Staff at the time all of the changes took place. **Mr. George** testified that they did have an Executive Director which was in NRS at the time and that as Ms. Smith had said, that position was paid about \$97,000 and was essentially a Deputy level position. **Mr. George** stated that when that Executive Director had resigned, he and the Treasurer decided to fold that position in with the College Savings Deputy at that time for a matter of convenience, at the time, cost savings. **Mr. George** stated that a few years later, the College Kick Start Program was started, which has become a huge program. **Mr. George** further stated that it was the program that gives college savings accounts to all kindergarten students in Nevada and that the program had taken on a complexity on its own and that as a result, while he was still there as the Chief of Staff, the decision was to try and start pushing those duties back to the Program Officer and that it was him who made the decision that they should put in a request to change the position to a Program Officer III based on the fact that the complexity and the decision making that that position was now making—which was essentially what the Executive Director had done years ago. **Mr. George** stated that it wasn't long after he had made that decision that he had decided to go over as the Administrator of Division of Industrial Relations so he hadn't carried through with the reclassification but that he had certainly got the ball rolling. **Mr. George** stated that he wanted to add that historical value and to say, as Alex said in her comments, she is essentially the Executive Director which is a \$97,000 a year job before

it had been melded into the College Savings Deputy and now is being separated out. **Mr. George** stated he didn't think the Appellant was asking to be the Executive Director of the program but that he thought with the level of complexity, the decision making and the fact that it is a large program, it certainly deserved to be elevated to a position of Program Officer III.

Commissioner Sanchez asked Mr. George, if before he left his position, had he had any discussion with the Division of Human Resources Management about the proposed change that he was thinking about? **Mr. George** responded that he didn't recall if he did or not. If he were guessing, he'd guess no because it was just in the planning stages and it wasn't long after that when he went to his other position. So, it was the people who were left there, although he did help them with the process of writing it and putting it together.

Commissioner Sanchez asked if there were any questions for Mr. George from the Commission. **Commissioner Spurlock** noted the confusing nature of the org chart that was presented asked if there was anyone present from the chain of command to testify. **Ms. Smith** stated that they were currently managing high priority issues and that her hearing did not take priority for them to be present. **Commissioner Spurlock** asked if there were any written materials of opinion presented either for or against from the chain of command. **Ms. Smith** stated that she was never asked to provide written support but that they do support her and that she was sure that they'd be willing to testify to that and that she could provide that support. **Commissioner Spurlock** stated that he wanted to be clear so that he wasn't asking questions of the Appellant or Mr. George which would have been best answered by someone else. **Ms. Smith** confirmed that was the case and stated that she had support from Chief of Staff Grant Hewitt, Chief Deputy Tara Hagan and her direct supervisor Linda English. **Commissioner Spurlock** asked for confirmation on who the Appellant reported to, if it was Ms. English or Ms. Salehian. **Ms. Smith** stated that she only reported to Ms. English, the Senior Deputy for the South. **Commissioner Spurlock** asked who another Program Officer III, Ms. Platt, reported to. **Ms. Smith** stated that Ms. Platt reported to both Sheila and Ms. English, indirectly and stated that Ms. Salehian is the day-to-day but Ms. English would be her overall point person. **Commissioner Spurlock** asked Mr. George if he was equating the level of responsibility of the person who is handling the 529 Plans and all things related to the Millennium Scholarship and stated that it was his feeling about the Millennium Scholarship that while it had early challenges in getting started, the criteria was fairly clear. **Commissioner Spurlock** noted that it was likely a constant challenge to keep reminding the high schools of that criteria and making sure they were doing outreach and assisting them with doing that outreach. **Commissioner Spurlock** further stated that possibly the biggest challenge and the maximum discretion and independent judgement levels that this person might have with the Millennium Scholarship might be these few dozen cases per year where they would have some interpretations regarding homeschoolers or people who have moved in from out of state at a certain time so there would have been residency issues. **Commissioner Spurlock** stated that he had never equated those challenges to challenges of the complete 529 Program and that he would like to know Mr. George's opinion on that.

Mr. George stated there was a tremendous amount of communication that needed to take place in that position between the colleges, the Nevada System of Higher Education and the high schools to ensure that the money was being properly distributed and the accounting that goes with it. **Mr. George** further stated that certainly the Legislature was going to ask for a dollar for dollar accounting of where the money went and that therefore that communication was very, very important. **Mr. George** stated that there were many instances where people asked for reviews to say, why am I not eligible and that type of thing and we have to help coordinate that again, through the Nevada System of Higher Education. **Mr. George** stated that to Commissioner Spurlock's point, it was kind of the same as Pre-Pay and that Pre-pay was pretty simple too in that either you buy a contract or you don't and that decision is made by you and so the programs were similar and the Pre-Pay Program had a Program Officer III. **Mr. George** stated that he wasn't there when that move was from a Program Officer I to a Program Officer III but Ms. Smith basically did the same thing and that she had the complexity of decision making and has to do the communication on that. **Mr. George**

stated that in her case, the Program Officer III communicated with colleges across the country and he stated he thought the complexity was making sure everything was right and decision making was budgetary, making sure that the right money goes to the right people and the decisions and the communication with those parents and those students. **Mr. George** stated that in July, when students were looking, they would get a lot of phone calls from people and they had to put other people on the lines because as simple as it did look, it wasn't, because people had tremendous amounts of questions on that.

Commissioner Sanchez asked if there were any other questions. There were none. He then asked to hear from the Division of Human Resource Management's representative.

Lisa Friend, Personnel Analyst, Division of Human Resource Management: Stated that she appreciated Mr. George coming to speak on Ms. Smith's behalf however, he wasn't contacted at the time of the audit because he was no longer with Treasurer's Office. **Ms. Friend** stated that they had communicated with Ms. Smith's supervisor at that time regarding the duties Ms. Smith was performing. **Ms. Friend** stated that at the time of the audit, Linda English was the Appellant's supervisor, and that the Appellant had testified that she was currently her supervisor. **Ms. Friend** stated that at the time of the audit, Ms. English's title was Director of the Millennium Scholarship and that was also the title used on the unclassified pay bill. **Ms. Friend** stated that it appeared that currently, Ms. Salehian had the title of Director of the Millennium Scholarship and has since 2015. **Ms. Friend** stated that she had shadowed the study of Alexandra Smith's position conducted by Personnel Analyst, Denise Banditini, who had since retired. **Ms. Friend** stated that she had been assigned to Ms. Smith's appeal because she had shadowed the audit. **Ms. Friend** stated that Ms. Smith was appealing the determination of 'no change' to her current classification, Program Officer I, Grade 31, to Program Officer III, Grade 35. **Ms. Friend** stated that the Program Officer was a highly responsible classification, used statewide by many agencies and what determined the levels of those classifications was increased latitude and decision making resulting from coordinating broad, non-specific rules and/or regulations. **Ms. Friend** stated that in order for an incumbent to be reclassified from one level in a series to a higher level, the position must spend the majority of work time performing higher level duties that meet the class concepts. **Ms. Friend** stated that the position was last reviewed in 2005 when it was reclassified from an Administrative Assistant IV, Grade 29, to a Program Officer I, Grade 31 and that at that time, the position was responsible for evaluating applications and residency documents for homeschool, General Education Development ("GED") and out of state applicants to determine eligibility for the Millennium Scholarship. **Ms. Friend** stated that this information, along with the list of eligible students received from Nevada System of Higher Education ("NSHE") and other school partners for the semester would be downloaded by the incumbent into the integrated Nevada Scholarship Tracking and Eligibility Program and the scholarship packets would then be sent out. **Ms. Friend** stated that the Board of Regents of NSHE adopted the policy guidelines for administering the scholarship however, guidelines for eligibility determination were not provided and therefore, the Treasurer's Office and the incumbent at that time had to assume responsibility by developing guidelines and procedures of acceptable documentation to support eligibility based on established criteria. **Ms. Friend** stated, to reiterate, the incumbent at that time was responsible for reviewing applications for homeschool and out of state applications and made determinations whether students were accepted or denied for program participation; issuing acceptance or denial letters; allocating funds for those that were accepted; and ensuring accurate and timely payments were made to NSHE. **Ms. Friend** stated that the incumbent was solely responsible for coordinating and monitoring the Millennium Scholarship Trust Fund; providing answers to complex questions; troubleshooting non-routine issues requiring additional research and follow-up; balancing irregularities and reconciling exceptions; and processes based upon the statutes of the Board of Regents of the Nevada System of Higher Education System policies and the Guide of the Millennium Scholarship Program; compiling annual reconciliation reports that were submitted to Legislature; database management of the Millennium website including website updates; pertaining program, emails and written communications; along with coordinating data submitted by NSHE and other school partners; attending college planning events; and supervising responsibilities. **Ms. Friend** stated that with the exception of the

duties pertaining to the College Kick Start administrative tasks and outreach, which totaled 15% of Ms. Smith's duties, the information collected during the recent desk audit reflected that the duties of the position itself had not significantly changed and that although they may be new duties to Ms. Smith, those aforementioned duties were actually part of the consideration to initially reclassify the position to a Program Officer I in 2005. **Ms. Friend** stated that although they did not disagree that the College Kick Start administrative tasks and outreach was a new duty, it was determined: that Ms. Smith performed those outreach duties in conjunction with her outreach duties for the Millennium Scholarship and the College Savings Plans of Nevada; that the duties were within the scope of the class, as described in the class specifications for a Program Officer I; and that the change which was the result of the addition of duties which were similar in nature or complexity to previous responsibilities was not within the meaning of significant change. **Ms. Friend** stated that based on the information collected during the study process, it had been determined that the level and scope of responsibilities that were assigned to Ms. Smith's position supported the current classification of Program Officer I. **Ms. Friend** stated that they respectfully requested that the determination not to reclassify the position to a Program Officer III be upheld.

Commissioner Sanchez asked if there were any other questions from Commissioners. **Commissioner Spurlock** asked what the date was for the prior re-class for the Administrative Assistant series to the Program Officer. **Ms. Friend** confirmed that it was 2005. **Commissioner Sanchez** further asked about the letter dated May 7, 2015 from the Appellant to Administrator Easton regarding the location of the original NPD-19 form submitted to reclassify the position from Admin Assistant IV to Program Officer I in 2005 and wanted to know if it was true that it was not located. **Mr. Peter Long** noted that it was in the Division's packet, Exhibit 6. **Ms. Smith** commented that throughout the process they didn't have access to the original and that the first time she was presented with the original NPD-19 form was when she had received the packet for the upcoming meeting.

Commissioner Sanchez asked if there were any other questions from Commissioners. **Commissioner Spurlock** asked what Ms. English's primary job was and was it still oversight over the Millennium Scholarship. **Mr. George** responded that she no longer did the Millennium Scholarship Program that Ms. Smith was the one who handled those functions. He additionally testified Ms. English did the College Savings Program and the College Kick Start Program, which were very complex programs and that because of the added responsibilities of the College Kick Start Program and the growth of the Nevada College Savings Program, the decision was made to have Ms. Smith take over duties of the Millennium Scholarship. He further testified that the report from staff was that the person became a Program Officer I and that he wasn't there when they did that so couldn't provide a history however, those duties that that person did, reported to the Executive Director and that person didn't make all the decisions, they were essentially clerical, helping to run the program and doing a lot of those duties and had someone to report to get approvals. **Mr. George** continued that that position no longer existed and that was the reason for asking for the Program Officer III and that the Program Officer III that was there before reported to the Executive Director and had no decision making. **Mr. George** stated that Appellant was essentially the current Executive Director, that she was making the decisions for the Millennium Scholarship Program.

Mr. Long added that staff was prepared to explain the difference between Ms. Smith's position as Program Officer I and the Program Officer III position. **Commissioner Sanchez** asked that they proceed.

Ms. Friend, started by clarifying that when the desk audit first began on Ms. Smith's position, her supervisor was Ms. English and that Ms. English held the title of Executive Director of the Millennium Scholarship/Senior Deputy Treasurer. **Ms. Friend** stated that since then, it had been changed and everything that had to be approved or answered was done by Ms. English and that regarding budget and financial duties, the Program Officer I had authority to spend within budget parameters for supplies, outreach and education items; to determine when to request the transfer of funds from unclaimed property; and had control of the timing of transfers to eligible institutions based on established deadlines. **Ms. Friend**

stated that as far as authority and day-to-day duties, the Program Officer I ensured the Millennium Scholarship remained in compliance with statutes, State Treasurer's Office Policy and NSHE policies; ensured student data was received; that students were awarded in a timely manner; that eligibility was coordinated with NSHE; and accurate payments were made. **Ms. Friend** stated the position made independent decisions on how to implement policy changes and reported decisions and actions to the supervisor and the position reported status of projects to supervisor weekly. **Ms. Friend** stated that complaints, concerns, eligibility appeals and accounting matters were escalated to NSHE and that the consequence of error was the time that it took for all parties involved to remedy the situation. **Ms. Friend** stated the Program Officer III position was responsible for a qualified 529 Education Savings Program and must comply with Federal Internal Revenue Service Code Rules. **Ms. Friend** stated the position generated 1099s for tax purposes, reconciled the program's bank accounts including check deposits, cash deposits, remote deposits, credit cards, electronic check payments, payroll deductions and returned items; it also reconciled payment vouchers for tuition payments, rollovers, overpayments, refunds and payments made to vendors for daily operations. **Ms. Friend** stated the position had full authority to determine the amount of monies to invest on behalf of the program, along with performing monthly and quarterly cash allocation to be invested in the program's trust fund; determined actuarial fees for refinanced contracts, worked with the public and private sectors, including payroll centers, banks, colleges and universities, throughout the United States to process transactions and resolved issues if they occurred. On a daily basis the position worked with both the participants and stakeholders of the program to accurately administer all accounts, which included determining if participants were eligible, charging fees and penalties, waiving fees, modifying accounts, canceling accounts, voluntary or delinquency; making accurate tuition payments; working with participants that were unable to meet financial obligations and resolving other issues or complaints that occurred. The position had the authority to assess penalties, authorize cancellations of contracts and assess fees to participants for lack of payments. Only major decisions that alter the program go directly to the Senior Deputy Treasurer. The consequence of error was significant cost of money, which could consequently impair the payment of tuition benefits to the recipients of the program, which would be devastating to the participant, their higher education and the program.

Commissioner Sanchez asked if there were any other questions from Commissioners. He then asked Ms. Smith to give a closing statement.

Ms. Smith stated that she's listened to their statements and she was assuming that what they brought up was a comparison of her job to the Program Officer III within the office and she stated that all of the things that were stated for the Program Officer III in our office, she did as well in an equal and near capacity with the Millennium and that the only difference was that it was not a 529 Plan. **Ms. Smith** stated that to say that the position had authority over investments made was an inaccurate statement and there was an entire team of investment advisors that did that and it had nothing to do with the Program Officer. **Ms. Smith** stated that the positions were identical and that they only differed in the fact that they administered two different programs and that she administered three programs and the other position only did one and that she did in fact have all the same level of authority and the duties that she listed for the Program Officer III.

Commissioner Sanchez asked if Ms. Smith issued 1099s. **Ms. Smith** responded that it was not necessary for her to issue 1099s with the Millennium Scholarship but that she does work with the IRS and their forms on other programs. **Ms. Friend** stated that the information that they based all the duties and responsibilities on had come from the NPD-19 desk audit and questions asked of the supervisor and that was where with regard to level of authority, Ms. Smith had said that she had to report weekly, that she did not go to supervisor for questions and that press inquiries were escalated, eligibility appeals go to NSHE and any complaints or concerns, if they didn't like Ms. Smith's answer, were escalated to NSHE. **Ms. Friend** continued that at the time of the desk audit, what she presented was what was either verified by the supervisor or information given at the desk audit. **Ms. Smith** added that "reports to weekly," was the same that the Deputies do to the Chief of Staff, to the Treasurer himself and she informs her what has happened

that week and just keeping people in the loop, it was not that she was asking permission and that if anything, she had more authority then she did at the time of the original NPD-19 and it continued to grow and that the program was ever changing, ever growing and was a huge endeavor to administer, especially with those continuous changes.

Commissioner Sanchez asked if there were any other questions from Commissioners. There were none.

MOTION: Moved to deny Ms. Alexandra Smith's appeal for reclassification from Program Officer I to Program Officer III
BY: Commissioner Spurlock
SECOND: Commissioner Sanchez
OPPOSED: Commissioner Mauger
VOTE: Motion passed 2-1

VI. DISCUSSION AND APPROVAL OF PROPOSED CLASS SPECIFICATION MAINTENANCE REVIEW OF CLASSES RECOMMENDED FOR REVISIONS AND ABOLISHMENT - Action Item

- A. Clerical & Related Services
 - 1. Subgroup: Administrative Support
 - a. 2.131 Student Worker
- B. Fiscal Management & Staff Services
 - 1. Subgroup: Financial
 - a. 7.103 Chief Accountant
 - 2. Subgroup: Public Information
 - a. 7.803 Curator Series
- C. Medical, Health & Related Services
 - 1. Subgroup: Laboratory Services
 - a. 10.710 Microbiologist Series

Mr. Long, Deputy Administrator, Division of Human Resource Management: stated that regarding the Student Worker class, after meeting with subject matter experts from the agencies that use that job class, changes were not recommended to the class specification. For the Chief Accountant, minor revisions were recommended in order to update the duty statements and that the knowledge, skills and abilities revisions were to expand and clarify the relevant and acceptable knowledge, skills and abilities required to be able to perform the duties outlined. Regarding the Curator Series, revisions were made to the series and class concepts to update and accurately describe the duties performed by incumbents. Additionally, the minimum qualifications at each of the levels were modified to expand and clarify the type of relevant acceptable experience required and furthermore, the knowledge, skills and abilities of the classes were updated accordingly. In regard to the Microbiologist Series, in consultation with subject matter experts from the Division of Public and Behavioral Health, Department of Agriculture and the Nevada System of Higher Education, modifications were made to the series concept to account for changes in verbiage used and duties performed. As a result of the adjustments, minor changes were made to the class concepts at the Microbiologist V and IV levels and in addition, minor changes were made to the class concepts at the Microbiologist II and I levels in order to maintain consistency in verbiage used at the training and entry level. Informational notes were added to explain that certain positions were required to possess and maintain certifications from either the State of Nevada or the American Society for Clinical Pathology. Furthermore, an informational note was added indicating that some of the positions may require specialized and/or agency specific experience which would be identified at the time of recruitment. Lastly, minor

changes to the minimum qualifications were required to represent the modifications. Throughout the process, subject matter experts were involved and all agencies were on board with the changes.

MOTION: Moved to approve class specification revisions that were proposed in items 6-A Student Worker, 6-B Curator Series and 6-C Microbiologist Series.
BY: Commissioner Mauger
SECOND: Commissioner Spurlock
VOTE: Motion passed unanimously.

VII. REPORT OF UNCONTESTED CLASSIFICATION CHANGES

Mr. Long stated that the Report of Uncontested Classification Changes was posted and approved; and that it was a non-voting item.

VIII. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS

Commissioner Sanchez stated that the next meeting was scheduled for November 13, 2015 and asked if there were any revisions to that. **Ms. Lee-Ann Easton** stated that there was a request to change the date of the meeting to December 4th. The Commission confirmed that the date was acceptable and set the following meeting tentatively for March 4, 2016.

IX. PUBLIC COMMENT

Commissioner Sanchez asked for any public comment. There was none.

X. ADJOURNMENT

Commissioner Sanchez adjourned the meeting.

Personnel Commission Meeting
March 4, 2016

FOR INFORMATION ONLY

The minutes of the August 12, 2015 regulation workshop and Small Business Impact Statement have been included for your review and consideration of the regulations proposed in LCB File No. R076-15.

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCE MANAGEMENT

Legislative Building
401 S. Carson St., Room 2135
Carson City, Nevada

and

Grant Sawyer Building, Room 4412E
555 East Washington Avenue
Las Vegas, Nevada

REGULATIONS WORKSHOP
MINUTES

Thursday, August 12, 2015

Speakers Present In Carson City:

Shelley Blotter, Deputy Administrator, Division of Human Resource Management
Peter Long, Deputy Administrator, Division of Human Resource Management
Carrie Hughes, Personnel Analyst, Division of Human Resource Management
Michelle Garton, Supervisory Personnel Analyst, Division of Human Resource Management
Kimberley King, Personnel Officer III, Department of Transportation
Karen Masters, Deputy Director, Department of Health and Human Services
Alys Dobel, Personnel Officer III, Department of Motor Vehicles

Speakers Present In Las Vegas:

Brian Boughter, Personnel Officer III, Department of Employment, Training and Rehabilitation

1. CALL TO ORDER

Shelley Blotter: Opened the meeting. She introduced herself and asked everyone to sign-in. She indicated the purpose of the workshop is to solicit comments from affected parties with regard to regulations proposed for permanent adoption. She explained that the regulations maybe heard at a future Personnel Commission meeting. She stated that the format would be that staff would provide an explanation of the proposed regulation change which would be followed by a period for public comment. She indicated that comments would be summarized for the Personnel Commission and provided to them at the time that the regulation would be proposed for adoption. She noted that

there were comment cards available if participants wanted to use that format or comments could be sent through email.

2. REVIEW OF THE PROPOSED CHANGES TO NAC 284:

284.462 Restoration of promoted employee to former position

Shelley Blotter: Starting with 284.462. She stated, there are three versions presented today for consideration. She explained why all three were being presented and introduced Peter Long to provide further explanation.

Peter Long: Explained that the proposed changes are based upon SB62 of the 2015 Legislative Session, where in the past a restored employee or an employee that didn't meet the terms of their probation or trial period was restored to the position from which they promoted. He further explained that, the amended statute provides for more options and rights for when an employee is restored. He explained that, what we are trying to do is define seniority for the purposes of restoration and the rights that a restored employee has. He then went over the three versions. He explained the Department did not have a vested interest in any of the versions. He stated the hurdles he felt were involved in each version and the due diligence that agencies are going to have to engage in. He then asked for input from those present.

Shelley Blotter: Asked if there were any comments and reminded individuals to introduce themselves and refer to the version they are commenting on.

Kimberley King: Noted her appreciation for keeping it simple with regards to calculating seniority, but that she feels performance should be taken into account, not just seniority. She feels it is important to include performance and potentially have more consideration go to a good performer than a bad performer if seniority is close. She noted, as far as the language on the doubling is concerned, she didn't feel a need to comment on this as they would not be affected.

Shelley Blotter: Clarified that Ms. King's preference would be version 3.

Kimberley King: Stated 2 or 3. She believes, they both accomplish what we need and it won't impact another department that might need version 2.

Kareen Masters: Stated her preference would be version 2. She explained she gave it a lot of thought and couldn't answer her own questions on how to respond to an employee impacted by this on why there were different policies, such as for layoff. She also commented if version 2 is chosen, a reference to the seniority calculations for layoff could be made so that people would know where the calculation came from.

Shelley Blotter: Asked for comments from Las Vegas. There was none. Came back to Carson City.

Alys Dobel: Agreed with Ms. Masters. Her preference is 2 or 3 but wanted to keep them consistent with how the layoff rules are today.

Shelley Blotter: Closed comments after no other respondents. Carrie Hughes was introduced to present the next several regulations and explained that comments would be taken after each proposed regulation.

NEW Reassignment Defined, Under the American's with Disabilities Act

Carrie Hughes: Started with a newly proposed regulation, "Reassignment Defined." Under the Americans with Disabilities Act, reassignment to a vacant position is a form of reasonable accommodation that must be attempted if a qualified employee can no longer perform the essential functions of his/her position with or without accommodation or if providing reasonable accommodation would be an undue hardship. Senate Bill 62 of the 2015 Legislative Session in part amended NRS 284 to allow for non-competitive reassignment in the classified service. She explained, the following proposed amendments in regulation provide an overall concept of reassignment and an outline of a possible procedure to implement the reassignment process. This proposed new regulation, Reassignment Defined, defines the term 'reassignment' as, the 'non-competitive placement of a permanent classified employee as an accommodation'.

Shelley Blotter: Asked for comments.

Kareen Masters: Stated her suggestion would be in the latter part of the sentence where it says, which the employee meets the minimum qualifications, she suggests that we say, for which the employee is qualified, that is consistent with the language in NRS 284.379 that was adopted. She would want to keep the broader connotation. She further explained that there might be other aspects that may make them disqualified for position.

Shelley Blotter: Thanked Ms. Masters. Asked Peter Long for comment.

Peter Long: Said it seemed totally reasonable. Acknowledged that there are special notes and special requirements that are above and beyond the basic minimum qualification, but are required to do the job.

Shelley Blotter: Asked for additional comments; there were none.

284.177 Rate of Pay: Effect of reemployment

Carrie Hughes: Stated the amendment to 284.177, addresses the impact of an employee's reassignment on his/her rate of pay. It applies the rules for reemployment which place an employee at the step which is closest to the employee's rate of pay prior to the reassignment.

Shelley Blotter: Asked for comments.

Kareen Masters: Asked if a change would be appropriate in the regulation about pay upon promotion? She feels that we want to get away from the issue of someone demoting for

reassignment and then later promotes resulting in the employee keeping higher steps, and gave an example of pay grade changes.

Peter Long: Asked for clarification. He noted that we revised that regulation not too long ago to limit the prohibition of demoting to promote to one year and asked if she wanted to it extended it in these circumstances.

Kareen Masters: Referred to the pay upon promotion regulation and that one of the subsections there states that it doesn't apply to reemployment.

Peter Long: Confirmed that she meant, reemployment referred to in NAC 284.172, paragraph D and read, this subsection does not apply when an employee's reemployed or reappointed to his/her former grade within one year after holding that grade. He asked if she was requesting that reassignment also be included as an exception.

Kareen Masters: Confirmed.

Shelley Blotter: Asked for additional comments; there were none.

284.6014 Eligibility of employee with permanent disability for reemployment

Carrie Hughes: Stated amendment to NAC 284.6014 addresses how reassignment will impact our workers' compensation provisions by clarifying that reassignment must be attempted prior to placing an employee on a reemployment list.

Shelley Blotter: Asked for comments.

Kareen Masters: Stated that she strongly feels that this whole section about reemployment for people with permanent disabilities and workers' compensation needs to be reexamined. She feels with the adoption of these reassignment regulations, the workers' compensation regulations are probably moot or that these proposed regulations are duplicative of that. She believes the initial intent of adopting these regulations was in some respects to contain workers' comp costs and find a placement for someone that was disabled due a workers' comp injury. If that's feasible through the reassignment process, there's no need to continue with this reemployment regulation.

Shelley Blotter: Replied that there had been some conversations with Risk Management and they were not ready to get rid of this regulation. There were concerns about processes getting in the way of timelines and they wanted to make sure that commitments were being met. This way the State is not charged for retraining. Asked if Ms. Hughes had further comment.

Carrie Hughes: Stated yes, Risk Management did have concerns about the timeliness of the process and that this was going to alter their overall process when they dealt with workers' compensation.

Kimberley King: She agreed and feels it gets confusing between workers' compensation and ADA. She gave different scenarios and stated it would be nice to have them the same. She further stated that there may be consideration made with the rate of pay and timeframes to be the same type of situations between workers' compensation and ADA.

Shelley Blotter: Stated she had a hesitation on requiring ADA accommodations to match the employee's salary requirement that is in-place under workers' compensation. The intent of the ADA is to try and get the employee at the same level or as close as you could possibly get; but there could be situations where somebody could not be accommodated at that level and it may not be that they could meet the 80% or 75% of what they had previously earned but they could work in some capacity. We wouldn't want to eliminate that option.

Kimberley King: She stated she could agree to that.

Shelley Blotter: Asked for additional comments.

Kareen Masters: Suggested a flow chart, of a sample case of someone that was disabled due to workers' compensation and lay the two provisions against each other and see what we're going through.

Shelley Blotter: Stated there is a flow chart for just the regular process without considering workers' compensation, but will look into that further. Asked for additional comments; there were none.

284.094 "Reclassification" defined

Carrie Hughes: Stated the amendment to NAC 284.094 removes the word 'reassignment', so that it can become a defined term in the proposed new regulations and amendments.

Shelley Blotter: Asked for comments; there were none.

284.439 Reports of appointments

Carrie Hughes: Stated the amendment to NAC 284.439 adds 'reassignment' to the list of types of appointment.

Shelley Blotter: Asked for comments; there were none.

284.611 Separation for physical, mental or emotional disorder.

Carrie Hughes: Stated the amendment to NAC 284.611 clarifies that reassignment must be attempted as part of the accommodation process, prior to separating an employee due to a physical, mental or emotional disorder.

Shelley Blotter: Asked for comments; there were none.

NEW Employee with a disability as part of the accommodation process

Carrie Hughes: Stated the process in this proposed new regulation was structured to make every effort to keep the employee in his/her own current agency, if possible, and to carry through the statutory requirement that a reassignment requires an appointing authority's approval. While this regulation includes multiple factors and decision points, the intent is that many of these steps would happen concurrently to allow for a timely process. A handout has been provided to outline the process that is in this newly proposed regulation.

Shelley Blotter: Noted that the language discussed at the Agency Personnel Liaison meeting did not contain the reference to occupational group but that was added in consideration of possible layoffs in the future.

Carrie Hughes: Said that was correct. Further stating, in discussions with Peter Long, there was concern that this would affect agencies that use the occupational group in the seniority calculation. This would allow the employee to retain that benefit. She went on to say that following the Agency Personnel Liaison meeting the references about geographical location were also added.

Shelley Blotter: Asked for comments.

Kareen Masters: Went over language in subsection 1 and would want it to say, for which the employee is qualified. When we're talking about vacant or soon to be vacant positions, we might want to think about adding some language, to clarify vacant positions of which the agency intends to fill. It is common for departments to hold positions vacant, to obtain vacancy savings and wouldn't want to disrupt that process. She also feels that it would be an important process, maybe for DHRM, to confirm that the individual has a disability within the meaning of the ADA. She feels it's very common for employees to throw out the term, I'm disabled, but not meet the very defined meaning under the ADA. DHRM could be the neutral party that reviews the medical documentation and certify that on behalf of all divisions to avoid eligibility confusion. The process is tremendously complex when we're looking among multiple departments to find positions and what burden we're putting on the disabled employee as well with the interactive process that we go through, we would typically have a physician review the essential functions and certify that they can perform them. She doesn't picture requiring individual employees to keep going over this process multiple times when we're trying to place them in a position. Risk Management could play a role in that too, since they contract with doctors for Fitness for Duty Evaluations. This process could work similarly to the "roundtable" process used for workers' compensation.

Another concern she has is that we not expand what's required under the ADA law. She feels that we have to keep in mind that EEOC provides guidance but their guidance isn't law. Multiple courts have entered decisions saying they are overstepping what the law requires so I don't think we want to be in the position, through regulatory process, to be expanding what the ADA requires and gave a detailed example. She also questioned whether there was a desire to give some thought

to individuals on reassignment having to serve a probationary period. For example, if you're reemployed in a different class and a different agency, you do serve a new probationary period.

Shelley Blotter: Stated that there have been discussions about the role that DHRM would take as far as determining whether the person was qualified and there's a level of discomfort to make the determination of whether or not someone is disabled. Our expertise is in evaluating their education and experience to see whether they then meet those qualifications, but not from a medical standpoint. Acknowledged the suggestion to include Risk Management and asked Ms. Hughes to comment further.

Carrie Hughes: Stated that the process that we are providing for, especially with the form that we've provided to agencies is, one, that they evaluate the essential functions, but also that they provide what the restrictions are, independent of those essential functions. One of the things we were looking at is, that each agency would have those restrictions and be able to compare them to the essential functions of the position being considered.

Shelley Blotter: Stated we're wanting to make certain that we didn't leave out the agency in making the determination of whether this person could perform those duties.

Kareen Masters: Explained the process that she goes through with the reassignment. Stated that she wants some assurance that other departments are held to the same standards.

Kimberley King: Stated she would want to make sure that before we got a reassignment that the department did go through a thorough analysis to make sure that the employee does have a disability that qualifies. She explained their process and agreed, not all positions are going to be filled just because they're vacant. She agreed that the idea to involve Risk Management was good. Ms. King went on to explain the roundtable that happens for workers' compensation, and thinks that can be incorporated into this process. Stated her other concern is, that our department has a fast and hard rule that if there's an industrial injury, we will do light duty. Light duty is not provided for non-industrial injuries.

Carrie Hughes: Asked if subsection 2 was being referenced.

Kimberley King: Confirmed that it was and that it says "may."

Carrie Hughes: Stated that's what she was going to point out and that it is permissive.

Kimberley King: Stated concerns about having to argue with employees regarding something that is permissive.

Shelley Blotter: Asked for additional comments; there were none.

284.120 Adoption by reference of federal law, regulations and manual regarding persons with disabilities

Carrie Hughes: Stated the amendment to NAC 284.120 adopts the Federal ADA meaning of the term ‘interactive process’, as used in the proposed new regulations, outlining the reassignment process.

Kimberley King: Gave thanks for working on this and recognized this is not easy. She gave her appreciation for getting this bill passed and at least getting this process going.

Shelley Blotter: Gave thanks to Ms. King and asked for additional comments; there were none. Ms. Garton was asked to continue with the introduction of the proposed regulations.

284.658 “Grievance” defined

Michelle Garton: Stated the proposed amendment is to NAC 284.658, “Grievance” defined. The first change is to add ‘classified’ to identify the individuals’ eligible to file a grievance. The second proposed amendment would provide the Division of Human Resource Management the authority to remove a grievance from Steps 1-3 if it was not in the correct venue. She explained the importance of getting the complaint in the correct venue due to timelines. She went on to say if the regulation is adopted and during Steps 1-3, an agency identifies a grievance that seems to be in the wrong venue or has been filed by an individual who is not eligible to use the process, a form can be completed and submitted to our office for review. A copy of the proposed request form was available at the workshop. She noted that if there is a question of the facts then the grievance would be allowed to proceed through the grievance process.

Shelley Blotter: Clarified that the form has not been adopted yet, but only proposed. She also stated that it would be a good tool when working with DAGs to determine the correct jurisdiction.

Brian Boughter: Gave thanks to the Department for the addition of the word ‘classified’ in subsection 1 and also appreciates the consideration for the removal of grievances. Too much time is spent at Steps 1, 2 and 3 for grievances that have no merit and no value and are certainly in the wrong venue.

Shelley Blotter: Thanked Mr. Boughter and congratulated him on his promotion. She also noted that this would not remove grievances from the process that have no merit. It would only handle jurisdictional issues. Asked for additional comments; there were none.

284.678 Submission, form and contents of grievance; informal discussions

Michelle Garton: Stated the proposed amendment to NAC 284.678 changes the phrase ‘date of origin of the grievance’ to the ‘date of the event of the grievance’, it flows with all of the communications and with the NEAT System, using date of the event.

Shelley Blotter: Asked if there were any comments and that this proposal was more of a housekeeping issue than substantive. There were no comments.

284.695 Submission of grievance to Employee-Management Committee

Michelle Garton: Stated, the next proposed amendment is to NAC 284.695. The proposal is for the Employee-Management Committee to establish a subcommittee consisting of two committee members to review the grievances for jurisdictional issues and/or if the same facts were decided upon by a previous decision, once it gets to the Step 4 level. She further explained the intention is to reduce the number of grievances heard by the whole Committee related to jurisdictional issues.

Shelley Blotter: Stated there was a need to make certain that if a jurisdictional issue wasn't resolved in Steps 1-3, there would be another opportunity for jurisdiction to be determined. The intent is that there wouldn't be a lot of these meetings because jurisdictional determinations would've already been made. Meetings of the Subcommittee would be public and have to go through the regular notice requirements. Asked for comments.

Kareen Masters: Thanked the Division in bringing this forward. Feels it's been a long time coming.

Shelley Blotter: Asked Michelle if she had further to add to that.

Michelle Garton: Continued to go over a couple of other amendments proposed for this regulation. The second proposed amendment, which is in subsection 2, changes the requirement that a hearing must be held within 45 days to that it must be scheduled within 45 days. This is how it's been interpreted and also the intent is really not to lengthen the process, but to allow for specific situations that may just prevent the grievance from being heard within those 45 days.

Shelley Blotter: Asked for comments; there were none.

284.6955 Hearing before Employee-Management Committee: Procedure

Michelle Garton: Stated the first change would be to have packets sent directly to the Clerk, rather than the Chair, which is actually what is currently happening. Further explained the change to requiring 12 packets from the parties. Also, the change from Chair or his/her designated representative, to Chair or Member of the Committee designated by the Chair. It basically clarifies that the Designee of the Chair would always be a Committee Member. The amendment to subsection 2 allows the Chair of the Committee or the Designee to dismiss a grievance with prejudice if the requirements for the submission of the packets are not met. She further stated that there continue to be questions surrounding the subpoena process. The proposed language clarifies the request for subpoena process. Subsection 7 says that when confidential information is identified in subpoenaed documents, the information must be redacted and an original copy must also be submitted, under seal, for use by the Committee. The sealed documents would only be opened should it be deemed necessary to gain clarifying information in order for the Committee to ultimately make a decision on the grievance. The proposed regulation requires one original be provided under seal, but as a result of a recent meeting of the EMC, it was determined that two copies of these documents should be submitted under seal, because there are almost always

Committee members serving in the North and the South, so two would provide a set for both locations. The change in subsection 8, clarifies that the Committee Member serving as the Chair for the meeting would be the individual to recognize Committee Members for questions during the hearing.

Shelley Blotter: Asked for comment.

Kimberley King: Stated agreement with the 15 working days if, we can change the notice of hearing to give us some additional days. She explained that there are only six days to get our copies for the grievances, or for the exhibits. More notice would allow for more preparation time.

Michelle Garton: Said, absolutely and we've talked about that in terms of an internal process to do that.

Kimberley King: Confirmed that would allow for more than six days?

Michelle Garton: Confirmed.

Kimberley King: Additionally explained the EMC's role in the subpoenas and feels that if the EMC is going to participate in determining witnesses, documents or other pieces to the hearing, the department would like notification of such to prevent double work.

Shelley Blotter: Agreed that seemed appropriate. Asked for additional comments.

Kareen Masters: Agreed with last suggestion. Asked for clarification on the meaning of 'submitting under seal'.

Michelle Garton: Clarified what submitting under seal was.

Kareen Masters: Asked if that prevented it from being a public record.

Michelle Garton: Confirmed.

Kareen Masters: Offered there should be additional language added that the documents 'under seal' would be reviewed only if necessary.

284.6957 Hearing before Employee-Management Committee: Continuance

Michelle Garton: Stated the next regulation is, NAC 284.6957. The significant change to this regulation is the inclusion of language related to placing a grievance into abeyance and gave reasons why this may be appropriate. The other proposed change to this section would allow the Chair or Committee Member designated by the Chair, to make the decision regarding a request for continuance.

Shelley Blotter: Asked for comment; there was none.

284.697 When resolution of grievance becomes binding.

Michelle Garton: Stated, the final regulation proposed for amendment is NAC 284.697. The proposed changes are as a result of a couple of the other amendments proposed in different regulations. The proposed amendment clarifies the decision of the grievance becoming binding when the Chair or the Committee Member he/she designates dismisses the grievance with prejudice because the employee failed to comply with the packet requirement. Also, it would also clarify decision becomes binding when it is determined the grievance lack jurisdiction or it is denied based upon on a previous decision by the subcommittee.

Shelley Blotter: Asked for comments; there was none. She reminded the audience of the ability to submit written comments on the comment cards, by letter, or by email.

3. ADJOURNMENT

Shelley Blotter: Closed the workshop.

Brian Sandoval
Governor



Patrick Cates
Director

Lee-Ann Easton
Administrator

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January 4, 2016

Regulation Small Business Impact Statement

The Division of Human Resource Management has determined that the adoption of this proposed regulation does not impose a significant economic burden on small businesses, nor will it restrict the formation, operation or expansion of small business.

These regulations only impact the classified service of Executive Branch departments and the Nevada System of Higher Education.

I certify that to the best of my knowledge or belief, a concerted effort was made to determine the impact of the proposed regulation on small business and that the information contained in this statement is accurate.

1/4/16
Date

FOR DISCUSSION AND POSSIBLE ACTION

The following regulations have been proposed for permanent adoption. A brief explanation precedes each section and summarizes the intent of the regulation change. **NOTE:** [Brackets] and ~~strikeouts~~ signify language that is to be removed. Language to be inserted is in ***bold italics***.

The following summarizes the recommended action of the Personnel Commission and identifies if there has been support or opposition to the proposed action.

LCB File No. R076-15

The Division of Human Resource Management recommends the addition of a new section to NAC 284 in order to streamline the handling of grievances that are filed by employees who are not eligible to use the process, or that do not meet the definition of a grievance. Additionally, the new section ensures that employees are promptly directed to the correct process to have their issue addressed when another venue is appropriate.

The amendments to NAC 284.658 are also recommended by the Division of Human Resource Management, and make conforming changes due to the addition of a new regulation, as explained above. The amendments also clarify that the grievance process is available only to permanent employees in the classified service because NRS 284.384 states that a grievance, “means an act, omission or occurrence which an employee who has attained permanent status...” Only employees in the classified service are able to attain permanent status.

The Division of Human Resource Management also recommends the amendments to NAC 284.678 in order to create consistent language throughout the regulation. Subsection 2(h) of NAC 284.678 uses, “or the date the employee learns of the event leading to the grievance.” To achieve consistency, “the event leading to the grievance” will now be used throughout.

The amendments to NAC 284.6955 are also recommended by the Division of Human Resource Management. The changes to this regulation accomplish a number of things to streamline the grievance process by allowing certain actions to be taken by the Clerk to the Employee-Management Committee (EMC), and by a member of the EMC who is designated by the Chair. The changes also establish certain requirements regarding subpoenaed documents containing confidential information, in order to ensure confidentiality is maintained. Finally, the EMC will now be authorized to receive testimony from a witness via telephone or videoconference from a location that has not been included on an agenda, which will reduce time and expense of potential witnesses.

The Division of Human Resource Management recommends the amendments to NAC 284.6957 to allow either party to a grievance to request that it be held in abeyance. Placing a grievance into abeyance temporarily ceases activity on the grievance in order to allow for situations such as another investigation taking place concurrently, or when an employee is away from the office for an extended period of time. The amendments also authorize the Chair or a member of the Committee designated by the Chair to grant a request for a continuance or to have a grievance held in abeyance if good cause is shown.

These proposed changes were discussed at a workshop on August 12, 2015, and there was testimony by the Human Resource Managers of the Nevada Department of Transportation and the Department of Employment, Training and Rehabilitation supporting the changes. There was also testimony in support of the changes by a representative of the Department of Health and Human Services.

LCB File No. R076-15

Section 1. Chapter 284 of NAC is hereby amended by adding thereto a new section to read as follows:

Explanation of Proposed Change: The addition of a new regulation to Chapter 284 of NAC, proposed by the Division of Human Resource Management, will improve the efficiency of the formal grievance process by streamlining the handling of grievances that are filed by employees who are not eligible to use the process, or that do not meet the definition of a grievance, pursuant to NAC 284.658.

Based on the current regulations, a grievance that is filed by an employee ineligible to use the formal grievance process or that does not meet the definition of a grievance may proceed through the entire grievance process, up to and including a meeting of the Employee-Management Committee (EMC). This creates unnecessary work and does not resolve the employee's concern.

Agency human resource staff review grievances as they are filed and, with this amendment, will be able to request that the Division of Human Resource Management remove the grievance from the formal process when it has been filed by an ineligible employee and/or in the incorrect venue. If the Division determines that the grievance has been filed by an ineligible employee or filed in the wrong venue, the Division will remove the grievance from the process. The Division will then inform the employee that he or she is not eligible to use the grievance process and/or the grievance is in the wrong venue, and that it has been removed from the grievance process. The Division will also, if applicable, provide the employee with detailed information related to the appropriate process for the resolution of the employee's concern. Finally, the Division will communicate to the employee that he or she is eligible to appeal such a determination to the Employee-Management Committee. This will expedite a request by an employee for a hearing otherwise provided pursuant to subsection 2 of NAC 284.658, should he or she choose to do so. This is very important because the hearings listed in subsection 2 of NAC 284.658 have deadlines, some as short as 5 or 10 working days.

NEW Removal of ineligible grievance from procedure.

1. If the Division of Human Resource Management determines that a request for the adjustment of a grievance is not eligible for the procedure set forth in NAC 284.658 to 284.6957, inclusive, because the person who submitted the request is not a person described in subsection 1 of NAC 284.658 or because a hearing is provided for the grievance pursuant to federal law or NRS 284.165, 284.245, 284.3629, 284.376 or 284.390, the Division must, as soon as practicable:

(a) Remove the request from the procedure for the adjustment of grievances set forth in NAC 284.658 to 284.6957, inclusive; and

(b) Provide to the person who submitted the request and the agency in which the grievance arose:

(1) Notice that the Division has determined that the request is not eligible for the procedure for the adjustment of grievances set forth in NAC 284.658 to 284.6957, inclusive, and an explanation for that determination;

(2) Notice that the Division has removed the request from the procedure for the adjustment of grievances set forth in NAC 284.658 to 284.6957, inclusive;

(3) *If applicable, information relating to the appropriate procedure for resolving the person's concern; and*

(4) *Information relating to the person's right to appeal the determination to the Committee.*

2. *If the Division of Human Resource Management determines that a request for the adjustment of a grievance is not eligible for the procedure for the adjustment of grievances set forth in NRS 284.658 to 284.6957, inclusive, the person who submitted the request may appeal the determination to the Committee.*

Section 2. NAC 284.658 is hereby amended to read as follows:

Explanation of Proposed Change: The addition of "classified" to NAC 284.658, proposed by the Division of Human Resource Management, clarifies that the grievance process is available to permanent employees who are in the classified service.

As the result of the proposed new regulation, outlined in the new section, the addition of "and section 1 of this regulation," is necessary in NAC 284.658. The new regulation will be assigned a number during codification, which will be reflected in NAC 284.658 at that time.

NAC 284.658 "Grievance" defined. (NRS 284.065, 284.155, 284.340, 284.384)

1. As used in NAC 284.341 and 284.658 to 284.697, inclusive, *and section 1 of this regulation*, a "grievance" means an act, omission or occurrence which a permanent *classified* employee feels constitutes an injustice relating to any condition arising out of the relationship between an employer and an employee, including, but not limited to, compensation, working hours, working conditions, membership in an organization of employees or the interpretation of any law, regulation or disagreement or a contested report on performance. The act, omission or occurrence must be established with factual information including, but not limited to, the date, time and place of the act, omission or occurrence and the names of other persons involved.

2. For the purposes of NAC 284.341 and 284.658 to 284.697, inclusive, *and section 1 of this regulation*, the term "grievance" does not include any grievance for which a hearing is provided by federal law or NRS 284.165, 284.245, 284.3629, 284.376 or 284.390.

[Personnel Div., Rule XV part § A, eff. 8-11-73; A 6-9-74; 2-5-82]—(NAC A by Dep't of Personnel, 8-28-85; 10-18-89; 8-1-91; 3-27-92; R082-00, 8-2-2000; A by Personnel Comm'n by R023-05, 10-31-2005; R007-11, 10-26-2011; R026-11, 12-30-2011, eff. 1-1-2012)

Section 3. NAC 284.678 is hereby amended to read as follows:

Explanation of Proposed Change: This amendment, proposed by the Division of Human Resource Management, will create consistency throughout NAC 284.678 by using the term “date of the event leading to the grievance” to describe when the cause of the grievance occurred. The date the grievable event occurred, or date the employee learns of the grievable event, drives the timeframes required by subsection 1 of NAC 284.678. The Division also recommends the consistent amendment to subsection 2 of this regulation, which describes the information that must be provided by an employee if a letter is submitted, rather than the official form.

NAC 284.678 Submission, form and contents of grievance; informal discussions. (NRS 284.065, 284.155, 284.340, 284.384)

1. Except as otherwise provided in subsections 3 and 4 and NAC 284.692, an employee who feels aggrieved and wishes to file a formal grievance must submit the grievance in writing to his or her immediate supervisor on the official form, or in a letter if the official form is not available, within 20 working days after the date of the ~~{origin-of}~~ *event leading to* the grievance or the date the employee learns of the ~~{problem-}~~ *event leading to the grievance*. The parties should make every effort to resolve the grievance through informal discussions within these 20 working days.

2. If the employee submits a letter, it must include:

- (a) His or her name;
- (b) His or her most recent date of hire;
- (c) His or her position;
- (d) His or her department, division and section;
- (e) His or her mailing address;
- (f) His or her business telephone number;
- (g) A statement that he or she is filing a formal grievance;
- (h) The date, time and place of the event *leading to the grievance* or the date the employee learns of the event leading to the grievance;
- (i) A concise statement of the grievance;
- (j) A detailed description of the grievance, including the names of other persons involved in the event, if any;
- (k) A proposed solution of the grievance;
- (l) His or her signature; and
- (m) The date he or she signed the statement.

3. Except as otherwise provided in NAC 284.692, if a grievance relates to a contested report on performance, an employee must file a grievance that identifies the specific points of contention, if such specificity is provided, not later than 10 working days after the date the employee receives a decision regarding the review conducted by the appointing authority pursuant to NAC 284.470. Except as otherwise provided in NAC 284.692, if the grievance relates to the failure of a reviewing officer or appointing authority to respond to a request for a review within the time required by NAC 284.470, an employee must file a grievance not later than 10 working days after the date on which the time for such a response expired.

4. A grievance filed pursuant to subsection 3 must be filed with:

- (a) The person who is at the next appropriate level of the grievance process; or
- (b) If the person who is at the next appropriate level of the grievance process is the reviewing officer or other person who prepared or reviewed the report on performance, the person who is at

the next appropriate level of the grievance process above such reviewing officer or other person who prepared or reviewed the report on performance.

5. A grievance regarding a report on performance must be filed with the highest administrator in the department pursuant to NAC 284.690 before being submitted to the Committee pursuant to NAC 284.695.

[Personnel Div., Rule XV § A part subsec. 1, eff. 8-11-73; A 6-9-74; 2-5-82]—(NAC A by Dep't of Personnel, 10-26-84; 10-18-89; 3-23-94; R197-99, 1-26-2000; A by Personnel Comm'n by R023-05, 10-31-2005; R191-09, 4-20-2010; R007-11, 10-26-2011)

Section 4. NAC 284.6955 is hereby amended to read as follows:

Explanation of Proposed Change: The amendments to this regulation, proposed by the Division of Human Resource Management, bring it in to alignment with NRS 241.020(5), reduce administrative burden, reduce time and expense related to certain aspects of the Employee-Management Committee (Committee or EMC), and will establish regulations pursuant to NRS 284.074, which authorizes the Chair or a member of the Committee designated by the Chair to issue and enforce subpoenas.

The first amendment to subsection 1 of NAC 284.6955 changes the person to whom the required sets of documents, or "packets," shall be submitted by both parties involved in a hearing of the Committee. There is substantial administrative work that goes into the processing of packets, which has traditionally been handled by the Clerk of the Committee (Clerk), and this change will clarify that in the regulation.

The second amendment to subsection 1 of NAC 284.6955 changes the number of sets of documents required to be submitted by both parties, from 10 to 12. The 10 copies currently required by this regulation do not provide a sufficient number for distribution to each member serving on the EMC, the Deputy Attorney General assigned to the Committee, each party to the grievance, potential witnesses, as well as having copies available for the public. As such, in preparation for each hearing, the Clerk to the EMC must create 4 additional packets, 2 employer packets and 2 grievant packets, for distribution. Increasing the number of packets from 10 to 12 will place a negligible added burden on each party to a grievance, while greatly reducing the administrative burden on the Clerk to the EMC.

The next amendment to subsection 1 increases the number of days prior to a scheduled meeting of the Committee in which packets are due. Because a list of witnesses is required to be included in the packets by both parties to a grievance, this amendment will reduce administrative pressure by allowing additional time for the Clerk to process requests for subpoenas, when necessary. Currently, requests for subpoenas are due to the Committee no later than 15 days prior to any scheduled hearing (see amendment related to the issuance and enforcement of subpoenas below). This change will bring the two deadlines into alignment.

The final amendment to subsection 1 will require that the Clerk to the EMC, rather than the Chair, forward copies of each parties' packets to the other party, which is the current practice.

The amendments to subsection 2 of this regulation clarify that the individuals authorized to reschedule a hearing for non-compliance with this subsection are either the Chair or a member of the Committee designated by the Chair. This clarifies that there would not be a representative designated from outside the Committee, for example a Deputy Attorney General, designated to reschedule a hearing as a result of the situations listed in the subsection.

The amendment to subsection 7 creates regulations related to subpoenaed documents that pertain to a grievance, pursuant to NRS 284.074. This amendment will require that two copied of the original subpoenaed document must be submitted to the Committee under seal. This amendment also clarifies that if information contained in a subpoenaed document is found by the preparer to be of a confidential nature, the information must be redacted and such a copy must be submitted to the Committee.

The new subsection 8 of this regulation explains that the EMC may allow testimony from a person by phone or video conference from a location other than one that has been included on the agenda for a hearing. This will improve the ability for an individual in a remote location to provide testimony at a hearing, and will also reduce potential travel costs.

Finally, the amendment to subsection 9 of NAC 284.6955 clarifies that the member of the Committee acting as the Chair for a meeting of the EMC can recognize a member to ask a question of a party or a witness.

NAC 284.6955 Hearing before Employee-Management Committee: Procedure. (NRS 284.065, 284.155, 284.384) If a hearing is held to determine the proper disposition of a grievance pursuant to NAC 284.695, the following procedure must be followed:

1. Each party shall submit to the ~~{Chair}~~ *Clerk* of the Committee ~~{or his or her designated representative-10}~~ *12* copies of the set of documents and materials to be presented at the hearing or any rescheduled hearing. These copies must be submitted not less than ~~{12}~~ *15* working days before the scheduled date of the hearing. The ~~{Chair or his or her designated representative}~~ *Clerk of the Committee* shall forward one copy of the set of the documents and materials of each party to the other party.

2. If the employee fails to comply with subsection 1, the Chair or ~~{his or her designated representative}~~ *a member of the Committee designated by the Chair* may reschedule the hearing to the next time designated for such hearings, but in no case earlier than 20 working days after the originally scheduled date of the hearing. If the employer fails to comply with subsection 1, the Chair or ~~{his or her designated representative}~~ *a member of the Committee designated by the Chair* may reschedule the hearing at his or her discretion. If the employee fails to comply with the provisions of subsection 1 for a rescheduled hearing, the grievance must be dismissed with prejudice unless he or she can show in writing to the Committee's satisfaction that the reason for noncompliance was beyond his or her control.

3. Each document or material offered in evidence must be marked as follows:

(a) Documents or materials presented by the employee must be marked at the bottom of the page as "Exhibit___" indicated by consecutive Arabic numerals, beginning with the number "1."

(b) Documents or materials presented by the employer must be marked at the bottom of the page as "Exhibit___" indicated by consecutive letters of the English alphabet, beginning with the letter "A." If the employer offers more than 26 exhibits, the 27th exhibit must be marked as "Exhibit AA," the 28th exhibit as "Exhibit BB," and so forth.

4. All evidence offered at the hearing must be relevant and bear upon the grievance.
5. Each person who provides a statement at the hearing shall state his or her name, address, and occupation for the record.
6. It is the responsibility of each party to arrange for the appearance of all necessary witnesses. The Committee may request additional witnesses or information as it deems necessary.
7. *If a subpoena is issued for a document and the person named in the subpoena determines that the document contains confidential information, the person must provide to the Committee by the date specified in the subpoena:*
 - (a) *Two copies of the original document, submitted under seal, and*
 - (b) *One copy of the document with the confidential information redacted.*
8. *For good cause shown, the Committee may take testimony from a person by telephone or video conference whether or not the person is at a location designated on the agenda as a location for the hearing.*
9. Upon proper recognition by the Chair or ~~[his or her designated representative,]~~ *the member of the Committee designated to act as the Chair during the hearing*, any member of the Committee may ask a question of a party or witness at any time during the hearing.
(Added to NAC by Personnel Comm'n, eff. 8-1-91; A by Dep't of Personnel, 11-16-95; A by Personnel Comm'n by R026-11, 12-30-2011, eff. 1-1-2012)

Section 5. NAC 284.6957 is hereby amended to read as follows:

Explanation of Proposed Change: The amendments to this regulation, proposed by the Division of Human Resource Management, will reduce staff time and expense to the State, and create efficiency in the process related to grievances that have been submitted to the Employee-Management Committee (Committee or EMC) for consideration.

The first change to subsection 1 of NAC 284.6957 adds language that will allow a grievance to be placed into abeyance. Placing a grievance into abeyance essentially places the grievance on hold when an outside situation is creating or could create a delay in the hearing of the grievance by the Committee. This could be appropriate in a variety of situations. For example, placing a grievance into abeyance would be suitable when an investigation is being conducted, and the outcome may impact an employee's grievance. It would also be appropriate in a situation where the grievant will be away from the office for an extended period of time, such as on approved Family and Medical Leave (FMLA), administrative leave, or when a court proceeding within the court system will be taking place.

The second proposed amendment to subsection 1 of NAC 284.6957 changes the person to whom a request for a continuance or a request to have a grievance placed into abeyance should be submitted. This change makes it clear that requests of the Committee are to be submitted to the Clerk who, in turn, sends the requests to the Chair or a member of the Committee designated by the Chair, depending on who will act as the Chair of the Committee for that grievance, as well as to the appropriate parties pursuant to NRS 233B.126. This statute allows the communication between either party to a hearing and those assigned to render a decision or make findings of fact and conclusions of law in a contested case, such as the EMC, only when there has been notice provided and an opportunity for all to participate.

The amendments to subsection 2 of NAC 284.6957 will reduce staff time and related expenses of scheduling and conducting a full hearing of the EMC to determine if a continuance or the placement of a grievance into abeyance is appropriate. This will allow the Chair or a member of the Committee designated by the Chair to grant a continuance or place a grievance into abeyance instead of requiring a decision of the full Committee. This allows decisions to be made more quickly regarding emerging issues.

NAC 284.6957 Hearing before Employee-Management Committee: Continuance; Abeyance. (NRS 284.065, 284.155, 284.384)

1. A party may request a continuance of a hearing to determine the proper disposition of a grievance pursuant to NAC 284.695 ~~{by submitting a request for a continuance}~~ *or request to have a grievance held in abeyance. The party must submit the request* to the ~~{Chair}~~ Clerk of the Committee ~~{or his or her designated representative}~~ at least 12 working days before the scheduled hearing, unless the party received personal notice of the hearing less than 21 working days before the hearing pursuant to subsection 2 of NAC 284.695, in which case he or she may request a continuance as long as the request is made at least 4 working days before the scheduled hearing.

2. The ~~{Committee}~~ *Chair or a member of the Committee designated by the Chair* may grant a request for a continuance *or a request to have a grievance held in abeyance* if good cause is shown.

(Added to NAC by Dep't of Personnel, eff. 3-27-92; A 11-16-95)

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **March 4, 2016.**

Item V-A-1-a

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
2.222	Clerical Trainee	20	F	2.222	<i>Clerical Trainee</i>	20	<i>F</i>

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the Clerical Trainee series. In consultation with management and agency Human Resource staff from agencies that utilize this classification, it was determined that minor revisions be made to the series concept to better reflect common duties that may be performed by Clerical Trainees.

Clerical Trainees receive training designed to prepare them for entry-level work in a clerical or related series. The training period, normally six months, allows individuals to enter the workplace and provides agencies an opportunity to assess the aptitude and potential of individuals to perform higher level work. Duties may include, but are not limited to, training in the following: answering telephone calls and routing non-routine calls to appropriate individuals; typing routine correspondence and other materials; processing mail by opening and distributing to appropriate sections or individuals; checking documents such as applications for completeness; inventorying, categorizing, labeling, coding, batching and filing various materials; operating standard office machines such as personal computers, typewriters, copiers, shredders, calculators and microfiche viewers; and assisting with miscellaneous projects.

Human Resource Management worked closely with the agencies involved and they support the changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CLERICAL TRAINEE	20	F	2.222

Clerical Trainees receive training designed to prepare them for entry-level work in a clerical or related series. The training period, normally six months, allows individuals to enter the workplace and provides agencies an opportunity to assess the aptitude and potential of individuals to perform higher level work. Duties may include, but are not limited to, training in the following: answering telephone calls and routing non-routine calls to appropriate individuals; typing routine correspondence and other materials; processing mail by opening and distributing to appropriate sections or individuals; checking documents such as applications for completeness; inventorying, categorizing, labeling, coding, batching and filing various materials; operating standard office machines such as personal computers, typewriters, copiers, *scanners*, shredders, calculators and microfiche viewers; and assisting with miscellaneous projects.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Six months of successful experience as a Clerical Trainee in Nevada State service provides for semi-automatic progression to the next level with the approval of the appointing authority.

EDUCATION AND EXPERIENCE: Courses at the high school level and/or relevant work experience. (*See Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: read, write and understand written materials; perform basic arithmetic calculations; interact with others using common courtesy; understand and effectively carry out oral and written instructions; work cooperatively with others.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: common office practices and procedures such as opening and distributing mail, answering the telephone and greeting visitors; correct English usage, spelling, grammar and punctuation; operation of computers and other office machines; alpha/numeric and/or computerized filing systems; other program specific knowledge necessary to carry out duties assigned. **Ability to:** use computers, telephones, copiers, fax machines and other office equipment in connection with work assignments.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

2.222

ESTABLISHED: 7/1/89P
9/27/88PC
REVISED: 7/1/89P
6/9/89-3
REVISED: 7/1/01P
10/4/00PC
3/04/16PC

Item V-A-2-a

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
2.811	Supply Technician IV	31	F	<i>2.811</i>	<i>Supply Technician IV</i>	<i>31</i>	<i>F</i>
2.819	Supply Technician III	29	F	<i>2.819</i>	<i>Supply Technician III</i>	<i>29</i>	<i>F</i>
2.824	Supply Technician II	27	F	<i>2.824</i>	<i>Supply Technician II</i>	<i>27</i>	<i>F</i>
2.836	Supply Technician I	25	F	<i>2.836</i>	<i>Supply Technician I</i>	<i>25</i>	<i>F</i>
2.827	Supply Assistant	23	F	<i>2.827</i>	<i>Supply Assistant</i>	<i>23</i>	<i>F</i>

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the Supply Technician series.

In consultation with Subject Matter Experts from the Division of Public and Behavioral Health, Department of Agriculture, Department of Transportation, Department of Veterans Services, Department of Motor Vehicles, State Library & Archives, Department of Corrections, Nevada System of Higher Education and recruitment experts from Human Resource Management, modifications were made to the series concept to account for changes in verbiage used and duties performed. As a result of these adjustments, minor changes were made to the class concepts at the Supply Technician III and Supply Assistant levels.

Minor changes to the minimum qualifications were required to represent these modifications, as well as, to maintain consistency in structure and format.

Supply Technicians participate in the procurement, receipt, storage, issuing, shipment, property control, inventory and recordkeeping for a wide variety of assets to include, but not limited to the following: property, equipment, services, food, forms, parts and supplies. Incumbents work in a warehouse, stockroom or office setting and prepare and process documents for the requisition, purchase, receipt, issuance and transfer of goods; expedite the flow of goods from vendor to user; and maintain control records for a variety of property and equipment.

2.811 – Supply Technician IV, grade 31: under direction, the position allocated to this class is responsible for the operation of a central warehouse facility that supplies an agency’s regional warehouses statewide.

2.819 – Supply Technician III, Grade 29: under limited supervision, positions allocated to his class must supervise Supply Technician II’s. In addition, incumbents are responsible for the operation of a regional warehouse which serves several divisions in a large agency with diverse needs such as the Department of Transportation.

2.824 – Supply Technician II, Grade 27: positions at this level work in a variety of settings and may or may not have supervisory responsibility. Supervisor positions oversee a single warehouse which serves several institutions for a State agency; train, supervise and evaluate the performance of Supply Technician I’s, Supply Assistants and/or warehouse/delivery personnel. Non-supervisory positions, on an ongoing basis, purchase a wide variety of items at a significantly higher dollar amount than Supply Technician I’s.

2.836 – Supply Technician I, Grade 25: under general supervision, Supply Technician I's perform the duties outlined in the series concept but the focus of the work at this level is complex item-specific purchasing for a range of supplies, equipment, materials, forms, parts and services on a regular basis.

2.827 – Supply Assistant, Grade 23: under general supervision, Supply Assistants receive, store, issue, ship, inventory and maintain records of property, equipment or expendable stores or supplies as described in the series concept.

Throughout the process, management and staff within the division participated by offering recommendations and reviewing changes as the process progressed, and they support this recommendation

Note: Changes, additions and/or deletions on the class specification are noted in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SUPPLY TECHNICIAN IV	31	F	2.811
SUPPLY TECHNICIAN III	29	F	2.819
SUPPLY TECHNICIAN II	27	F	2.824
SUPPLY TECHNICIAN I	25	F	2.836
SUPPLY ASSISTANT	23	F	2.827

SERIES CONCEPT

Supply Technicians participate in the procurement, receipt, storage, issuing, shipment, property control, inventory, and recordkeeping for a wide variety of *assets to include, but not limited to, the following:* property, equipment, services, food, forms, parts and supplies. Incumbents work in a warehouse, stockroom or office setting and prepare and process documents for the requisition, purchase, receipt, issuance and transfer of goods; expedite the flow of goods from vendor to user; and maintain control records for a variety of property and equipment.

Procure a wide variety of supplies, services, food, forms, materials, parts and equipment up to pre-established monetary limits and specifically delegated purchasing authority; use a credit card or the requisition and purchase order processes via the open market, contracted vendors or informal bid in order to maintain stock levels or to purchase specific items in response to requests from authorized personnel; ensure compliance with applicable statutes, regulations, policies and procedures established at both the State and departmental level.

Receive and inspect items to ensure correct delivery *and completeness of the orders*; determine the condition of items and quantity received; ensure items meet order specifications; pack and return damaged goods and incorrect items; notify vendor of return status; *may pick-up ordered items from various local locations*.

Store items such as office supplies, forms, food, excess/surplus property, equipment, and janitorial supplies by following methods appropriate for each type of item; rotate items as necessary; provide accessibility to supplies; and maintain the storeroom in a neat and orderly condition.

Receive supply/equipment requests; review and approve for completeness and conformity to procedures; verify authority of person or agency placing order by checking authorization files to confirm legality of purchase.

Locate, verify and [H]issue items and fill orders; distribute items over-the-counter; prepare orders for shipping; determine correct packaging method; package items for delivery and/or shipment; determine best method of shipment via product contract, special customer request or cost efficiency; may load pallets for shipment on transport vehicles; [and package] and deliver or ship supplies to various locations.

Ship equipment in need of repair or ship items to consignee using the most appropriate method to minimize damage or hazard; send packages by the best carrier available considering safety regulations, *State contracts*, time and costs involved.

Maintain perpetual inventory and perform periodic physical inventory as assigned; count and record items such as office supplies, forms, food, surplus/excess property, janitorial supplies, equipment, parts and other materials as required.

Maintain records related to the requisition, purchase, receipt, stocking, inventory, distribution, and property and equipment control by documenting information required by law, regulation or policy; assemble, file and distribute material safety data sheets for all hazardous materials.

SUPPLY TECHNICIAN IV	31	F	2.811
SUPPLY TECHNICIAN III	29	F	2.819
SUPPLY TECHNICIAN II	27	F	2.824
SUPPLY TECHNICIAN I	25	F	2.836
SUPPLY ASSISTANT	23	F	2.827

Page 2 of 8

SERIES CONCEPT (cont'd)

Operate materials handling and/or safety equipment such as forklift, pallet jack and dolly in order to receive, move, rotate and issue parts, supplies, equipment and materials.

Input, update and retrieve data using a personal computer, mainframe computer terminal or comparable equipment; *utilize a computerized inventory system and/or barcode scanners*; track purchases; maintain inventory, property, and equipment records and produce reports as required; locate items on Internet and send e-mail messages related to work performed.

May [R] repair equipment by replacing broken or missing parts and perform regular maintenance as assigned or send to outside vendor for repair or maintenance.

Dispose of obsolete and excess items by inspecting property to determine item's condition for use, transfer or sale; *accept and receipt payment of sale; deliver and/or ship items deemed excess property to authorized entities*; and contact the appropriate authority for disposition.

Provide oral and written reports as requested by supervisor and management; locate and disseminate information required; *prioritize work to meet deadlines and commitments*.

May set up and dismantle special equipment by reviewing the schedule of events and coordinating date, time and location to provide users with the necessary equipment at the appropriate time.

May [S] serve as lead-worker for other employees as assigned; demonstrate proper work methods; assign and review work.

Perform related duties as assigned.

CLASS CONCEPTS

Supply Technician IV: Under direction, the position allocated to this class is responsible for the operation of a central warehouse facility that supplies an agency's regional warehouses statewide. Duties include supervising Supply Technician II's; managing, monitoring, maintaining and training staff statewide to use computerized perpetual inventory systems; establishing stocking levels and reorder points for supplies purchased, stored and distributed from the central warehouse to the regions; and assisting in the audit of regional warehouses, reporting findings, and recommending procedure/process improvements.

Supply Technician III: Under limited supervision, positions allocated to this class must supervise Supply Technician II's. In addition, incumbents are responsible for the operation of a regional warehouse which serves several divisions in a large agency with diverse needs such as the Department of Transportation. Incumbents are working supervisors who oversee and participate in the most complex purchasing activities performed by subordinate Supply Technician II's. Incumbents draft and recommend operating policies and procedures and initiate the purchase of equipment and services as budgeted for the warehouse. They also may prepare and monitor the operational budget and make recommendations regarding non-recurring expenditures. This work requires incumbents to interpret and apply information to specific problems for which there may be no clear-cut precedent. Problem solving frequently requires general research, factual comparisons, and examination of detailed information.

SUPPLY TECHNICIAN IV	31	F	2.811
SUPPLY TECHNICIAN III	29	F	2.819
SUPPLY TECHNICIAN II	27	F	2.824
SUPPLY TECHNICIAN I	25	F	2.836
SUPPLY ASSISTANT	23	F	2.827

Page 3 of 8

CLASS CONCEPTS (cont'd)

Supply Technician III: (cont'd)

Incumbents determine priorities for work assignments [~~in the stores operation~~] and are given a substantial degree of independence to plan, organize, assign and perform duties. Errors in procuring required items or setting and controlling inventory levels affect the content, quality, adequacy and timeliness of services provided to clients with the division or region and often have monetary/budget impact.

Supply Technician II: Positions at this level work in a variety of settings and may or may not have supervisory responsibility:

- 1) Supervisory positions oversee a single warehouse which serves several institutions for a State agency; train, supervise and evaluate the performance of subordinate Supply Technician I's, Supply Assistants, and/or warehouse/delivery personnel; establish and revise work performance standards; and ensure proper orientation and ongoing training of staff. Incumbents have the authority to make changes in procedures within the warehouse which will improve the quality of work and better meet the needs of the institution/division; establish appropriate inventory and reorder levels; organize and assign work, and establish delivery schedules and priorities.
- 2) Non-supervisory positions, on an ongoing basis, purchase a wide variety of items such as chemicals, heavy and light duty equipment parts, tools, safety equipment, highway maintenance and construction supplies, furniture, equipment, clothing, surplus property, and fuel at significantly higher dollar amounts than Supply Technician I's based on the agency's delegated Direct Purchase Authorization obtained from the Purchasing Administrator under the State Administrative Manual (S.A.M.) Chapter 1500.

Incumbents interpret and apply agency, State and federal policy, rules, regulations and laws to ensure compliance with fire, safety, health or security standards; perform the most complex purchasing duties independently; make final decisions regarding the purchase of items within the restrictions of fire, safety and security regulations and laws and the terms of current service contracts; and exercise a significantly higher level of direct purchase authority than Supply Technician I positions.

Purchases made at this level are typically reviewed by the supervisor after the transaction is completed and items have been received. Errors in judgment regarding the purchase of high dollar items could result in significant cost to the agency. Errors in complying with fire, safety, health, and security laws could result in a threat to the health, welfare and safety of patients, inmates, employees and the public. Errors in setting and controlling inventory could result in spoilage of perishable items and costs associated with understocking and overstocking.

Supply Technician I: Under general supervision, Supply Technician I's perform the duties outlined in the series concept but the focus of the work at this level is complex item-specific purchasing for a range of supplies, equipment, materials, forms, parts and services on a regular basis. Incumbents work closely with the requesting party to clarify and develop item specifications; refer to catalogs or the Internet to locate specific items, evaluate terms of warranties, and identify acceptable substitutions; initiate informal bid process with local and out-of-state vendors in which they negotiate price, terms and delivery date; make final decisions regarding item and vendor based on price, quality and availability; and originate purchases using a credit card, purchase order or requisition within the agency's standard purchasing authority as described under S.A.M. Chapter 1500 and agency procedures. Additionally, Supply Technician I's frequently encounter problems in locating supply sources and must search beyond the local area for items. Purchases are based on requests received from authorized agency personnel or through review of stock.

SUPPLY TECHNICIAN IV	31	F	2.811
SUPPLY TECHNICIAN III	29	F	2.819
SUPPLY TECHNICIAN II	27	F	2.824
SUPPLY TECHNICIAN I	25	F	2.836
SUPPLY ASSISTANT	23	F	2.827

Page 4 of 8

CLASS CONCEPTS (cont'd)

Supply Technician I: (cont'd)

In addition to purchasing duties, some positions maintain property inventory records; affix identification tags; record property movement or disposition; conduct periodic physical inventory to reconcile internal data with State Purchasing records; and inspect property to make recommendations and/or arrangement for disposition.

At this level, procurement duties vary and include different or unrelated processes and methods. Determinations regarding what needs to be done require evaluation of diverse factors and typically entail choosing from among several alternative courses of action. Purchasing involves elements and conditions which must be identified and evaluated in order to determine interrelationships and the applicability of standard procedures. Assignments and objectives are prescribed, however, the employee is expected to use initiative in locating and procuring requested items and solving problems.

Purchases made by Supply Technician I's are subject to review although errors may not readily be detected until after items are received. Errors may result in purchase of items that are not cost effective, not available within the required time frame or do not meet the needs of the agency. Non-compliance with State purchasing regulations could result in denial of the claim and personal liability for payment. Errors in processing purchase documents and budget coding would result in a delay in payments to vendors and in misappropriation of budget funds.

Supervision is not a requirement at this level, although positions may serve as a leadworker for lower level employees.

Supply Assistant: Under general supervision, Supply Assistants receive, store, issue, ship, inventory and maintain records of property, equipment or expendable stores or supplies as described in the series concept. In addition, they *may* reorder stocked items to maintain designated supply levels, perform limited item- or service-specific procurement with supervisory review, and/or deliver and pick up property, equipment, expendable stores and supplies including hazardous materials on a continuing basis within the local area or the grounds of a large institution or campus.

Some incumbents *may* prepare and process purchase orders and requisitions or use a credit card to procure a limited variety of well defined repair services or items such as office supplies, food, office furniture, printing materials, or janitorial supplies; contact vendors to determine availability and price; and follow up with vendors when problems occur. Procurement work is reviewed by the supervisor before a purchase is made. Guidelines and manuals are explicit and directly applicable to the work. Problems that are new or complex in nature are referred to the supervisor; and work is reviewed or spot-checked by the supervisor or by end users within the agency.

Procurement and delivery duties are varied, but basically interrelated and mostly predictable. Assignments involve several sequential steps, processes or operations. Choices regarding what needs to be done require recognizing the difference between a few readily apparent factual situations and applying the appropriate rules, regulations or procedures.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid driver's license at the time of appointment and as a condition of continuing employment.

SUPPLY TECHNICIAN IV	31	F	2.811
SUPPLY TECHNICIAN III	29	F	2.819
SUPPLY TECHNICIAN II	27	F	2.824
SUPPLY TECHNICIAN I	25	F	2.836
SUPPLY ASSISTANT	23	F	2.827

Page 5 of 8

MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS:

- * Per NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.

SUPPLY TECHNICIAN IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and five years of progressively responsible purchasing and warehouse experience which included developing delivery schedules for the transportation of materials and equipment, supervising subordinate personnel, and budget record maintenance, one year of which included maintaining computerized perpetual inventory records, training staff to use a computerized inventory system, and reviewing inventory and procurement records for the purpose of evaluating efficiency and compliance; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Supply Technician III. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: computerized perpetual inventory systems; methods and techniques used to perform inventory and procedural audits; distribution methods used to transport materials and equipment to regional warehouses throughout the State. **Working knowledge of:** budget preparation and maintenance; training methods and techniques including computer training; *State regulations and procedures related to personnel administration, purchasing services and materials, and budget preparation and maintenance; department policies and operating guidelines applicable to assigned activities.* **Ability to:** develop and write processes and procedures for a computerized perpetual inventory system; develop training materials and methods related to computerized inventory systems; communicate and demonstrate new processes and techniques in a group setting; organize and write procedural and inventory audit findings; make recommendations for procedure/process improvement based on audit findings; determine appropriate inventory and reorder levels to maximize the availability of equipment and materials purchased and stored at a central location; develop and assign delivery schedules; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: computerized fuel inventory systems; training methods and techniques including computer training; State regulations and department policies and procedures related to purchasing services and materials, inventory control, receipt and storage for a large variety items.

SUPPLY TECHNICIAN III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of progressively responsible purchasing or warehouse experience which included maintaining inventory records, shipping and receiving materials and equipment, *inventory storage and handling*, and purchasing a variety of supplies, equipment and materials, one year of which included responsibility for establishing inventory and reorder levels; negotiating price, terms and delivery date for items purchased; and interpreting and applying rules, regulations and laws to ensure compliance with fire, safety and health standards; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Supply Technician II in Nevada State service. (*See Special Requirements*)

MINIMUM QUALIFICATIONS (cont'd)

SUPPLY TECHNICIAN IV	31	F	2.811
SUPPLY TECHNICIAN III	29	F	2.819
SUPPLY TECHNICIAN II	27	F	2.824
SUPPLY TECHNICIAN I	25	F	2.836
SUPPLY ASSISTANT	23	F	2.827

Page 6 of 8

SUPPLY TECHNICIAN III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: storekeeping methods and procedures; purchasing regulations, practices and procedures; physical inventory procedures, records and controls. **Working knowledge of:** principles of effective supervision and training; warehouse operations and postal regulations; *federal and State purchasing and property inventory laws, rules and regulations*. **General knowledge of:** budget preparation and maintenance. **Ability to:** analyze personnel, equipment, operating and travel needs and expenses for budget preparation; *assist the supervisor in compiling data for budget preparation*; coordinate, review and recommend improvements in storeroom operations; evaluate product data and make buy-rent and stock-purchase recommendations; draft and recommend storeroom operating policies and procedures; perform general research, make factual comparisons, examine detailed information, and reach logical conclusions and decisions; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities the Supply Technician IV.)

~~[Working knowledge of: State regulations and procedures related to personnel administration, purchasing services and materials, and budget preparation and maintenance; department policies and operating guidelines applicable to assigned activities.]~~

SUPPLY TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of stocking, storeroom or warehouse experience which included purchasing a variety of supplies, equipment and materials, maintaining inventory records, *inventory storage and handling*, and shipping and receiving materials and equipment; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Supply Technician I in Nevada State service. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: market value of a variety of items; researching and developing specifications for technical equipment and supplies; recordkeeping related to inventory control; fire and safety laws, rules and regulations applicable to materials stocked and purchased. **General knowledge of:** principles of effective supervision and training. **Ability to:** analyze technical computer data related to purchasing and stores operations; negotiate with vendors regarding desired quality, warranty, price and delivery date of supplies and materials; review inventories and identify *and research* discrepancies; prepare purchasing specifications for equipment and supplies; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities for Supply Technician III.)

~~[Working knowledge of: federal and State purchasing and property inventory laws, rules and regulations. Ability to: assist the supervisor in compiling data for budget preparation.]~~

SUPPLY TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of stocking, storeroom or warehouse experience which included maintaining inventory records, *inventory storage and handling*, shipping and receiving materials and equipment, and/or ordering supplies, equipment and materials; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Supply Assistant in Nevada State service. *(See Special Requirements)*

MINIMUM QUALIFICATIONS (cont'd)

SUPPLY TECHNICIAN IV	31	F	2.811
SUPPLY TECHNICIAN III	29	F	2.819
SUPPLY TECHNICIAN II	27	F	2.824
SUPPLY TECHNICIAN I	25	F	2.836
SUPPLY ASSISTANT	23	F	2.827

Page 7 of 8

SUPPLY TECHNICIAN I

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: storekeeping methods and procedures; purchasing regulations, practices and procedures; physical inventory procedures, records and controls; proper handling, storage and shipment of hazardous materials. **General knowledge of:** *data entry techniques; customer service techniques;* researching and developing specifications for technical equipment and supplies. **Ability to:** *operate standard office equipment; order inventory utilizing State and/or vendor computerized systems;* use technical reference manuals, guides and other informational resource materials related to supply/procurement work; maintain records and write correspondence relating to procurement; *operate materials handling equipment; perform minor repairs to furniture and equipment; train co-workers and subordinates in completing tasks;* learn State and agency policy and procedures related to ordering supplies and materials; prepare general item-specific specifications; communicate with vendors and requestors regarding the price, availability, terms and delivery of supplies and materials; read, interpret and disseminate information regarding fire and safety regulations and laws applicable to materials stocked and purchased; train and provide work direction to others as assigned; prioritize work assignments based on agency needs; follow-up on orders to ensure timely delivery of materials and supplies purchased; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(*These are identical to the Entry Level Knowledge, Skills and Abilities for Supply Technician II.*)

SUPPLY ASSISTANT

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience in stocking, shipping, *issuing* and receiving materials in a retail, storeroom or warehouse environment; OR an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: basic calculator functions. **General knowledge of:** storekeeping methods and procedures; methods and costs of available shipping; basic computer functions and keyboarding techniques; recordkeeping related to storekeeping; storekeeping equipment such as forklift, pallet jack and dolly; inventory methods. **Ability to:** systematically arrange similar kinds of stock and/or property into groups or categories according to established criteria; add, subtract, multiply and divide numbers; perform routine work according to set procedures and sequence; establish and maintain cooperative working relationships with others; read and understand catalogs, instructions, forms, and other materials commonly used in a supply/procurement environment; complete standard forms; lift and move heavy objects; communicate effectively with others in person and on the telephone. **Skill in:** packaging a variety of supplies and materials for shipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(*These are identical to the Entry Level Knowledge, Skills and Abilities the Supply Technician I.*)

[~~Ability to: operate materials handling equipment; perform minor repairs to furniture and equipment; train co-workers and subordinates in completing tasks.~~]

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

SUPPLY TECHNICIAN IV
SUPPLY TECHNICIAN III
SUPPLY TECHNICIAN II
SUPPLY TECHNICIAN I
SUPPLY ASSISTANT

31	F	2.811
29	F	2.819
27	F	2.824
25	F	2.836
23	F	2.827

Page 8 of 8

	<u>2.811</u>	<u>2.819</u>	<u>2.824</u>	<u>2.836</u>	<u>2.827</u>
ESTABLISHED:	1/1/61	1/1/61	1/1/61	2/1/67	1/1/61
REVISED:			10/27/76	10/5/70	
REVISED:	12/19/85-12	12/19/85-12	12/19/85-12	12/19/85-12	12/19/85-12
REVISED:	7/1/89P	7/1/89P	7/1/89P	7/1/89P	7/1/89P
	8/27/88PC	8/27/88PC	8/27/88PC	8/27/88PC	8/27/88PC
REVISED:	7/1/01P	7/1/01P	7/1/01P	7/1/01P	7/1/01P
	10/4/00PC	10/4/00PC	10/4/00PC	10/4/00PC	10/4/00PC
REVISED:	3/4/16PC	3/4/16PC	3/4/16PC	3/4/16PC	3/4/16PC

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **March 4, 2016.**

Item V-B-1-a

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.140	Accountant Technician III	34	C	7.140	Accountant Technician III	34	C
7.141	Accountant Technician II	32	C	7.141	Accountant Technician II	32	C
7.143	Accountant Technician I	30	C	7.143	Accountant Technician I	30	C

EXPLANATION OF CHANGE

In conjunction with the Biennial Class Specification Maintenance project, as well as Subject Matter Experts from multiple agencies, Human Resource Management recommends revisions be made to update the duty statements outlined in both the series and class concepts, to reflect updated class titles, and to describe duties performed within the Nevada System of Higher Education. Additionally, the knowledge, skills and abilities were revised to expand and clarify the relevant acceptable knowledge, skill and/or ability required to be able to perform the duties outlined, as well as revising the formatting in order to maintain consistency with other class specifications. Further, the number of credits required for each level were reduced in order to better reflect the accounting knowledge required at each level.

Positions allocated to this series must, as the majority of their duties, perform technical accounts maintenance work for agencies with complex accounting functions or systems. Factors that contribute to complexity include, but are not limited to, federal grant reporting, external bank accounts, cost allocation plans, budget accounts, bank guidelines other than those contained in the State Administrative Manual, enterprise accounting, complex fund accounting, and external reporting requirements. Positions in this series typically supervise lower level accounting or other clerical positions. Accountant Technicians reconcile and monitor specific accounting and fiscal functions or activities within a department establishing or using established procedures and guidelines that are not limited to the State Administrative Manual. Reconciliation includes balancing departmental records with reports generated by the State's central accounting system as well as federal and other accounting systems. Monitoring includes ensuring accounting functions and activities are in compliance with reporting requirements and grant specifications; control complex accounts payable functions for agencies with multiple cost/project centers, by establishing guidelines for allocating general costs to the appropriate cost centers, and ensuring procedures are followed prior to submitting documents for payment or grant draws. Incumbents control complex accounts receivable functions to include determining the billing amount using cost accounting procedures; assist management in preparation of complex budgets by coordinating with various sections to ensure budget requests are received and reviewed in a timely manner; provide fiscal management and auditing of federal or other grant monies by monitoring expenditures to ensure compliance with multiple grant specifications and complex reporting requirements. Additionally, they manage federal draw downs in conformity with the Cash Management Improvement Act of 1990 and grant requirements; prepare monthly and quarterly financial reports including trial balances, adjustments and balance sheets; complete fiscal year openings and closings for assigned accounts; develop internal controls on revenues and expenses; reconcile federal to State fiscal year closings; prepare annual Single Audit Reporting Form (SARF) reporting requirements for submission; and may train, supervise and evaluate the performance of assigned clerical and technical support staff; develop work performance standards and accounting policies and procedures.

7.141 – Accountant Technician II, Grade 32: Under general supervision, perform the full range of duties described in the series concept; typically supervise lower level accounting positions. This is the journey level in the series. Within a college or university duties may also include the increased complexity of technical accounting work found through management of an accounting function(s) that spans the entire college or university, such as reconciliation of the single bank account for the university through which all monies flow or calculation, collection, distribution and reporting of facilities and administrative costs collected from grant funds.

7.143 – Accountant Technician I, Grade 30: Under general supervision, perform technical accounting duties as described in the series concept. Incumbents may supervise lower level accounting positions, or function as the highest level accounting position in a small agency with complex accounting requirements. This is the entry level in the series and progression to the next level is not automatic. Within a college or university and within a centralized accounting/controller's office, provide the final review of fiscal transactions prior to posting the entry in the general ledger; review transactions for compliance with state, university, grant, other regulations and post to the general ledger; enforce fiscal compliance by researching discrepancies or questionable transactions; rejecting and returning transactions to the college or department; may require payback of monies from departments or individuals; disable purchasing card or refer problem to higher authority. In other units (academic, student, administrative), work typically centers on a business enterprise where significant income is generated. Positions perform technical accounts maintenance for a business enterprise related to academic endeavors such as accounting for income and expenses for resident physician services performed at hospitals and clinics. Other examples of specialized income generation include parking, continuing education, commercial leasing of building space. In addition to technical accounts maintenance, positions may also perform budget preparation, financial reporting, pre- and/or post-grant award accounts maintenance, budgeting and reporting (e.g. effort reporting or expense reporting to sponsor).

The agencies utilizing this classification are in support of the changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ACCOUNTANT TECHNICIAN III	34	C	7.140
ACCOUNTANT TECHNICIAN II	32	C	7.141
ACCOUNTANT TECHNICIAN I	30	C	7.143

SERIES DISCUSSION

Positions allocated to this series must, as the majority of their duties, perform technical accounts maintenance work for agencies with complex accounting functions or systems. Factors that contribute to complexity include, *but are not limited to*, federal grant reporting, *external bank accounts, cost allocation plans, budget accounts*, bank guidelines other than those contained in the State Administrative Manual, enterprise accounting, complex fund accounting, and external reporting requirements. Positions in this series typically supervise lower level accounting or other clerical positions.

Account[ing]ant Technicians are distinguished from accounting [~~clerks~~] *assistants* by the level of responsibility and span of control within a complex accounting system. Technicians monitor and maintain accounting and related records requiring specialized calculations *and extensive knowledge of spreadsheets and other accounting software*, and correcting and adjusting entries. Incumbents function with considerable independence. Steps to be taken in completing specialized transactions, resolving processing problems, researching and correcting errors, and reconciling accounts often are not clearly dictated by regulations and require a series of actions which may vary with specific circumstances.

Positions allocated to the Accounting [~~Clerk~~] *Assistant* series must, as the majority of their duties, perform or supervise the performance of accounting clerical work in the maintenance of accounts and accounting records for State agencies including reviewing and verifying accounting documents, payroll, pre-audit, accounts payable, accounts receivable, bank deposits, cash disbursements, and receipts. Accounting Technicians, in contrast, make determinations as to the validity of expenditures, review complex contracts, and complete complex reconciliations.

In the area of report preparation, Accountant Technicians design and implement report formats and data collection systems; prepare reports with both data and narrative reporting and interpreting; and consolidate reports generated by various accounting functions or levels, making conclusions and/or recommendations. Accounting [~~Clerks~~] *Assistants* may prepare internal reports that combine historical data with controller's reports, or may prepare standard reoccurring reports that involve data collection.

Professional accountants independently design and implement the accounts maintenance system in an agency and examine, analyze and interpret accounting records for the purpose of giving advice or preparing financial statements. Accounting Technicians in the higher classes in this series may also perform these functions under immediate supervision.

SERIES CONCEPT

Accountant Technicians reconcile and monitor specific accounting and fiscal functions or activities within a department establishing or using established procedures and guidelines that are not limited to the State Administrative Manual. Reconciliation includes balancing departmental records with reports generated by the State's central accounting system as well as *federal and* other accounting systems. Monitoring includes

ACCOUNTANT TECHNICIAN III	34	C	7.140
ACCOUNTANT TECHNICIAN II	32	C	7.141
ACCOUNTANT TECHNICIAN I	30	C	7.143

Page 2 of 6

SERIES CONCEPT (cont'd)

ensuring accounting functions and activities are in compliance with reporting requirements and grant specifications.

Control complex accounts payable functions for agencies with multiple cost/project centers, by establishing guidelines for allocating general costs to the appropriate cost centers, and ensuring procedures are followed prior to submitting documents for payment *or grant draws*.

Control complex accounts receivable functions to include determining the billing amount using cost accounting procedures; make determinations regarding referral of delinquent accounts.

Assist management in preparation of complex budgets by coordinating with various sections to ensure budget requests are received and reviewed in a timely manner; developing narratives for each category and general ledger account to provide justification for proposed budget request; analyzing information on past expenditures and projecting trends; making recommendations for budget adjustments as needed; and preparing special budget analysis reports to highlight problems on own initiative or as requested.

Provide fiscal management and auditing of federal or other grant monies by monitoring expenditures to ensure compliance with multiple grant specifications and complex reporting requirements; auditing records and reports of sub-grantees for compliance with grant requirements; and preparing complex financial reports in compliance with federal, grant, contractual, or other external requirements.

Manage federal draw downs in conformity with the Cash Management Improvement Act of 1990 and grant requirements; provide fiscal management and auditing of federal grant monies; track costs billable to the federal government; prepare vouchers and monitor and report status of federal funds.

Prepare monthly and quarterly financial reports including trial balances, adjustments and balance sheets; establish and maintain automated billing systems including account analysis, reconciliations and processing adjustments.

Complete fiscal year openings and closings for assigned accounts; develop internal controls on revenues and expenses; reconcile federal to State fiscal year closings; *prepare annual Single Audit Reporting Form (SARF) reporting requirements for submission*.

May train, supervise and evaluate the performance of assigned clerical and technical support staff; develop work performance standards and accounting policies and procedures.

Perform related duties as assigned.

CLASS CONCEPTS

Accountant Technician III: Under general supervision, Accountant Technician III's perform the full range of duties described in the series concept at the advanced journey level. Incumbents supervise Accountant Technician I's and II's and Accounting Assistant positions performing revenue and expenditure processing activities in a large division or department or a complex functional area in a large department. Incumbents establish administrative procedures and write/update procedure manuals for those functions. Accountant Technician III's control and monitor expenditures and cash flow by interpreting State, federal and department regulations and procedures; determine the timing, amount and funding source for budget revisions and augmentations; design and implement report formats and data collection systems; and prepare reports with both data and narrative reporting and interpretation.

ACCOUNTANT TECHNICIAN III	34	C	7.140
ACCOUNTANT TECHNICIAN II	32	C	7.141
ACCOUNTANT TECHNICIAN I	30	C	7.143

Page 3 of 6

CLASS CONCEPTS (cont'd)

Accountant Technician III is distinguished from the Accountant Technician II level by the complexity and/or number of accounting funds or functions for which responsible. Accountant Technician III's are assigned to agencies with the most complex accounting requirements such as Department of Transportation, Department of Education, Public Works Board, and the Public Employees Retirement System.

Accountant Technician II: Under general supervision, Accountant Technician II's perform the full range of duties described in the series concept. Incumbents will typically supervise lower level accounting positions. The class is distinguished from Accountant Technician I's and III's by the size of the department or division and complexity of accounting requirements of the agency for which responsible. Incumbents are typically responsible for two or more fiscal areas in a medium or large agency or for one very complex accounting function in a large department. This is the journey level in the series.

*Representative duties at a college or university may also include:
Increased complexity of technical accounting work is found through management of an accounting function(s) that spans the entire college or university, such as reconciliation of the single bank account for the university through which all monies flow or calculation, collection, distribution and reporting of facilities and administrative costs collected from grant funds.*

Accountant Technician I: Under general supervision, Accountant Technician I's perform technical accounting duties as described in the series concept. Incumbents may supervise lower level accounting positions, or function as the highest level accounting position in a small agency with complex accounting requirements. The Accountant Technician I is distinguished from the Accounting Assistant IV in the accounting clerical series by complexity of the accounting environment, guidelines, and reporting requirements. This is the entry level in the series and progression to the next level is not automatic.

*Representative duties at a college or university may also include:
In a centralized accounting/controller's office, Accountant Technician I's provide the final review of fiscal transactions prior to posting the entry in the general ledger. Positions review transactions for compliance with state, university, grant, other regulations and post to the general ledger. Positions enforce fiscal compliance by researching discrepancies or questionable transactions; rejecting and returning transactions to the college or department; may require payback of monies from departments or individuals; disable purchasing card or refer problem to higher authority.*

In other units (academic, student, administrative), work typically centers on a business enterprise where significant income is generated. Positions perform technical accounts maintenance for a business enterprise related to academic endeavors such as accounting for income and expenses for resident physician services performed at hospitals and clinics. Other examples of specialized income generation include parking, continuing education, commercial leasing of building space. In addition to technical accounts maintenance, positions may also perform budget preparation, financial reporting, pre- and/or post-grant award accounts maintenance, budgeting and reporting (e.g. effort reporting or expense reporting to sponsor).

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Appointment to any level in this series requires successful completion of a written examination.
- * Per NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.

ACCOUNTANT TECHNICIAN III	34	C	7.140
ACCOUNTANT TECHNICIAN II	32	C	7.141
ACCOUNTANT TECHNICIAN I	30	C	7.143

Page 4 of 6

MINIMUM QUALIFICATIONS (cont'd)

ACCOUNTANT TECHNICIAN III

EDUCATION AND EXPERIENCE: Graduation from high school supplemented by ~~[18 college credits in accounting which must include]~~ 6 college credits in beginning accounting ~~[, 6]~~ and 3 college credits in intermediate accounting ~~[and 6 credits in upper division accounting courses and]~~. *Additionally required is four years of progressively responsible financial records maintenance experience [one year of which must have been equivalent to an Accountant Technician II in Nevada State service. This would] which includes* duties such as designing, implementing and interpreting narrative and data reports; applying principles of accounting to analyze financial information; preparing entries to accounts; analyzing assets and liabilities and preparing balance sheets; auditing contracts, vouchers and other documents and preparing summary transaction reports; implementing accounting control procedures; and overseeing the work of other accounting staff; *OR one year of experience as an Accountant Technician II in Nevada State service which includes 3 college credits in intermediate accounting; OR an equivalent combination of education and experience as described above which must have included 6 [18] college credits in beginning accounting [described above] and 3 college credits in intermediate accounting. (See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: *advanced* spreadsheet and word processing software applicable to developing financial reporting and data collection systems; *fund, managerial, governmental, and cost accounting principles and practice. General knowledge of: federal requirements for fund disbursement, record retention and audit purposes as applied to maintaining sufficient departmental operating funds, proper documentation and accountability. Ability to:* perform complex reconciliations to determine accuracy of account balances; write/update procedure manuals for multiple and complex financial processes; perform revenue and expenditure processing activities in multiple, complex financial areas; *instruct system users in understanding reports generated by the accounting system; prepare clear and understandable reports substantiated by necessary references or other documentation applied to financial statements, special reports, federal reports and balance sheets; and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: governmental accounting and cash flow policies and procedures; relevant federal and State statutes and regulations as well as agency policies and procedures; supervisory techniques including organizing work flow, assigning and reviewing work, training, and evaluating performance, and disciplinary processes. **Ability to:** determine the timing, amount and funding sources for budget revisions and augmentations.

ACCOUNTING TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school supplemented by ~~[12]~~ 6 college credits in ~~[accounting which included 6 credits in]~~ beginning accounting ~~[and 6 credits in intermediate and upper division accounting courses, and]~~. *Additionally required is three years of progressively responsible financial records maintenance experience [one year of which was equivalent to an Accountant Technician I in Nevada State service. This would] which includes* duties such as designing, implementing and interpreting narrative and data reports; applying principles of accounting to analyze financial information; preparing entries to accounts; analyzing assets and liabilities and preparing balance sheets; auditing contracts, vouchers and other documents and preparing summary transaction reports; implementing accounting control procedures; and overseeing the work of accounting clerical staff; *OR one year of experience as an Accountant Technician I in Nevada State service; OR an equivalent combination of education and experience as described above which must have included [12] 6 college credits in beginning accounting [described above]. (See Special Requirements)*

ACCOUNTANT TECHNICIAN III	34	C	7.140
ACCOUNTANT TECHNICIAN II	32	C	7.141
ACCOUNTANT TECHNICIAN I	30	C	7.143

Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

ACCOUNTANT TECHNICIAN II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: bookkeeping practice and theory; *fund, managerial, governmental, and cost accounting principles; supervisory principles and practice; federal regulations and practices related to cash flow management. Working knowledge of: intermediate spreadsheet and word processing software applicable to developing financial reporting and data collection systems. Ability to:* identify problems from an accounting worksheet or financial report and solve or recommend solutions; apply State and federal statutes and regulations and department procedures to financial transactions; *interpret and apply State and federal statutes and regulations, and departmental rules and regulations including legal interpretations as applied to approving, monitoring and processing financial transactions; and identify and solve problems from an accounting work sheet or financial report. Skill in: developing accounting record systems, worksheets, and reports; interpreting financial reports and accounting reports, and presenting information to others; and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

~~[Working knowledge of: fund, managerial, governmental, and cost accounting principles and practice. General knowledge of: federal requirements for fund disbursement, record retention and audit purposes as applied to maintaining sufficient departmental operating funds, proper documentation and accountability. Ability to: instruct system users in understanding reports generated by the accounting system; make formal oral presentations; prepare clear and understandable reports substantiated by necessary references or other documentation applied to financial statements, special reports, federal reports and balance sheets.] (These are identical to the Entry Level Knowledge, Skills and Abilities required for Accountant Technician III.)~~

ACCOUNTANT TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school supplemented by 6 college credits in beginning accounting and two years of financial records maintenance experience ~~[equivalent to an Accounting Assistant III in Nevada State service. This would]~~ *which* includes such duties as controlling accounts payable/receivable; preparing financial reports for internal management use; and reconciling complex accounts; *OR two years of experience as an Accounting Assistant III in Nevada State service which includes 6 college credits in beginning accounting; OR one year as an Accounting Assistant IV in Nevada State service which includes 6 college credits in beginning accounting; OR an equivalent combination of education and experience as described above which must have included 6 college credits in beginning accounting. (See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: accounting theory and principles; bookkeeping practices ~~(and theory)~~; automated accounting systems, including spreadsheet software for personal computers to allow design of or revision of financial reports. **Ability to:** read, understand, and apply complex regulations and accounting guidelines and procedures; meet deadlines, prioritize and organize work and handle frequent interruptions; and effectively compose business correspondence and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

~~[General knowledge of: fund, managerial, governmental, and cost accounting principles; supervisory principles and practice; federal regulations and practices related to cash flow management. Ability to: interpret and apply State and federal statutes and departmental rules and regulations including legal interpretations as applied to approving, monitoring and processing financial transactions; and identify and solve problems from an accounting work sheet or financial report. Skill in: developing accounting record systems, worksheets, and reports; and interpreting financial reports and accounting reports and presenting~~

ACCOUNTANT TECHNICIAN III	34	C	7.140
ACCOUNTANT TECHNICIAN II	32	C	7.141
ACCOUNTANT TECHNICIAN I	30	C	7.143

Page 6 of 6

~~information to others.]~~ (These are identical to the Entry Level Knowledge, Skills and Abilities required for Accountant Technician II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.140</u>	<u>7.141</u>	<u>7.143</u>
ESTABLISHED:	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC
REVISED:	8/23/94UC	8/23/94UC	8/23/94UC
REVISED:	10/13/95UC		
REVISED:	6/5/98UC	6/5/98UC	6/5/98UC
REVISED:	3/29/01UC	3/29/01UC	3/29/01UC
REVISED:	3/4/16PC	3/4/16PC	3/4/16PC

Item V-B-2-a

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.818	Retail Storekeeper IV	30	F	<i>7.818</i>	<i>Retail Storekeeper IV</i>	<i>30</i>	<i>F</i>
7.819	Retail Storekeeper III	28	F	<i>7.819</i>	<i>Retail Storekeeper III</i>	<i>28</i>	<i>F</i>
7.820	Retail Storekeeper II	26	F	<i>7.820</i>	<i>Retail Storekeeper II</i>	<i>26</i>	<i>F</i>
7.821	Retail Storekeeper I	24	F	<i>7.821</i>	<i>Retail Storekeeper I</i>	<i>24</i>	<i>F</i>

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the Retail Storekeeper series.

In consultation with Subject Matter Experts from the University of Nevada Reno, Parks Division, Museums and History Division, Department of Corrections, and recruitment experts from the Division of Human Resource Management, it is recommended to add new language for the Nevada System of Higher Education to include duties an incumbent may perform in an NSHE University retail environment. Language was also added to account for changes in verbiage, as well as, changes in point-of-sale and e-Commerce related duties.

Minor revisions were made to the minimum qualifications to account for these changes. Also, changes were made to both the entry level and full performance knowledge, skills and abilities to maintain consistency with formatting structure.

7.818 – Retail Storekeeper IV, Grade 30: positions allocated to this class manage a retail stores program within a defined region and supervise Retail Storekeeper II and/or III positions; within an NSHE retail enterprise positions manage the most complex product lines based on diversity of goods, on-line sales modules, highest sales income and net profit.

7.819 – Retail Storekeeper III, Grade 28: manage operations of a retail store(s) at a major correctional facility which may include both a canteen store and coffee shop, major State Park, major State Museum or a major, high volume product line in a large retail operation such as text books in a university bookstore with the focus of work being to maximize profits through the implementation and management of effective and efficient inventory control and merchandising processes.

7.820 – Retail Storekeeper II, Grade 26: perform the duties described in the series concept and are responsible for developing and implementing effective and efficient inventory control and merchandising to maximize sales and profits.

7.821 – Retail Storekeeper I, Grade 34: perform merchandising and inventory control duties to maximize profits in a retail store environment; procurement, receiving, stocking and distribution duties are varied and cyclical, but are interrelated and generally follow established routines involving several sequential steps, processes or operations.

Throughout the course of the study, management and agency staff participated by offering recommendations and reviewing changes as the process progressed, and they support this recommendation.

Note: *Changes, additions and/or deletions on the class specification are noted in red.*



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>ITILE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
RETAIL STOREKEEPER IV	30	F	7.818
RETAIL STOREKEEPER III	28	F	7.819
RETAIL STOREKEEPER II	26	F	7.820
RETAIL STOREKEEPER I	24	F	7.821

SERIES CONCEPT

Retail Storekeepers perform merchandising and *[stœek] inventory* control duties to maximize profits in a retail store[s] *orce-Commerce* environment which includes canteen stores and coffee shops in correctional facilities and other State retail operations. Incumbents oversee and participate in purchasing, *[stœek] inventory* control and merchandising in a retail operation involving high volume turnover of a *[limited]* variety of merchandise which may include books, souvenir and logo items, gift items, school and office supplies, computer supplies, newspapers, magazines, tobacco products, food, soft drinks, personal hygiene items, clothing, shoes, small electrical appliances, and other items.

Assist in identifying existing merchandise which *has expired and/or* does not meet merchandising *turnover goals and/or* resale standards; perform physical inventory counts; determine order quantity and verify price and availability with vendor; research catalogs and the Internet for new product availability and price; procure merchandise through direct purchase procedure and enter purchase information into *a point-of-sale (POS) or other computer-based* system.

Receive and inspect merchandise to ensure there is no damage, quantity received is correct, and merchandise meets order specifications; enter new *[stœek] inventory* into *acPOS* computer-based inventory system ensuring price and markup are correct; process receiver documentation and prepare invoice for payment; *and complete accounting documentation as required.*

Develop and/or implement a store layout plan to maximize visual appeal with the goal to increase per capita sales; [Stœek-œr] shelve merchandise in proper location and to prevent damage; store and rotate food and dated perishable merchandise per established procedures to prevent spoilage or loss; recommend mark-downs to clear slow moving merchandise; amend POS and re-price merchandise accordingly.

In a correctional environment, receive and input inmate orders per established procedures; print receipt/list of authorized purchases; remove items from *[stœek] inventory* and package inmate orders; distribute inmate orders through a secure window or deliver merchandise to lockdown units; verify inmate's identity; check each item against receipt quantity; obtain inmate's signature to verify acceptance of merchandise; ensure items requested are within security level restrictions; enforce storeroom and computer security according to established policy and procedures; poll inmate population; revise, add and delete catalog entries to maintain the most recent information regarding merchandise available; print and distribute merchandise catalogs to appropriate security levels; check inmate accounts in the computer upon request from authorized facility personnel and print reports; and clean and maintain stockroom and equipment per established health and safety standards.

In a Nevada System of Higher Education (NSHE) retail (for-profit) enterprise, positions develop or assist in the development of the budget for assigned product lines; project, plan and monitor revenue, expenses, inventory control, wages, etc..., in order to ensure attainment of profit goals; project shortfalls or other obstacles toward goal attainment and implement corrective action; purchase goods within open-to-buy limits; merchandise or assist in merchandising product lines in an aesthetically pleasing and efficient design; develop or assist in the development and implementation of a marketing plan for assigned product lines; liaise with vendors on returns, best price, payment terms, etc...; monitor industry trends.

RETAIL STOREKEEPER IV	30	F	7.818
RETAIL STOREKEEPER III	28	F	7.819
RETAIL STOREKEEPER II	26	F	7.820
RETAIL STOREKEEPER I	24	F	7.821

Page 2 of 6

Perform related duties as assigned.

CLASS CONCEPTS

Retail Storekeeper IV: Positions allocated to this class manage a retail stores program within a defined region and supervise Retail Storekeeper II and/or III positions. Retail Storekeeper IV's assist subordinate employees with training and implementation of new processes and procedures; coordinate the flow of information and merchandise between stores; advise in establishing appropriate *[stocking] inventory* levels, turnover and profit projections for the region's stores; prepare progress reports regarding sales trends, inventory shortages and product validity; and maintain daily statistical data on each store's earnings and purchases. In addition, incumbents mediate when problems arise between facility administration and store personnel, and perform periodic documentation and inventory audits to ensure compliance with established procedures. They also assist administration with vendor development; policy and procedure development; maintenance and enhancement of the canteen perpetual inventory control computer program; and preparation of budget recommendations for new and replacement equipment for retail stores.

Within an NSHE retail (for-profit) enterprise, positions manage the most complex product lines based on diversity of goods, on-line sales modules, highest sales income and net profit (e.g. clothing, computers). Positions develop an annual budget by projecting and planning for revenue, expenses, inventory, wages, etc., and recommend profit goals; purchase goods for their assigned product line within pre-established open-to-buy limits; ensure attainment of profit goals by monitoring product performance, expenses and other variables, project and/or identify shortfalls or other obstacles, evaluate circumstances, and identify and implement solutions; and supervise a staff of lower level Retail Storekeepers, student employees, temporary and/or other staff as assigned.

Retail Storekeeper III: Incumbents work under the limited supervision of either *[(+)]* a Retail Storekeeper IV *or professional staff* and manage *[the retail stores]* operations *of a retail store(s)* at a major correctional facility which may include both a canteen store and coffee shop, *major State Park, major State Museum, or [; or 2] professional staff and are responsible for* a major, high volume product line in a large retail operation such as text books in a university bookstore. Retail Storekeeper III's perform some of the duties described in the series concept, but the focus of the work at this level is to maximize profits through the implementation and management of *[sound stock] effective and efficient inventory* control and merchandising processes.

Inventory [Stock] control and merchandising decisions in various retail environments involve choosing from among several alternative courses of action and require the evaluation of numerous factors such as the design and use of licensed logos on clothing and souvenir items; identifying, developing and purchasing specialty items for special events or special orders; timing of inmate payroll cycles and fluctuation in inmate population; sales and market trends; responding to cultural and ethnic differences in the customer population; meeting the need to stock seasonal and specialty items; and solving all major problems with vendors, shippers and customers.

Within a correctional setting, Retail Storekeeper III's supervise Retail Storekeeper I's and II's; maintain security within the correctional stockroom and facility; and respond to inmate complaints or disagreements regarding canteen store services.

Within an NSHE retail (for-profit) enterprise, positions may have budget responsibility for product lines that produce smaller profits and have a narrower, less dynamic range of merchandise or they may assist with developing the budget for a large, high volume, high profit product line. Positions purchase goods for their assigned product line within pre-established open-to-buy limits; coordinate the shipping and receiving of all store merchandise; and may supervise a staff of lower level Retail Storekeepers, student employees, temporary and/or other staff as assigned.

RETAIL STOREKEEPER IV	30	F	7.818
RETAIL STOREKEEPER III	28	F	7.819
RETAIL STOREKEEPER II	26	F	7.820
RETAIL STOREKEEPER I	24	F	7.821

Page 3 of 6

CLASS CONCEPTS (cont'd)

Retail Storekeeper II: Under the general supervision of a Retail Storekeeper III, IV or other staff, positions at this level perform the duties described in the series concept and are responsible for developing and implementing ~~[sound-stock]~~ *effective and efficient inventory* control and merchandising to maximize sales and profits. Positions allocated to this class operate a conservation camp canteen store, a coffee shop in a major correctional facility, a ~~[smat]~~ specialty store such as a museum gift shop or a limited range of products within a larger retail operation such as a university bookstore.

In addition, incumbents initiate and perform market surveys and merchandising activities needed to identify and introduce new merchandise; meet with vendors and sales representatives to identify new product lines, monitor market trends and negotiate best price; set up displays and shelve merchandise to facilitate sales; ensure seasonal merchandise is stocked at appropriate times; review sales and inventory reports to establish price markup and ~~[stocking]~~ *inventory* levels; initiate markdown of seasonal, close-out or overstocked items to prevent loss; *train, operate, manage and resolve issues with a POS or other computer-based systems; may manage an e-Commerce platform to include ensuring security of personal information transmitted for payment;* ~~[and]~~ solve problems which arise within their authority; *and may coordinate, train schedule and supervise a staff of volunteer sales clerks.*

Additionally, in a correctional setting, Retail Storekeeper II's obtain all required security approval from Corrections and facility administration to introduce new products and negotiate transfer of merchandise between canteen stores or coffee shops to supplement or reduce ~~[stock]~~ *inventory* as needed.

Retail Storekeeper II's may not work in the immediate vicinity of their supervisor but can consult with them on a regular basis, and have latitude to select the most appropriate methods and merchandise within established procedures to maximize profit. The supervisor monitors work through review of inventory and sales reports to ensure turnover rate and profit margins meet expectations and through periodic security and inventory inspections.

Retail Storekeeper I: Positions allocated to this class work under general supervision at a major correctional facility canteen store or other State retail store operation and perform merchandising and ~~[stock]~~ *inventory* control duties to maximize profits in a retail stores environment. Procurement, receiving, stocking and distribution duties are varied and cyclical, but are interrelated and generally follow established routines involving several sequential steps, processes or operations. Assignments are structured by procedure manuals or general instructions, and variations from standard practice require approval of the supervisor.

Incumbents interact with customers, vendors, faculty and transportation companies to solve a variety of problems related to identifying, locating and expediting the acquisition and sale of merchandise.

Purchasing, stocking, *inventory* and recordkeeping work is subject to review through the examination of inventories and reports by the immediate supervisor or management. Errors in judgment could result in some loss of profit or breach of security.

MINIMUM QUALIFICATIONS

RETAIL STOREKEEPER IV

EDUCATION AND EXPERIENCE: Graduation from high school and four years of increasingly responsible retail and storekeeping experience, two years of which included merchandising; analyzing, tracking and reporting turnover rates; preparation of sales reports and profit and loss projections; and maintaining computerized perpetual inventory systems. One year of the above experience must include

RETAIL STOREKEEPER IV	30	F	7.818
RETAIL STOREKEEPER III	28	F	7.819
RETAIL STOREKEEPER II	26	F	7.820
RETAIL STOREKEEPER I	24	F	7.821

Page 4 of 6

MINIMUM QUALIFICATIONS (cont'd)

RETAIL STOREKEEPER IV (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

supervisory responsibility; **OR** one year of experience as a Retail Storekeeper III in Nevada State service; **OR** an equivalent combination of education and experience *as described above*.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: perpetual inventory methods including setting stocking levels and reorder points; tracking and reporting information regarding inventory control, turnover rates, sales, and profit and loss; computerized perpetual inventory systems. **Working knowledge of:** market value of a variety of merchandise such as convenience foods, *specialty store items*, and/or personal items. **Ability to:** analyze personnel, equipment, operating and travel needs and expenses for a retail store; draft and recommend policies and procedures relating to store operation; compile information required for budget preparation; track and transfer merchandise in multiple stores and locations; analyze turnover rates, sales reports and profit projections; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Ability to: analyze personnel, equipment, operating and travel needs and expenses for ~~caanteen stores~~ *assigned retail establishments* within the region; train, supervise and evaluate the performance of assigned personnel; *understand accounting procedures as it relates to processing invoices for payment and deposit of funds.*

RETAIL STOREKEEPER III

EDUCATION AND EXPERIENCE: Graduation from high school and three years of increasingly responsible storekeeping and retail experience which included responsibility for merchandising, stock control, perpetual inventory, contacts with vendors, and coordinating the work of others; **OR** one year of experience as a Retail Storekeeper II in Nevada State service; **OR** an equivalent combination of education and experience *as described above*.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: recordkeeping related to inventory control. **Working knowledge of:** perpetual inventory methods; *State and department purchasing regulations, practices and procedures; market research and merchandising techniques.* **General knowledge of:** market value of a variety of merchandise. **Ability to:** resolve problems with vendors regarding desired quality, quantity, price and delivery date of supplies and materials; coordinate the work of employees and others; coordinate, review and recommend improvements in storeroom operations; read and interpret inventory reports, profit and loss statements, receiving logs, and records related to damaged goods and spoilage; maximize profits through effective stock control and merchandising; *explain policies and procedures related to procurement, retail store operations, and/or e-Commerce activities to employees and others; and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Retail Storekeeper IV.)

RETAIL STOREKEEPER II

EDUCATION AND EXPERIENCE: Graduation from high school and two years of storekeeping or retail experience, one year of which included performing physical inventories, maintaining records and ordering merchandise; **OR** one year of experience as a Retail Storekeeper I in Nevada State service; **OR** an equivalent combination of education and experience *as described above*.

RETAIL STOREKEEPER IV	30	F	7.818
RETAIL STOREKEEPER III	28	F	7.819
RETAIL STOREKEEPER II	26	F	7.820
RETAIL STOREKEEPER I	24	F	7.821

Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: physical inventory procedures, records and controls; vendors and product lines such as tobacco products, *souvenir*, and general good items; profit-producing methods and procedures in a retail environment; *recordkeeping related to storekeeping including hard copy and electronic files; computer functions and keyboarding techniques; perpetual inventory methods.* **General knowledge of:** market survey and testing techniques; *basic calculator functions; storekeeping equipment such as forklift, pallet jack and dolly.* **Ability to:** *provide high-quality customer service and resolve customer complaints; use reference manuals, guides and other informational resources related to procurement of merchandise for resale; maintain records relating to procurement of resale merchandise; coordinate the work of others; review inventories, discover discrepancies, and establish stocking levels; prioritize assignments and follow up on orders to ensure timely delivery; negotiate with vendors regarding desired quantity, quality, price and delivery date of merchandise; train coworkers and others in completing tasks; apply State and agency policies and procedures related to ordering merchandise for resale; operate a forklift, pallet jack and dolly; perform minor repairs to furniture and equipment; locate, interpret and explain computer data relating to inmate accounts; and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Retail Storekeeper III.)

~~[Working knowledge of: State and department purchasing regulations, practices and procedures; market research and merchandising techniques. Ability to: explain policies and procedures related to procurement and canteen operation to employees and others.]~~

RETAIL STOREKEEPER I

EDUCATION AND EXPERIENCE: One year of storekeeping or retail experience which included stocking, sales and/or customer service.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: proper storage and rotation of food and dated perishable merchandise. **General knowledge of:** sales and merchandising methods; storekeeping methods and procedures; computer functions and keyboarding techniques; recordkeeping including hard copy and electronic files inventory methods. **Ability to:** systematically arrange similar kinds of stock and/or property into groups or categories according to established criteria; learn State and agency policies and procedures related to ordering merchandise for resale; add, subtract, multiply and divide whole numbers; perform routine work according to set procedures and sequence; establish and maintain cooperative working relationships with others; read catalogs, instructions, forms, and other materials commonly used in a supply/procurement environment; complete standard forms; lift and move heavy objects; work effectively with inmates in a prison canteen store; calmly explain store policies and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Retail Storekeeper II.)

~~[Working knowledge of: recordkeeping related to storekeeping including hard copy and electronic files; computer functions and keyboarding techniques; perpetual inventory methods. General knowledge of: basic calculator functions; storekeeping equipment such as forklift, pallet jack and dolly. Ability to: train coworkers and others in completing tasks; apply State and agency policies and procedures related to ordering merchandise for resale; operate a forklift, pallet jack and dolly; perform minor repairs to furniture and equipment; locate, interpret and explain computer data relating to inmate accounts.]~~

RETAIL STOREKEEPER IV	30	F	7.818
RETAIL STOREKEEPER III	28	F	7.819
RETAIL STOREKEEPER II	26	F	7.820
RETAIL STOREKEEPER I	24	F	7.821

Page 6 of 6

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.818</u>	<u>7.819</u>	<u>7.820</u>	<u>7.821</u>
ESTABLISHED:	7/1/01P 10/4/00PC	7/1/01P 10/4/00PC	7/1/01P 10/4/00PC	7/1/01P 10/4/00PC
<i>REVISED</i>	<i>3/4/16PC</i>	<i>3/4/16PC</i>	<i>3/4/16PC</i>	<i>3/4/16PC</i>

FOR DISCUSSION AND POSSIBLE ACTION

The Division of Human Resource Management has conducted a maintenance review of class specifications in the Occupational Group(s) listed below. It is recommended that the following classes be revised effective: **March 4, 2016.**

Item V-C-1-a

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.229	Mid-Level Medical Practitioner	43*	B	10.229	Mid-Level Medical Practitioner	43*	B

* Reflects special salary adjustments of 4 grades granted by the Legislature to improve recruitment and retention.

EXPLANATION OF CHANGE

In conjunction with the biennial class specification maintenance review and Subject Matter Experts (SMEs) from the Departments of Health and Human Resources and Corrections, Human Resource Management recommends revisions to the Mid-Level Medical Practitioner series. The duty statements were updated to accurately outline duties performed by incumbents; and the knowledge, skills and abilities were revised accordingly. Furthermore, a title change in the name of the professional title of Advanced Practice Registered Nurse from Advanced Practitioner of Nursing was made and this is reflected in the Special Requirements and Education and Experience. These modifications required no changes to the minimum qualifications.

Mid-Level Medical Practitioners may be either Advanced Practice Registered Nurses or Physician Assistants who provide medical care. Physician Assistants (PA) provide medical care in accordance with approved medical protocols as allowed under the supervising physician's scope of practice and Nevada Revised Statutes. Advanced Practice Registered Nurse (APRN) work within the scope of practice of an APRN and practice protocols as set forth in the Nurse Practice Act, Chapter 632 of the Nevada Revised Statutes and Administrative Code.

Incumbents assess health status and manage the health care of the patients in an inpatient and/or outpatient setting; assess the patient's psychological and physical conditions, consulting and referring as needed with other health care professionals; prescribe and dispense medications as allowed by the practice setting and State law in accordance with established protocol. They evaluate and triage patients in trauma/cardiac emergencies and patients with life-threatening chronic conditions; provide emergency medical treatments, such as cardiopulmonary resuscitation (CPR), Advanced Cardiac Life Support, and first aid required to stabilize a patient's condition until a physician can be consulted or patient is transferred to a higher level of care facility; maintain accurate records documenting all physical findings, diagnoses, and treatments, including medications and changes in health status. Additionally, they also maintain safety, health and well being of individuals in the therapeutic environment as allowed in the practice setting; provide education and counseling to patients and their families to promote good health habits; provide health related education and training to staff. They may supervise other health professionals, para-professionals and other personnel and/or delegate to qualified personnel direct care duties consistent with their licensure, certification and competency and as allowed in the practice setting; and may perform minor surgical procedures within established protocols and scope of practice to included suturing minor lacerated tissue and administering local anesthesia.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MID-LEVEL MEDICAL PRACTITIONER	43*	B	10.229

Mid-Level Medical Practitioners may be either Advanced ~~[Practitioners of Nursing]~~ *Practice Registered Nurses* or Physician Assistants who provide medical care ~~[in psychiatric or correctional settings]~~.

Physician Assistants (PA) provide medical care in accordance with approved medical protocols as allowed under the supervising physician's scope of practice and Nevada Revised Statutes.

Advanced ~~[Practitioners of Nursing]~~ *Practice Registered Nurse* (APRN) work within the scope of practice of an APRN and practice protocols ~~[as agreed upon by the collaborating physician and the APRN]~~ as set forth in the Nurse Practice Act, Chapter 632 of the Nevada Revised Statutes and Administrative Code.

Assess health status and manage the health care of the patients in an inpatient *and/or* outpatient setting; take, record, and interpret medical histories; perform physical examinations and perform or initiate diagnostic procedures; develop ~~[diagnoses and initiate a program of treatment]~~ *treatment plans and oversee implementation [and]* within the standards of medical practice for the specialty area.

Assess the patient's psychological and physical conditions, consulting and referring as needed with other health care professionals; review and evaluate response to health problems and modify programs of treatment as needed.

Prescribe and dispense medications as allowed by the practice setting and State law in accordance with established protocol; monitor patient for medication side effects, allergic reactions and adjust the medication regime as needed.

Evaluate and triage patients in trauma/cardiac emergencies and patients with life-threatening chronic conditions; provide emergency medical treatments, such as cardiopulmonary resuscitation (CPR), Advanced Cardiac Life Support, and first aid required to stabilize a patient's condition until a physician can be consulted or patient is transferred to a higher level of care facility.

~~[Perform minor surgical procedures within established protocols and scope of practice to include suturing minor lacerated tissue and administering local anesthesia.]~~

Maintain accurate records documenting all physical findings, diagnoses, and treatments, including medications and changes in health status; prepare written reports, records, and summaries.

Maintain safety, health and well being of individuals in the therapeutic environment as allowed in the practice setting; ~~[may assist in physically restraining patients who are a threat to themselves or others and may be hostile and combative;]~~ follow facility procedures regarding techniques and duration of confinement; notify appropriate personnel of action taken and document as required.

Provide education and counseling to patients and their families to promote good health habits; provide health related education and training to staff.

* Reflects special salary adjustments of 4 grades granted by the Legislature to improve recruitment and retention.

CLASS CONCEPTS (cont'd)

May supervise other health professionals, para-professionals and other personnel and/or delegate to qualified personnel direct care duties consistent with their licensure, certification and competency and as allowed in the practice setting ~~[; serve as a clinical preceptor for nursing, medical, and physician assistant students].~~

Adhere to community and accreditation standards in the care and treatment of patients in taking timely, appropriate measures to provide and maintain hygienic environments.

Provide designated services at more than one location and share on-call responsibility with other health care providers as assigned.

May perform minor surgical procedures within established protocols and scope of practice to included suturing minor lacerated tissue and administering local anesthesia.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this class have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.
- * Current licensure by the Nevada State Board of Medical Examiners *as a Physician Assistant; [certification] licensure as an Advanced Practice Registered Nurse [by the Nevada State Practitioner of Nursing Family Nurse Practitioner or Adult Nurse Practitioner]* issued by the Nevada State Board of Nursing is required at the time of appointment and as a condition of continuing employment.
- * Current certification of registration or license to prescribe from the Nevada Board of Pharmacy is required at the time of appointment and as a condition of continuing employment.
- * Some positions require a Drug Enforcement Administration (DEA) license to prescribe controlled substances at the time of appointment and as a condition of continuing employment.
- * Some positions require a certificate or license to dispense controlled substances, poisons, dangerous drugs and devices from the Nevada State Board of Nursing and Nevada Board of Pharmacy at the time of appointment and as a condition of continuing employment.
- * Some positions require certification in Advanced Cardiac Life Support and/or Basic Life Support at the time of appointment and as a condition of continuing employment.
- * Some positions require a valid driver's license at time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * Probationary employees working for the Department of Corrections must successfully complete 40 hours of "pre-service" training provided by the department.

EDUCATION AND EXPERIENCE: Licensure by the Nevada State Board of Medical Examiners or certification by the Nevada State Board of Osteopathic Medicine as a Physician Assistant; **OR** certification of recognition as an Advanced ~~[Practitioners of Nursing]~~ *Practice Registered Nurse*, Family Nurse Practitioner or Adult Nurse Practitioner issued by the Nevada State Board of Nursing. (See Special Requirements and Informational Note)

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: documentation process. **Working knowledge of:** human anatomy and advanced pathophysiology and pharmacology; current medical terminology; medical ~~[and psychiatric]~~ diagnoses and major signs and symptoms including familiarity with ~~[(DSM) 4 and]~~ *International Classification of Diseases (ICD) [9] 10* diagnostic and procedure manuals *and, for those working in a psychiatric specialty, the Diagnostic and Statistical Manual of Mental Disorders (DSM) 5*; physical examination methods and techniques; practices, methods and procedures used ~~[in a psychiatric/mental health, correctional, or institutional]~~ *in the facility to which assigned*; medication protocols including therapeutic effects, side effects and toxicity, and common dosages; medical diagnosis and treatment of acute and chronic conditions; community health standards; universal precautions and infection control techniques and procedures; operation and use of standard medical equipment; minor surgical procedures within protocols/license and as allowed under the Physician Assistant's supervising physician's scope of practice or within the Advanced ~~[Practitioners of Nursing]~~ *Practice Registered Nurse's* scope of practice and protocols ~~[- common physical restraint techniques and procedures]~~. **Ability to:** interview patients to elicit information concerning illness and health and medical history, symptoms and/or complaints; clinically assess, diagnose, and treat illness and health conditions; properly interpret results of examinations, laboratory tests and X-rays; develop, implement and evaluate a medical care plan; provide patient education and counseling; prepare and maintain medical records, charts and reports; provide emergency medical treatment to ill and injured persons; ~~[assist in physically restraining patients consistent with department policy;]~~ maintain patient confidentiality; develop and maintain effective working relationships with medical colleagues, preceptor and patients; deal effectively with personnel and staffing issues; delegate appropriate assignments to subordinate staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: departmental *bylaws*, policies and procedures; treatment protocols specific to the health facility to which assigned; health care resources in the community including medical specialists and facilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

10.229

ESTABLISHED: 7/1/99P
10/2/98PC
REVISED: 7/1/05LG
REVISED: 7/1/07LG
REVISED: 3/4/16PC

Item V-C-1-b:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.231	Health Information Director	35	B	<i>10.231</i>	<i>Health Information Director</i>	<i>35</i>	<i>B</i>
10.233	Health Information Coordinator II	31	B	<i>10.233</i>	<i>Health Information Coordinator II</i>	<i>31</i>	<i>B</i>
10.234	Health Information Coordinator I	29	E	<i>10.234</i>	<i>Health Information Coordinator I</i>	<i>29</i>	<i>E</i>
	New			<i>10.246</i>	<i>Health Information Coordinator Trainee</i>	<i>27</i>	<i>E</i>

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the Health Information series.

In consultation with Subject Matter Experts from the Department of Corrections, Division of Public & Behavioral Health, Division of Child & Family Services, Division of Aging & Disability Services, and the Department of Veterans Services and recruitment experts from the Division of Human Resource Management, it is recommended to add a trainee level to the series to account for difficulties in recruitment and to allow for progression within each agency.

Also, the education and experience section was amended to remove the requirement for certain certifications and substitute for a Bachelor’s degree at the Health Information Coordinator II level and an Associate’s degree at the Health Information Coordinator I. The need for the certification as either a Registered Health Information Administrator or Registered Health Information Technician was moved to special requirements as only certain agencies require this certification.

In addition, minor revisions were made to the minimum qualifications to allow for experience in a more varied medical environment. Also, changes were made to both the entry level and full performance knowledge, skills and abilities to maintain consistency with formatting structure.

10.231 – Health Information Director, Grade 35: Incumbents at this level organize, coordinate, and administer a comprehensive health information systems which includes multi-disciplinary medical/clinical records for an acute care facility, inpatient facility, correctional facility, skilled nursing facility, or facility for individuals with intellectual or developmental disabilities and outpatient services.

10.233 – Health Information Coordinator II, Grade 31: Incumbents at this level organize, coordinate and administer health information for a facility or serve as the assistant Health Information Director where the majority of work performed is analytical and administrative. In addition, incumbents serve as a first-line supervisor including providing work direction, assigning and reviewing work, establishing work performance standards and evaluation performance, and providing counseling and discipline to subordinate staff in a medical records department.

10.234 – Health Information Coordinator I, Grade 29: Incumbents at this level organize, coordinate and administer health information for a facility. This is the journey level in the series and incumbents perform the full range of duties described in the series concept.

10.237 – Health Information Coordinator Trainee, Grade 27: Under close supervision, incumbents receive training in performing duties described in the series concept and may progress to the next level upon meeting the minimum qualifications, satisfactory performance and with the approval of the ~~appointing authority~~

Throughout the course of the study, management and agency staff participated by offering recommendations and reviewing changes as the process progressed, and they support this recommendation.

Note: Changes, additions and/or deletions on the class specification are noted in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HEALTH INFORMATION DIRECTOR	35	B	10.231
HEALTH INFORMATION COORDINATOR II	31	B	10.233
HEALTH INFORMATION COORDINATOR I	29	E	10.234
<i>HEALTH INFORMATION COORDINATOR TRAINEE</i>	<i>27</i>	<i>E</i>	<i>10.246</i>

SERIES CONCEPT

Positions allocated to this series have primary responsibility for coordinating the systematic storage, maintenance, retrieval, retention and release of health information for a comprehensive medical/clinical records system in compliance with applicable standards and licensing requirements, regulations, policies and procedures. Incumbents work in environments such as psychiatric outpatient clinics or *inpatient* hospitals, *facilities for individuals with intellectual or developmental disabilities*, skilled nursing facilities, intermediate care facilities, student health clinics, a high security mental health facility, or a prison facility in a clinic, medical infirmary and/or mental health unit for the treatment of the medically and/or mentally ill offenders.

Serve as liaison between the facility and survey teams from regulatory agencies and accrediting bodies by providing requested information and ease-of-access to medical records.

Prepare reports by researching various sources, ascertaining accuracy of information, compiling statistics, and summarizing findings in order to display health care data for administration, medical staff, and licensing, regulatory and accrediting agencies.

Participate in facility committees which develop, interpret and disseminate health information policies and procedures including determining the content of medical records, developing new forms, quality improvement activities, and other projects as assigned.

Prepare and maintain medical/clinical records according to facility standards and accepted filing methods and procedures; create new records; file documents in appropriate sections; thin and purge records according to established facility policies and procedures; archive records of patients no longer receiving services; provide technical assistance and training to facility staff regarding records maintenance practices.

Participate in quality improvement activities such as auditing records; verify completeness, flag deficiencies, notify appropriate personnel regarding deficiencies, and follow up until record is complete and properly documented; compile data, statistical reports and results of quality improvement audits as required.

Request and enter health information received from external sources including hospitals, clinics, physicians, laboratories and other providers to maintain complete and accurate medical records.

Maintain record and patient confidentiality in accordance with rights to privacy and related laws and regulations; control access to records and authorize release of information according to legal, facility and regulatory requirements; release information upon receipt of properly executed consent agreements or court orders; and protect patient identity when preparing reports for legal, licensing, or certifying agencies.

Prepare and maintain summaries, indexes and registers related to medical/clinical records to ensure efficient access and retrieval of data.

Perform administrative support duties related to medical office activities such as scheduling appointments and transcribing information as needed.

HEALTH INFORMATION DIRECTOR	35	B	10.231
HEALTH INFORMATION COORDINATOR II	31	B	10.233
HEALTH INFORMATION COORDINATOR I	29	E	10.234
HEALTH INFORMATION COORDINATOR TRAINEE	27	E	10.246

Page 2 of 6

Perform related duties as assigned.

CLASS CONCEPTS

Health Information Director: Incumbents at this level organize, coordinate and administer a comprehensive health information system which includes multi-disciplinary medical/clinical records for an acute care *facility, inpatient facility, correctional facility, [ø] skilled nursing facility, or facility for individuals with intellectual or developmental disabilities* and outpatient services.

Incumbents at this level formulate, develop and implement policies and procedures related to the handling, dissemination, confidentiality and preservation of health information; provide technical expertise to treatment and other facility personnel concerning facility, legal and regulatory requirements related to the control, use and release of health information; oversee records quality assurance activities; supervise clerical support and medical records personnel involved in transcription, *scanning*, coding, indexing, chart analysis, release of information, storage and retrieval functions; and perform medical records duties as required.

Health Information Coordinator II: Incumbents at this level organize, coordinate and administer health information for a facility **OR** serve as the assistant Health Information Director where the majority of work performed is analytical and administrative. In addition, incumbents serve as a first-line supervisor including providing work direction, assigning and reviewing work, establishing work performance standards and evaluating performance, and providing counseling and discipline to subordinate staff in a medical records department.

Health Information Coordinator I: Incumbents at this level organize, coordinate and administer health information for a facility. This is the journey level in the series and incumbents perform the full range of duties described in the series concept.

Health Information Coordinator Trainee: Under close supervision, incumbents receive training in performing the duties described in the series concept and may progress to the next level upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * *Some positions require certification as either a Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) at the time of appointment or within one year of appointment. This requirement will be identified at the time of recruitment.*
- * *Incumbents appointed at the Health Information Coordinator Trainee are required to successfully complete one semester length course in basic medical terminology within one year of appointment as a condition of continuing employment.*
- * *Some positions require the ability to perform medical transcription, medical records abstraction, analysis, coding, indexing and/or scanning into the Electronic Medical Record (EMR). This requirement will be identified at the time of recruitment.*

HEALTH INFORMATION DIRECTOR	35	B	10.231
HEALTH INFORMATION COORDINATOR II	31	B	10.233
HEALTH INFORMATION COORDINATOR I	29	E	10.234
HEALTH INFORMATION COORDINATOR TRAINEE	27	E	10.246

Page 3 of 6

MINIMUM QUALIFICATIONS (cont'd)

HEALTH INFORMATION DIRECTOR

EDUCATION AND EXPERIENCE: [~~Current certification as a Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) with the American Health Information Management Association~~] *Bachelor's degree from an accredited college or university in Health Information Administration, Health Information Technology, or closely related field* and two years of supervisory experience in a medical records department of an inpatient hospital, *skilled nursing facility, mental health clinic, large multi-specialty medical practice, facility for individuals with intellectual or developmental disabilities or free standing clinic* which included developing and implementing medical records policies and procedures and providing technical expertise and guidance for medical records functions; OR *two years of experience as a Health Information Coordinator II in Nevada State service;* OR *an equivalent combination of education and experience as described above. (See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles and practices of supervision; equipment *and software* used in the storage and retrieval of medical records; *principles and practices of health information management to include licensing and accreditation standards related to the preparation, maintenance, storage and confidentiality of both physical and electronic medical records.* **Ability to:** plan, organize, implement and maintain efficient and effective health information systems and work flows; compile, analyze, and present statistical data; *write clear, concise and grammatically correct correspondence and reports;* analyze and interpret State statutes, federal laws, agency policies and other regulations governing documentation standards, release of information, court commitments, and patient rights; *interpret laws, rules and regulations regarding the preparation, maintenance and confidentiality of medical records;* provide technical expertise and guidance for day-to-day agency/departmental medical records functions including the development of policies and procedures; *assist in the development and organization of the Electronic Medical Record (EMR) and its related functionality;* supervise staff and delegate duties; *instruct and train all levels of agency or institution personnel in medical records processing, documentation and privacy rules;* *act as a liaison to facility survey teams assessing compliance with licensing and accreditation standards;* *act as a court liaison for the purpose of interpretation, documentation and communication of patient legal status;* *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Ability to: serve on institution or agency committees representing the health information function; determine budgetary needs of a Medical Records Department and prepare budgets for administrative use.

HEALTH INFORMATION COORDINATOR II

EDUCATION AND EXPERIENCE: [~~Current certification as a Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) with the American Health Information Management Association~~] *Associate's degree from an accredited college or university in Health Information Administration, Health Information Technology, or closely related field* and one year of experience in the medical records department of an inpatient hospital, [~~convalescent home~~] *skilled nursing facility, mental health clinic, large multi-specialty medical practice, facility for individuals with intellectual or developmental disabilities* or free standing clinic which included initiating and maintaining medical/clinical records, releasing information in accordance with established laws, rules and regulations, maintaining confidentiality, and working with staff, patients and the general public; OR *one year of experience as a Health Information Coordinator I in Nevada State service;* OR *an equivalent combination of education and experience as described above. (See Special Requirements)*

HEALTH INFORMATION DIRECTOR	35	B	10.231
HEALTH INFORMATION COORDINATOR II	31	B	10.233
HEALTH INFORMATION COORDINATOR I	29	E	10.234
<i>HEALTH INFORMATION COORDINATOR TRAINEE</i>	27	E	10.246

Page 4 of 6

MINIMUM QUALIFICATIONS (cont'd)

HEALTH INFORMATION COORDINATOR II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: anatomy, physiology and the fundamentals of disease processes; medical transcription *and scanning* as required; *International Classification of Diseases (ICD) coding used to identify disease processes; facility policies and procedures related to medical records documentation, content and format.* **Ability to:** *recognize inconsistencies in medical records and take effective and appropriate action; comply with accreditation standards, State and federal laws and regulations regarding the maintenance, retention and release of medical records; compile accurate reports with narratives, charts or graphs; read and understand legal documents such as subpoenas, court orders, court commitments, and parole and probation dispositions related to the release of medical information; operate a computer using medical records software and facility programs; compile, analyze, edit and display health information data and statistics; assign, review and evaluate the work of subordinates; perform medical transcription; and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Health Information Director.)

~~[Working knowledge of: licensing and accreditation standards related to the preparation, maintenance and confidentiality of medical records. Ability to: supervise staff and delegate duties; interpret laws, rules and regulations regarding the preparation, maintenance and confidentiality of medical records and develop appropriate policies and procedures; instruct and train all levels of agency or institution personnel in medical records processing; act as a liaison to facility survey teams assessing compliance with licensing and accreditation standards; write clear, concise and grammatically correct correspondence and statistical reports; act as a court liaison for the purpose of interpretation, documentation, and communication of patient legal status.]~~

HEALTH INFORMATION COORDINATOR I

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent, [⊖]one semester-length course in basic medical terminology and two years of experience in the medical records department of an inpatient hospital, [equivalent to] skilled nursing facility, mental health clinic, large multi-specialty medical practice, facility for individuals with intellectual or developmental disabilities or free standing clinic which included initiating and maintaining medical/clinical records; releasing information in accordance with established laws, rules and regulations; maintaining confidentiality; and working with staff, patients and the general public; OR one year of experience as a Health Information Coordinator Trainee in Nevada State service; OR an equivalent combination of education and experience as described above. (See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: current medical records maintenance systems including development, implementation and application; *word processing, database, spreadsheet and related software programs;* medical records content, format and filing techniques and procedures; policies, procedures, and legal requirements related to records retention and release of information *pursuant to applicable Health Information Portability & Accountability Act (HIPAA) regulations.* **General knowledge of:** medical terminology. **Ability to:** accurately maintain a standardized filing system; explain technical policies, procedures and standards related to medical records; perform quality improvement activities; perform arithmetic calculations including ratios and percentages in order to complete statistical reports; accurately copy and/or transcribe medical information; read, interpret and accurately complete forms and documents; operate [a] computer *equipment and applicable software programs* in order to enter, access, and retrieve information and create reports.

HEALTH INFORMATION DIRECTOR	35	B	10.231
HEALTH INFORMATION COORDINATOR II	31	B	10.233
HEALTH INFORMATION COORDINATOR I	29	E	10.234
HEALTH INFORMATION COORDINATOR TRAINEE	27	E	10.246

Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

HEALTH INFORMATION COORDINATOR I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Health Information Coordinator II.)

~~[Working knowledge of: International Codes for Diagnosis (ICD) coding used to identify disease processes; facility policies and procedures related to medical records documentation, content and format. Ability to: recognize inconsistencies in medical records and take effective and appropriate action; comply with accreditation standards, State and federal laws and regulations regarding the maintenance, retention and release of medical records; compile accurate reports with narratives, charts or graphs; read and understand legal documents such as subpoenas, court orders, court commitments, and parole and probation dispositions related to the release of medical information; operate a computer using medical records software and facility programs.]~~

HEALTH INFORMATION COORDINATOR TRAINEE:

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent and one year of experience in the medical records department of an inpatient hospital, skilled nursing facility, mental health clinic, large multi-specialty medical practice, facility for individuals with intellectual or developmental disabilities or free standing clinic which included initiating and maintaining medical/clinical records; releasing information in accordance with established laws, rules and regulations; maintaining confidentiality; and working with staff, patients and the general public; OR one year of experience as an Administrative Assistant III in Nevada State service performing duties as described above; OR an equivalent combination of education and experience as described above. (See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: medical records terminology; word processing, database, spreadsheet and related software programs; HIPAA regulations. Ability to: read, understand and interpret medical records; communicate effectively both verbally and in writing; operate standard office and computer equipment; follow verbal and written directions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Health Information Coordinator I.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.231</u>	<u>10.233</u>	<u>10.234</u>	<u>10.246</u>
ESTABLISHED:	5/9/80R 10/24/80PC	7/1/63	8/30/70	3/4/16PC
REVISED:		2/1/67	1/5/73	
REVISED:		8/3/70	11/19/80-3	
REVISED:		1/5/73		
		11/19/80-3		

HEALTH INFORMATION DIRECTOR
HEALTH INFORMATION COORDINATOR II
HEALTH INFORMATION COORDINATOR I
HEALTH INFORMATION COORDINATOR TRAINEE

35	B	10.231
31	B	10.233
29	E	10.234
<i>27</i>	<i>E</i>	<i>10.246</i>

Page 6 of 6

REVISED:	7/1/89P	7/1/89P	7/1/89P
REVISED:	8/19/88PC	8/19/88PC	8/19/88PC
REVISED:	7/1/99P	7/1/99P	7/1/99P
	10/2/98PC	10/2/98PC	10/2/98PC
REVISED:	4/27/01PC	4/27/01PC	4/27/01PC
<i>REVISED</i>	<i>3/4/16PC</i>	<i>3/4/16PC</i>	<i>3/4/16PC</i>

Item V-C-2-a:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.729	Laboratory Assistant II	23	E	<i>10.729</i>	<i>Laboratory Assistant II</i>	<i>23</i>	<i>E</i>
10.736	Laboratory Assistant I	21	E	<i>10.736</i>	<i>Laboratory Assistant I</i>	<i>21</i>	<i>E</i>

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management conducted a class specification maintenance review for the Laboratory Assistant series.

In consultation with Subject Matter Experts from the University of Nevada Reno and Department of Agriculture, representation from the agency, and recruitment experts from the Division of Human Resource Management, it was recommended to add new language for the Nevada System of Higher Education to include duties an incumbent may perform in an NSHE University animal care facility. The representative duties fall under the Series Concept, Class Concepts for level I and level II, and the Informational Notes sections.

10.729 – Laboratory Assistant II Grade 23: perform routine, repetitive and standardized duties to assist professional staff in scientific research, chemical or microbiological analysis or related activities; receive and process sample and specimens for laboratory examination; and maintain laboratory facilities and equipment in a clean and orderly condition. This is the journey level within the series.

10.736 – Laboratory Assistant I Grade 21: perform routine, repetitive and standardized duties to assist professional staff in scientific research, chemical or microbiological analysis or related activities; receive and process sample and specimens for laboratory examination; and maintain laboratory facilities and equipment in a clean and orderly condition. Under this level, incumbents receive training in performing the duties described in the series concept and may progress to the journey level following completion of the probationary period, and with the approval of the appointing authority.

Throughout the course of the study, management and agency staff participated by offering recommendations and reviewing changes as the process progressed, and they support this recommendation.

Note: Changes, additions and/or deletions on the class specification are noted in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LABORATORY ASSISTANT II	23	E	10.729
LABORATORY ASSISTANT I	21	E	10.736

SERIES CONCEPT

Laboratory Assistants perform routine, repetitive and standardized duties to assist professional staff in scientific research, chemical or microbiological analysis or related activities; receive and process samples and specimens for laboratory examination; and maintain laboratory facilities and equipment in a clean and orderly condition.

Receive, label and record identifying data for samples and specimens according to established procedures; prepare specimens for laboratory analysis by sorting and separating items for special tests, smearing and staining slides, adding reagents, balancing, centrifuging or performing other procedures appropriate for the specimen.

Prepare various types of media after reviewing the written orders of professional staff; measure, mix, boil or autoclave ingredients; pour or pipette into appropriate containers for analysis; take temperature and pH readings.

Maintain a clean and orderly laboratory environment; sweep and mop floors; wipe counters, sinks, tables and other fixtures; wash, rinse, sterilize and dry glassware including flasks, beakers, pipettes, test tubes and other items according to established laboratory procedures.

Operate and maintain a variety of meters and scales, centrifuge, autoclave, incubator, oven, dishwasher, balance and other laboratory equipment.

Prepare and maintain records and information related to the assignment using computer equipment and applicable software; enter, retrieve and back-up data as required; *ensure records are kept pursuant to standard operating procedures or accreditation requirements; may participate in accreditation audits.*

Receive and store laboratory supplies, materials and equipment according to established laboratory policies; observe health and safety regulations; handle, store and dispose of hazardous materials in compliance with federal and State regulations and agency policies.

Perform related duties as assigned.

Representative duties within a Nevada System of Higher Education (NSHE) University Laboratory Animal Facility may also include:

Perform routine maintenance of laboratory facilities, cages and equipment; maintain the care and health of laboratory animals; feed, water, observe and record appearance, behavior and general health; recognize abnormal conditions; receive and transport animals; handle animals through direct contact and/or through barrier equipment (sterile glove box isolators); ensure adherence to all regulatory requirements.

CLASS CONCEPTS

Laboratory Assistant II: Incumbents in this class perform all of the duties described in the series concept under the direction of Chemists, Microbiologists or other professional staff. The majority of work assignments involve running clearly defined tests, media preparation and other duties requiring knowledge of laboratory operations, health and safety regulations, and specific procedures used to prepare specimens and samples for analysis.

Representative duties within a NSHE University Laboratory Animal Facility may also include:

Perform euthanasia, disposal, restraining and transporting of animals; stain, label and process samples and specimens for examination; clean facilities, care of animals and perform routine laboratory procedures; perform technical laboratory work, such as collect tissue, blood, urine or other samples; give injections; treat, euthanize and breed animals; incumbents have proximate responsibility for the physical environments of a colony (or multiple colonies) of animals; function as lead worker accountable for overall cleanliness, ongoing functionality of laboratories and equipment; recognize compromised or potentially compromised environment, develop and implement a plan for repair or resolution and notify higher level staff when circumstances dictate.

Laboratory Assistant I: Incumbents at this level perform routine, repetitive and standardized laboratory tests and procedures, and laboratory maintenance duties not requiring previous laboratory experience. Incumbents receive training in performing the duties described in the series concept and may progress to the journey level following completion of the probationary period, and with the approval of the appointing authority. However, some positions in this class may remain below the journey level if incumbents perform lower level laboratory custodial duties the majority of the time.

Representative duties within a NSHE University Laboratory Animal Facility may also include:

Perform routine and recurring environmental maintenance of animal facilities, as well as basic care for and record keeping of laboratory animals; clean and sanitize cages and enclosures; clean and sanitize animal facility rooms, floors, equipment, instruments or other; perform minor adjustments or repair of cages or other equipment; feed and water animals on prescribed schedule; observe animal appearance and report unusual conditions or circumstances to supervisor; log standard and repetitive information concerning animals and facilities maintenance on prescribed schedule; maintain the animal and cage identification tags and cards; complete incident reports; technical animal work is limited to observing surgical and other procedures as performed by researchers, veterinarians and higher level laboratory staff.

Once incumbents acquire a base knowledge of technical procedures, they may perform routine and basic animal procedures in preparation for advancement to the next level in the series. Procedures are performed in the presence of a supervisor or in a situation of close control and easy reference. Routine and basic animal procedures include euthanasia, disposal, restraining and transporting animals.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * In order to meet the needs of the hiring agency, certification in a specific field may be required at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in those positions must submit to a pre-employment screening for controlled substances.
- * *Positions in an NSHE University animal care facility are considered essential personnel. Incumbents may be required to work weekends, holidays and report to work during campus closures to provide care.*

MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENT: (cont'd)

- * *Some positions require a valid driver's license at the time of appointment and as a condition of continuing employment.*

INFORMATIONAL NOTES:

- * Three college credits in chemistry may be substituted for six months of work experience at the Laboratory Assistant I level.
- * *Within a NSHE University animal care facility, one year of experience working in an animal facility is required at the Laboratory Assistant II level; additionally, American Association for Laboratory Animal Science (AALAS) training and certification may be required at the time of appointment and as a condition of continuing employment.*

LABORATORY ASSISTANT II

EDUCATION AND EXPERIENCE: Graduation from high school and one year of work experience in a laboratory environment which included performing routine or standardized tests, laboratory maintenance, and assisting professional staff; **OR** one year of experience as a Laboratory Assistant I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: aseptic techniques used in preparing laboratory samples and specimens; sterilization of glassware, plasticware, and other laboratory equipment; laboratory safety procedures including the proper handling, storage and disposal of hazardous materials. **Working knowledge of:** laboratory maintenance including the care of autoclaves, centrifuges, dishwashers and other equipment. **Ability to:** perform routine or standardized tests according to established protocols and instructions; operate laboratory equipment and instruments; prepare culture media, reagents and chemical solutions used in testing; pick up and handle small instruments and objects such as slides, pipettes, tweezers and balances; follow detailed written testing instructions to ensure standardization of test results; operate a computer to enter data and maintain records; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: testing procedures used in the laboratory to which assigned; laboratory safety procedures and regulations; operation and basic maintenance of laboratory equipment and instruments; agency policies, procedures and practices related to the laboratory services provided. **Ability to:** receive, label and process samples and specimens according to established procedures; work independently with minimal supervision.

LABORATORY ASSISTANT I

EDUCATION AND EXPERIENCE: Graduation from high school and six months of general work experience; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: basic cleaning procedures applicable to laboratory surfaces and equipment. **Ability to:** follow oral and written instructions; communicate with others to obtain and relay information; distinguish colors, shapes, turbidity and sizes; work cooperatively with others; perform basic arithmetic calculations; maintain a clean and orderly work environment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Laboratory Assistant II.)

LABORATORY ASSISTANT II
LABORATORY ASSISTANT I
Page 4 of 3

23 **E** **10.729**
21 **E** **10.736**

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.729</u>	<u>10.736</u>
ESTABLISHED:	6/29/73	7/1/70
REVISED:	7/1/87-PC 7/18/86PC	11/16/72
REVISED:		7/1/87-12P 7/18/86PC
REVISED:	7/1/99P 12/17/98PC	7/1/99P 12/17/98PC
REVISED:	3/4/16PC	3/4/16PC

Item V-C-2-b:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.726	Laboratory Technician II	27	C	<i>10.726</i>	<i>Laboratory Technician II</i>	<i>27</i>	<i>C</i>
10.733	Laboratory Technician I	25	C	<i>10.733</i>	<i>Laboratory Technician I</i>	<i>25</i>	<i>C</i>

EXPLANATION OF CHANGE

In conjunction with the biennial class specification maintenance review and Subject Matter Experts (SMEs) from the Nevada System of Higher Education (NSHE), and the Departments of Health and Human Services and Corrections, Human Resource Management recommends revisions to the Laboratory Technician series. The series and class concepts were revised to update and accurately describe the duties performed by incumbents. Additionally, duties were added to reflect the responsibilities of positions within institutions in NSHE. A Special Requirement was added to outline that some positions require a Laboratory Assistant or Office Laboratory license. Furthermore, the knowledge, skills and abilities of the classes were revised to maintain consistency in current formatting.

Laboratory Technicians perform standardized technical laboratory procedures requiring knowledge in the life and physical sciences. Scientific areas include, but are not limited to, chemistry, biochemistry, animal/veterinary sciences, biology, microbiology, pathology, pharmacology or other scientific areas in a teaching, research, or public health laboratory. Incumbents perform routine laboratory tests as directed by professional staff; mix and prepare a variety of reagents, buffers, chemicals and solutions for classroom and laboratory demonstrations and experiments; and ensure the safe handling, storage and disposal of chemicals, solutions and/or supplies which require special treatment. They perform sterile procedures such as autoclaving; calibrate instruments before use; clean, adjust and perform minor repairs to a variety of equipment, instruments, apparatus; perform record keeping duties related to the repair, operation and maintenance of laboratory equipment and machinery; and may conduct observations and record test results; sterilize and/or decontaminate equipment. Within the various institutions of NSHE: In a Teaching Laboratory, incumbents assemble and construct apparatus, glassware, tubes, flasks, burners, microscopes and other equipment in preparation of classroom experiments; prepare and make ready chemicals, slides and solutions; demonstrate and explain techniques, equipment usage and simple experiments; and observe students, answer questions, provide technical feedback and ensure health and safety protocols are followed. In a Clinical Laboratory, incumbents receipt, record, label and process specimens and samples which may contain chemicals, microorganisms, acids or other bio-hazardous materials; ensure samples conform to established standards; and distribute sample results and reports to appropriate client, patient, physician, other as directed; assist clients with questions, problems and information requests; perform venipuncture in compliance with national standards; perform waived and moderately complex tests and report results to the ordering clinician in accordance with Clinical Laboratory Improvement Amendment (CLIA) standards; and participate in quality assessment projects; utilize clinical and laboratory computer software. In a Research Laboratory, they support advancement of medical and scientific research through a variety of technical activities; harvest and prepare tissues; identify and monitor pregnant animals; and assist staff with maintenance of the breeding colony.

10.726 – Laboratory Technician II, Grade 27: Under general supervision, incumbents perform the full range of duties described in the series concept in a designated field of specialization, and in addition, perform complex technical duties that require specialized knowledge in a specific scientific discipline and a greater understanding of scientific protocols, corresponding scientific principals and their application toward the specific project. Incumbents may be assigned supervision of lower level technicians, volunteers and/or students; and may conduct literature searches on research topics, or collect, organize, store and report research information. This is the advanced journey level in the series.

10.733 – Laboratory Technician I, Grade 25: Under general supervision, incumbents perform the full range of duties described in the series concept in a designated field of specialization. This is the journey level for the series.

Agencies utilizing these classifications support the changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LABORATORY TECHNICIAN II	27	C	10.726
LABORATORY TECHNICIAN I	25	C	10.733

SERIES CONCEPT

Laboratory Technicians perform standardized technical laboratory procedures requiring knowledge in the life and physical sciences^[5]. Scientific areas include, but are not limited to, chemistry, biochemistry, animal/veterinary sciences, biology, microbiology, pathology, pharmacology [~~agricultural, natural resource~~] or other scientific areas in a teaching, research, or public health laboratory.

Perform routine laboratory tests as directed by professional staff; prepare a variety of standard culture media; stain and label specimens; *collect/draw blood and collect urine and/or tissue samples from animal and/or human subjects; perform laboratory tests such as isolation and culture of cells, protein analysis, membrane filtration, tissue dissection, microscopic imaging of tissue; perform routine wet chemistry analyses, review of data and quality control;* [~~conduct observations and record test results; sterilize and/or decontaminate equipment; and label, mount, and file specimens.~~]

~~Prepare equipment, supplies, and specimens for testing according to standardized laboratory procedures and protocols; prepare chemical solutions; perform micro-technique and culture procedures; and prepare samples for analysis.~~

~~Construct and test laboratory equipment; pipette aqueous and organic fluids; prepare smear and imprint impressions; and process and section tissues.~~

Mix and prepare a variety of reagents, *buffers, chemicals* and solutions for classroom and laboratory demonstrations and experiments; [~~collect, store and dispose of hazardous chemicals and biohazardous materials according to established health and safety regulations~~] *monitor stock levels of prepared chemicals and solutions in order to ensure product are available and ready to use.*

Maintain and store laboratory equipment, supplies, and inventories; [~~project~~] *prepare* estimates of needed supplies; initiate purchases according to established policies [~~and~~], *procedures and inventory levels; receive, catalog, organize, store, issue and maintain laboratory equipment, instruments, tools, solutions, supplies, hazardous chemicals and biohazardous materials in proper condition, organization and adherence to health and safety standards.*

Ensure the safe handling [~~and~~], storage *and disposal* of chemicals, *solutions* and/or supplies which require special treatment; perform sterile procedures such as autoclaving; calibrate instruments before use; maintain instrumentation, furniture, floors, and research areas in a clean and orderly condition.

Clean, adjust and perform minor repairs to a variety of equipment, instruments, apparatus; [~~P~~] *perform* record keeping duties related to the *repair*, operation and maintenance of [~~a~~] laboratory [~~stockroom~~] *equipment and machinery*; issue, receive and inspect laboratory equipment and supplies to ensure proper condition; *calibrate instruments before and after use; sterilize and decontaminate equipment, instruments, laboratory surfaces, glassware, and apparatus; report equipment breakage and failure. Follow Occupational Health and Safety Administration (OSHA) regulations and the Centers for Disease Control (CDC) guidelines for infection control to include documentation for preparing and testing equipment.*

SERIES CONCEPT (cont'd)

~~[Receive, catalog, organize, store, issue and maintain laboratory equipment, instruments, tools, solutions, supplies and materials in proper condition and location.]~~

Establish and maintain files and records related to equipment, supplies, work performed, and experiment schedules; operate computer equipment to enter data and generate reports.

May conduct observations and record test results; sterilize and/or decontaminate equipment; and label, mount, and file specimens; prepare equipment, supplies, and specimens for testing according to standardized laboratory procedures and protocols; prepare chemical solutions; perform micro-technique and culture procedures; and prepare samples for analysis; construct and test laboratory equipment; pipette aqueous and organic fluids; prepare smear and imprint impressions; and process and section tissues.

Perform related duties as assigned.

Representative duties within the Nevada System of Higher Education include:

In a Teaching Laboratory:

Assemble and construct apparatus, glassware, tubes, flasks, burners, microscopes and other equipment in preparation of classroom experiments; liaise with faculty to coordinate and plan lab exercises, equipment requirements, timelines, etc.; prepare and make ready chemicals, slides and solutions; issue equipment and supplies to students; test apparatus and equipment for proper functioning; demonstrate and explain techniques, equipment usage and simple experiments; observe students, answer questions, provide technical feedback and ensure health and safety protocols are followed.

In a Clinical Laboratory:

Receipt, record, label and process specimens and samples which may contain chemicals, microorganisms, acids or other biohazardous materials; evaluate specimens and samples for adequate volume, proper collection container, temperature, other; ensure samples conform to established standards; request recollection from client as needed; distribute sample results and reports to appropriate client, patient, physician, other as directed; assist clients with questions, problems and information requests.

Perform venipuncture in compliance with national standards; review and process laboratory orders; operate standards laboratory equipment and some specialized equipment; perform waived and moderately complex tests and report results to the ordering clinician in accordance with Clinical Laboratory Improvement Amendment (CLIA) standards; follow up on test results under guidance of health care providers; apply principles under the guidance of health care providers; apply principles of universal precautions, aseptic technique, and infection control; participate in quality assessment projects; utilize clinical and laboratory computer software.

In a Research Laboratory:

Support advancement of medical and scientific research through a variety of technical activities; prepare samples and specimens; conduct routine tests and procedures; order, receive, monitor and provide specialized care for laboratory animals; harvest and prepare tissues; collaborate with veterinary and research staff; identify and monitor pregnant animals; assist staff with maintenance of the breeding colony.

CLASS CONCEPTS

Laboratory Technician II: Under general supervision, incumbents perform the full range of duties described in the series concept in a designated field of specialization, and in addition, perform complex technical duties that require specialized knowledge in a specific scientific discipline *and a greater understanding of scientific protocols, corresponding scientific principals and their application toward the specific project.* ~~[such as biology, chemistry, zoology, botany or other field.]~~ Duties frequently require the application of judgment in identifying and

LABORATORY TECHNICIAN II
LABORATORY TECHNICIAN I
Page 3 of 4

27 C 10.726
25 C 10.733

CLASS CONCEPTS (cont'd)

Laboratory Technician II (cont'd)

selecting the most appropriate laboratory techniques which may vary with laboratory circumstances and the analytical testing required. Incumbents may be assigned [~~to~~] supervis[~~e~~]ion of lower level technicians, volunteers and/or students. *Incumbents coordinate daily operations in a laboratory such as supply inventory, hazardous waste removal or animal care; may conduct literature searches on research topics, or collect, organize, store and report research information.* This is the advanced journey level in the series.

Laboratory Technician I: Under general supervision, incumbents perform the full range of duties described in the series concept in a designated field of specialization. This is the journey level for the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.
- * *Pursuant to NRS 652.080, some positions require a State of Nevada Laboratory Assistant/Office Laboratory License issued by the Division of Public and Behavioral Health.*

LABORATORY TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience in a laboratory setting that involved performing various laboratory tests and experiments, and maintaining and repairing basic laboratory equipment; *OR one year as a Laboratory Technician I in Nevada State service; OR an equivalent combination of education and experience as described above* ; ~~OR one year as a Laboratory Technician I in Nevada State service~~. (See Special Requirements)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: specialized laboratory techniques used in a specific scientific field; materials, supplies and equipment used in a laboratory; and scientific literature and references needed to research information in the designated scientific discipline; *agency policies and procedures related to laboratory operation and tests performed; analytical equipment or instrumentation used in a research, teaching or scientific laboratory; and materials and supplies used in a laboratory.* **General knowledge of:** *technical experimental procedures in the area of specialization; and basic data analysis.* **Ability to:** perform complex laboratory tests and procedures requiring specialized knowledge and skills; perform standardized and recurring technical laboratory procedures in the biological sciences, physical sciences, social sciences or agriculture and natural resource areas in a teaching, research or public health laboratory; prepare charts, graphs or models to graphically present experimental data; *operate and maintain sophisticated laboratory equipment and instruments; and conduct and modify laboratory procedures based on test results; and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: advanced mathematical concepts and calculations. **Ability to:** coordinate operations and supervise others as assigned; [~~and~~] order, distribute, and maintain laboratory equipment and supplies; *comprehend and apply a basic level of the science pertaining to a specific research project to carry out assignment.*

LABORATORY TECHNICIAN II
 LABORATORY TECHNICIAN I
 Page 4 of 4

27 C 10.726
 25 C 10.733

MINIMUM QUALIFICATIONS (cont'd)

LABORATORY TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of laboratory experience performing various laboratory procedures; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: basic scientific theories and principles in the field of specialization; metric system weights and measures; universal precautions used in testing bodily fluids and potentially infectious tissue samples; laboratory health and safety procedures including the proper handling and storage of hazardous materials; technical experimental procedures and in the area of specialization; and math and algebra sufficient to perform calculations and take precise measurements. **Ability to:** understand and follow basic technical procedures and laboratory protocols; draw blood and collect tissue samples from animal and human subjects; receive, label and process samples and specimens for analysis and testing; and use laboratory instruments and equipment requiring manual dexterity and mechanical applications.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

~~[Working knowledge of: agency policies and procedures related to laboratory operation and tests performed; analytical equipment or instrumentation used in a research, teaching or scientific laboratory; and materials and supplies used in a laboratory. General knowledge of: technical experimental procedures in the area of specialization; and basic data analysis. Ability to: operate and maintain sophisticated laboratory equipment and instruments; and conduct and modify laboratory procedures based on test results] (These are identical to the Knowledge, Skills and Abilities required for Laboratory Technician II.)~~

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.726</u>	<u>10.733</u>
ESTABLISHED:	1/19/77	7/1/70
REVISED:	7/19/87-12P	11/16/72
	7/18/86PC	
REVISED:		2/11/74
REVISED:		6/21/76
REVISED:		5/19/77
REVISED:		3/21/78-3
REVISED:		5/8/80-3
REVISED:		12/11/81
REVISED:		1/7/83-3
REVISED:		12/7/84
REVISED:		3/1/85-3
REVISED:		7/1/87-12P
REVISED:		7/18/86PC
REVISED:	7/1/99P	7/1/99P
	12/17/98PC	12/17/98PC
REVISED:	3/4/16PC	3/4/16PC

Item V-C-2-c:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.769	Staff Research Associate IV	35	B	10.769	<i>Staff Research Associate IV</i>	35	<i>B</i>
10.770	Staff Research Associate III	33	B	10.770	<i>Staff Research Associate III</i>	33	<i>B</i>
10.771	Staff Research Associate II	31	B	10.771	<i>Staff Research Associate II</i>	31	<i>B</i>
10.772	Staff Research Associate I	29	B	10.772	<i>Staff Research Associate I</i>	29	<i>B</i>

EXPLANATION OF CHANGE

In conjunction with the biennial class specification maintenance review and Subject Matter Experts (SMEs) from the Nevada System of Higher Education, Human Resource Management recommends revisions to the Staff Research Associate series. The series and class concepts were revised to update and accurately describe the duties performed by incumbents. The minimum qualifications of the levels have been modified to expand and clarify the type of relevant and acceptable experience required. Furthermore, the knowledge, skills and abilities of the classes were updated accordingly and to maintain consistency in current formatting. Additionally, Special Requirements and Informational Notes were added to explain that incumbents, being considered essential personnel, may be required to work weekends, holidays and during campus closures in order to provide care. Also to indicate that incumbents may be required to travel and possess a valid driver's license.

Staff Research Associate positions perform or supervise the performance of laboratory and/or field experimental procedures in support of academically-supervised research and teaching in the natural, physical, or social sciences. Incumbents plan, design and conduct scientific experiments, testing and analysis; interpret project objectives and plan, design, document, execute and troubleshoot experiment protocol; perform analytical laboratory techniques for chemical and biological analysis by developing or following established procedures and interpreting findings in cell cloning; cytogenetics. They also conduct independent literary research using a variety of resources; abstract relevant data, review theories and methodologies, and compile or analyze data for research projects; and record, document, analyze and summarize experiment results; assist with and/or co-author publications for peer-reviewed journals. Additionally, they participate in teaching activities by translating the lesson plan and designing relevant experiments; test experiments for proper function and relevance to lesson. Formulate and prepare solutions, compounds, reagents, tissue samples, etc., and set-up apparatus. Explain experiment to students, monitor student experiments and provide feedback, consultation and troubleshooting; demonstrate laboratory procedures to students and other laboratory personnel, explaining the fundamentals of experimental methodologies, instruments and procedures; manage daily activities of a laboratory; order and maintain inventory of supplies, chemicals, reagents, apparatus, and other; communicate with internal and external regulatory officials; and operate and maintain scientific instrumentation by calibrating and monitoring equipment that may include, but is not limited to, amino acid analyzers; analytical balances; autoclaves; centrifuges; chart recorders; computers; cell counters; DNA sequencers or synthesizers; equipment for cell or molecular separations; gas or liquid chromatographs; gas detectors; light and electron microscopes; lyophilizers; luminometers; mechanical pipetting devices; radiation counters and detectors; stereotaxic equipment; pH meters; visible-ultraviolet or atomic absorption spectrophotometers; physiological stimulators; printers; surgical instruments; ultra microtomes; and water purification equipment, in order to perform analytical testing procedures, obtain data for analysis, and comply with quality control procedures.

10.769 – Staff Research Associate IV, Grade 35: Incumbents in this class work under general supervision of a principal investigator and perform the full range of duties outlined in the series concept in more than one area of specialization, and either perform or oversee the daily operations, instructional obligations, and/or investigations of the workplace. Incumbents engage in difficult and complex research projects in collaboration with academic supervisors, and make important original contributions pertaining to instructional, laboratory and/or field experimental procedures. Incumbents may be requested to respond to policies and procedures set forth by regulatory agencies, and may supervise undergraduate or graduate students, permanent and temporary employees, volunteers, or visiting scientists.

10.770 – Staff Research Associate III, Grade 33: Incumbents work under general supervision and perform the full range of duties outlined in the series concept in more than one area of specialization, are expected to generate independent thinking and self-reliance to perform laboratory and/or field experimental procedures, and make original contributions for achieving the goals of the research project or laboratory. Incumbents design and conduct a diverse range of experiments in support of scientific research, service or instruction, and they interpret findings/output and form conclusions on relevance of data sets and experimental procedures. Additionally, they may serve as coordinator of research activities under supervisory direction.

10.771 – Staff Research Associate II, Grade 31: Incumbents work under supervision of a senior laboratory research associate or principal investigator and perform the full range of duties outlined in the series concept and are expected to perform instructional, laboratory and/or field experimental procedures in more than one area of specialization, frequently spend a majority of time on scientific experimentation and may be required to supervise permanent and/or temporary employees. May prepare and present reports of experiment results; develop original protocols of a narrow nature, such as for use of specific scientific equipment or for a specific procedure; may function as laboratory safety manager.

10.772 – Staff Research Associate I, Grade 29: Under close supervision, incumbents may perform the full range of duties outlined in the series concept in one area of specialization, and may provide training for new employees and supervise student employees and/or volunteer laboratory trainees. They perform instructional, laboratory and/or field experimental procedures, and/or receive training in the more difficult procedures usually requiring a theoretical background in one scientific field; perform procedures of limited variety and/or work under close technical supervision, in their initial assignments. Originality in devising or revising laboratory and/or field experimental procedures is not ordinarily expected nor required at this level.

Agencies utilizing these classifications support the changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STAFF RESEARCH ASSOCIATE IV	35	B	10.769
STAFF RESEARCH ASSOCIATE III	33	B	10.770
STAFF RESEARCH ASSOCIATE II	31	B	10.771
STAFF RESEARCH ASSOCIATE I	29	B	10.772

SERIES CONCEPT

Employees in this series perform or supervise the performance of laboratory and/or field experimental procedures in support of academically-supervised research and teaching in the natural, physical, or social sciences. Fields of endeavor include, but are not limited to, anatomy, animal and plant sciences, biochemistry, *biotechnology*, cell and molecular biology, chemistry, ecology, geology, *immunology*, microbiology, *pathology*, pharmacology, physics, *veterinary, health sciences* and related disciplines.

Plan, design and conduct scientific experiments, testing and analysis. Experiments are conducted in a laboratory or in a field setting. ~~[Conduct a diverse range of scientific experiments for chemical and biological analysis within a laboratory setting or in the field].~~

Interpret project objectives and plan, design, document, execute and troubleshoot experiment protocol. Evaluate protocols for compliance and relevance, provide recommendations. May create original protocols for specific research or for general use in the laboratory or field.

Perform analytical laboratory techniques for chemical and biological analysis by developing or following established procedures and interpreting findings in cell cloning; cytogenetics; recombinant DNA technology; DNA isolation and purification; light, scanning ~~[or]~~ electron or microscopy; gas, gel, thin-layer, or high pressure liquid chromatography; electrophoresis; spectrometry; atomic absorption, UV-visible spectrophotometric and/or spectrofluorometric analysis; membrane analysis; enzyme, protein, virus, and other biochemical or biological assays; and related procedures such as animal surgery, *micro-surgery and micro-injection* in order to gather technical data related to the phenomena under investigation.

Conduct independent literary research using a variety of resources. ~~[Retrieve scientific information by utilizing the library, online and other resources for literature searches,] Abstract [ing] relevant data, review[ing] theories and methodologies, and compile [ing] or analyze [ing] data for research projects [to design and perform specialized techniques of research and scientific experimentation for manuals, manuscripts, reports or grant application formulation.]~~

Record, document, analyze and summarize experiment results. May be responsible for data collection and maintaining repository of scientific information. Prepare report of results and collaborate with principal investigator to evaluate and interpret findings.

Assist with and/or co-author publications for peer-reviewed journals.

Participate ~~[or assist]~~ in teaching activities by *translating the lesson plan and designing relevant experiments; test experiments for proper function and relevance to lesson. Formulate and prepare solutions, compounds, reagents, tissue samples, etc., and set-up apparatus. Explain experiment to students, monitor student experiments and provide feedback, consultation and troubleshooting.* ~~[discussing experimental procedures with students and working with research faculty in presenting, developing, or modifying portions of course material, in order to provide professional program support.]~~

STAFF RESEARCH ASSOCIATE IV	35	B	10.769
STAFF RESEARCH ASSOCIATE III	33	B	10.770
STAFF RESEARCH ASSOCIATE II	31	B	10.771
STAFF RESEARCH ASSOCIATE I	29	B	10.772

Page 2 of 7

SERIES CONCEPT (cont'd)

~~[Instruct students and other laboratory personnel by]~~ *Demonstrate[ing] laboratory procedures to students and other laboratory personnel, explaining the fundamentals of experimental methodologies, instruments and procedures. Conduct tours of laboratory facilities and field habitats for clients, visiting scientists, others, explaining the project's purpose, services or research objectives. [and assigning work, in order to teach sophisticated concepts and methodologies of a specialized discipline.]*

Manage daily activities of a laboratory. Monitor operations and activities in the laboratory for safety, compliance and adherence to general protocol. Monitor and manage laboratory environmental conditions such as air quality, sound, and humidity to ensure safe environment for animals and specimens. Train graduate assistants, teaching assistants and undergraduates on equipment operation, scientific procedures and laboratory protocol. Order and [M]maintain inventory of supplies, chemicals, reagents, apparatus, and other. [process purchase orders to replenish laboratory supplies and equipment, and compile information for review and analysis.] Prepare and maintain stock of solutions, compounds, reagents, tissue cultures, serums, viruses and media. May supervise subordinate staff.

Handle, store, and dispose of radioactive reagents and wastes, controlled substances, and hazardous biologicals and chemicals by following standardized procedures in order to comply with federal and State regulations to maintain laboratory safety. *Communicate with internal and external regulatory officials.*

Operate and maintain scientific instrumentation by calibrating and monitoring equipment that may include, but is not limited to, amino acid analyzers; analytical balances; autoclaves; centrifuges; chart recorders; computers; cell counters; DNA sequencers or synthesizers; equipment for cell or molecular separations; gas or liquid chromatographs; gas detectors; light and electron microscopes; lyophilizers; luminometers; mechanical pipetting devices; radiation counters and detectors; stereotaxic equipment; pH meters; visible-ultraviolet or atomic absorption spectrophotometers; physiological stimulators; printers; surgical instruments; ultra microtomes; and water purification equipment, in order to perform analytical testing procedures, obtain data for analysis, and comply with quality control procedures.

~~[Prepare equipment, specimens and supplies for instructional purposes and/or testing in the laboratory or field according to standardized procedures by formulating and solutions; performing micro-technique and culture procedures, including staining; performing preliminary surgical/dissection procedures on laboratory animals for research; gel electrophoresis; preparing samples for radio-chemical analysis; constructing and testing laboratory instrumentation and equipment; pipetting fluids and preservatives; preparing smear and imprint impressions; processing and sectioning tissues; collecting, homogenizing and suspending tissues; and immunizing and collecting blood or cells from laboratory animals or humans, in order to set up research and teaching laboratories for experiments.]~~

Perform related duties as assigned.

CLASS CONCEPTS

Staff Research Associate IV: Incumbents in this class work under general supervision of a principal investigator and perform the full range of duties outlined in the series concept in more than one area of specialization, and either perform or oversee the daily operations, instructional obligations, and/or investigations of the workplace. Incumbents engage in difficult and complex research projects in collaboration with academic supervisors, and make important original contributions pertaining to instructional, laboratory and/or field experimental procedures. ~~[With a specific objective,]~~ The selection of methods is frequently left to the incumbent, who typically contributes original ideas of major methodological significance to the execution of

STAFF RESEARCH ASSOCIATE IV	35	B	10.769
STAFF RESEARCH ASSOCIATE III	33	B	10.770
STAFF RESEARCH ASSOCIATE II	31	B	10.771
STAFF RESEARCH ASSOCIATE I	29	B	10.772

Page 3 of 7

CLASS CONCEPTS (cont'd)

Staff Research Associate IV (cont'd)

the investigation or assignment by proceeding both to resources with the general body of scientific knowledge and/or by application of trial and error experimentation.

Creatively design approaches in scientific or other methodologies for the field, laboratory or other workplace, and ~~[may]~~ assists *with or independently researches, develops, composes and edits* ~~[in the development, editing and writing of]~~ *protocols*, operating procedures, progress reports, manuscripts, grant applications, or other similar documents. Incumbents may be requested to respond to policies and procedures set forth by regulatory agencies, and may supervise *undergraduate or graduate* students, permanent and temporary employees, volunteers, or visiting scientists.

Consult with academic supervisors on the nature and general plan of approach to basic research problems; read and abstract scientific articles pertaining to exploration of research problems; proceed without obligatory specific direction to organize and resolve experimental protocols; plan, assign, and direct the work of untrained research associates; contribute original ideas of major significance for the execution or interpretation of laboratory and/or field phases of research; take complete charge of the execution of laboratory phases of major research projects over considerable periods of time, *for example managing case studies* ~~[such as during prolonged absences of academic supervisors]~~; exercise judgment, initiative, and resourcefulness in making decisions, consulting as needed with academic supervisors; and prepare complete written reports on all phases of laboratory and/or field work involved in research projects.

Staff Research Associate III: Incumbents work under general supervision and perform the full range of duties outlined in the series concept in more than one area of specialization, are expected to generate independent thinking and self-reliance to perform laboratory and/or field experimental procedures, and make original contributions for achieving the goals of the *research project or laboratory. Incumbents design and conduct a diverse range of experiments in support of scientific research, service or instruction. Incumbents interpret findings/output and form conclusions on relevance of data sets and experimental procedures.* ~~[Incumbents assist and respond to policies set forth by regulatory authorities that monitor the activities of the laboratory or workplace.]~~ Incumbents may supervise permanent and/or temporary employees.

Consult with *principal investigator or* academic supervisors on the nature and general plan of approach to ~~[basic]~~ research; read and abstract articles in the examination of research problems; contribute original ideas in the execution of laboratory and/or field phases of research; develop new techniques and train other staff personnel and students; ~~[perform specialized procedures in two ordinarily distinct occupational fields or scientific disciplines;]~~ may prepare complete written reports of laboratory and/or field experimentation; *may participate in manuscript preparation.*

Interpret instructional lesson plans and develop relevant experiments; monitor student-conducted experiments and provide consultation; [and] may develop new instructional methodologies for the teaching environment. *May serve as coordinator of research activities under supervisory direction.*

Staff Research Associate II: Incumbents work under supervision of a senior laboratory research associate or principal investigator and perform the full range of duties outlined in the series concept. Incumbents are expected to perform instructional, laboratory and/or field experimental procedures in more than one area of specialization, ~~[occupational field or scientific discipline;]~~ *frequently spend a majority of time on scientific experimentation* and may be required to supervise permanent and/or temporary employees.

May perform (a) a wide variety of standard repetitive laboratory and/or field experimental procedures at the full operational or journey level of skill in one field or specialty; or (b) a limited variety of non-standard laboratory

STAFF RESEARCH ASSOCIATE IV	35	B	10.769
STAFF RESEARCH ASSOCIATE III	33	B	10.770
STAFF RESEARCH ASSOCIATE II	31	B	10.771
STAFF RESEARCH ASSOCIATE I	29	B	10.772

Page 4 of 7

CLASS CONCEPTS (cont'd)

Staff Research Associate II (cont'd)

and/or field experimental procedures requiring ingenuity, resourcefulness, and adaptability to the special and changing needs of research in one specialized field; or (c) a limited variety or repetitive, but highly specialized laboratory and/or field experimental procedures.

May prepare and present reports of experiment results; develop original protocols of a narrow nature, such as for use of specific scientific equipment or for a specific procedure; may function as laboratory safety manager.

Staff Research Associate I: Under close supervision, incumbents may perform the full range of duties outlined in the series concept in one area of specialization, and may provide training for new employees and supervise student employees and/or volunteer laboratory trainees.

Perform instructional, laboratory and/or field experimental procedures, and/or receive training in the more difficult procedures usually requiring a theoretical background in one scientific field; perform procedures of limited variety and/or work under close technical supervision, in their initial assignments. Originality in devising or revising laboratory and/or field experimental procedures is not ordinarily expected nor required at this level.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.
- * *Positions in animal care facility are considered essential personnel. Incumbents may be required to work weekends, holidays, and report to work during campus closures to provide care.*
- * *Some positions require a valid driver's license.*

INFORMATIONAL NOTES:

- * In order to meet the needs of the recruiting agency, positions may require specialized backgrounds or unique skills which will be identified at the time of recruitment.
- * *Some positions may require the incumbent to travel.*

STAFF RESEARCH ASSOCIATE IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in the required area of specialization and three years of professional *research* experience *either in the field or in a [research] laboratory [or field experimental study;] to include experience coordinating research activities and making original contributions to research design, protocols and processes; OR* one year of experience as a Staff Research Associate III in Nevada State service; **OR** an equivalent combination of education and experience *as described above.* (See *Special Requirements [&] and Informational Notes*)

STAFF RESEARCH ASSOCIATE IV	35	B	10.769
STAFF RESEARCH ASSOCIATE III	33	B	10.770
STAFF RESEARCH ASSOCIATE II	31	B	10.771
STAFF RESEARCH ASSOCIATE I	29	B	10.772

Page 5 of 7

MINIMUM QUALIFICATIONS (cont'd)

STAFF RESEARCH ASSOCIATE IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: new developments and research innovations in the area of specialization, such as anatomy, animal and plant sciences, biochemistry, cell and molecular biology, chemistry, ecology, geology, microbiology, pharmacology, physics, and related disciplines. Ability to: teach and train professional laboratory personnel and students; formulate and develop complex instructions; originate and implement new techniques and procedures; plan and organize techniques involved in conducting original research; and all knowledge, skills, and abilities required at the lower levels.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: new contributions to the field of science; implementation of complex protocols to advance science. Ability to: manage professional laboratory personnel; implement and guide experimental protocols; contribute to publications in the field of research.

STAFF RESEARCH ASSOCIATE III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in the required area of specialization and two years of professional *research* experience *either in the field or* in a [*research*] laboratory; **OR** one year of experience as a Staff Research Associate II in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements [&] and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: the theories, principles, and practices in the area of specialization; investigative research procedures in a scientific laboratory; and literature and resource materials in the field of specialization pertinent to original research projects. *Working knowledge of: research techniques and methodology in the required area of specialization, such as anatomy, animal and plant sciences, biochemistry, cell and molecular biology, chemistry, ecology, geology, microbiology, pharmacology, physics, and related disciplines. Ability to: apply research techniques to general project requirements; manage a project and design experimental protocol; present research data and findings to the scientific community; perform complex scientific analysis; modify procedures to achieve project goals; evaluate and modify established research protocols in order to accomplish testing needs; and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

~~[Detailed knowledge of: new developments and research innovations in the area of specialization, such as anatomy, animal and plant sciences, biochemistry, cell and molecular biology, chemistry, ecology, geology, microbiology, pharmacology, physics, and related disciplines. Ability to: plan and organize techniques involved in conducting original research.]~~ (These are identical to the Knowledge, Skills and Abilities required for Staff Research Associate IV.)

STAFF RESEARCH ASSOCIATE II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in the required area of specialization and one year of professional *research* experience *either in the field or* in a [*research*] laboratory; **OR** one year of experience as a Staff Research Associate I in Nevada State service; **OR** an equivalent combination of education and experience *as described above*. (See *Special Requirements [&] and Informational Notes*)

STAFF RESEARCH ASSOCIATE IV	35	B	10.769
STAFF RESEARCH ASSOCIATE III	33	B	10.770
STAFF RESEARCH ASSOCIATE II	31	B	10.771
STAFF RESEARCH ASSOCIATE I	29	B	10.772

Page 6 of 7

MINIMUM QUALIFICATIONS (cont'd)

STAFF RESEARCH ASSOCIATE II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: the theories, principles, practices, and techniques in the field of specialization; research and investigative procedures in a laboratory setting; *research project goals and objectives; agency policies and procedures;* and literature and other resources of information in the field of specialization. **Ability to:** *participate in original research and analysis for specific projects;* apply research techniques to research projects; teach and train professional laboratory personnel and students; understand and follow complex instructions; implement new techniques and procedures; manage the resources of a laboratory, field station, or other work site; operate and maintain sophisticated scientific instruments and equipment; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

~~[Working knowledge of: research techniques and methodology in the required area of specialization, such as anatomy, animal and plant sciences, biochemistry, cell and molecular biology, chemistry, ecology, geology, microbiology, pharmacology, physics, and related disciplines. Ability to: evaluate and modify established research protocols in order to accomplish testing needs.]~~ *(These are identical to the Knowledge, Skills and Abilities required for Staff Research Associate III.)*

STAFF RESEARCH ASSOCIATE I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in the required area of specialization; **OR** an equivalent combination of education and experience. *(See Special Requirements & Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: the theories and principles in the area of specialization. **Ability to:** understand and follow written and oral instructions; make appropriate analysis based on test data; make general decisions related to the operation of a laboratory; perform library research in scientific disciplines; and compile and record accurate data.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

~~[Working knowledge of: research laboratory techniques in the area of specialization; research project goals and objectives; agency policies and procedures. Ability to: participate in original research and analysis for specific projects.]~~ *(These are identical to the Knowledge, Skills and Abilities required for Staff Research Associate II.)*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.769</u>	<u>10.770</u>	<u>10.771</u>	<u>10.772</u>
ESTABLISHED:	7/1/99P	10/4/85R	9/27/84	9/27/84
	12/17/98PC	4/11/86PC		
REVISED:		7/1/87P	3/1/85	3/1/85
		7/18/86PC		
REVISED:			10/4/85R	10/4/85R
			4/11/86PC	4/11/86PC
REVISED:			7/1/87P	7/1/87P
			7/18/86PC	7/18/86PC

STAFF RESEARCH ASSOCIATE IV	35	B	10.769
STAFF RESEARCH ASSOCIATE III	33	B	10.770
STAFF RESEARCH ASSOCIATE II	31	B	10.771
STAFF RESEARCH ASSOCIATE I	29	B	10.772

Page 7 of 7

REVISED:

REVISED:

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7/1/99P

7/1/99P

12/17/98PC

12/17/98PC

12/17/98PC

REVISED:

3/4/16PC

3/4/16PC

3/4/16PC

3/4/16PC

Personnel Commission Meeting
March 4, 2016

FOR DISCUSSION AND POSSIBLE ACTION

The Sunset Subcommittee of the Legislative Commission has selected the Personnel Commission for review along with other boards and committees for which the Department of Administration provides support. Please see the letter from the Sunset Subcommittee included with this agenda item. The Personnel Commission is required to submit:

- A response to a set of standardized questions;
- A summary of its FY16-17 operating budget;
- A statement setting forth the income and expenses of the Commission for at least 3 years immediately preceding the date on which the Commission submits its response to the Sunset Subcommittee, including the balances of any fund or account maintained by or on behalf of the Commission;
- The most recent legislative audit or other audit of the Commission, and any efficiency studies or constituent or staff surveys conducted in the past 3 years;
- Any reports required to be filed with the Legislative or Executive Branch over the past 3 years including, if any, reports which were filed late or have not been filed;
- Copies of the minutes of the immediately preceding six meetings of the Commission;
- A copy of the organizational chart showing the governing structure of the Commission and its staff; and
- A copy of the Commission's most recent strategic plan.

Additionally, the Chairperson of the Personnel Commission and staff will present the required information and respond to questions of the Sunset Subcommittee at its March 15, 2016, meeting. The other members of the Personnel Commission are not required to attend but may do so at the following locations:

Room 3137 of the Legislative Building, 401 S. Carson St., Carson City

Room 4401 of the Grant Sawyer State Office Building, 555 E. Washington Ave., Las Vegas

This meeting may also be viewed on the Nevada Legislature's website at: <https://leg.state.nv.us/App/Calendar/A/>.

Staff has prepared a draft response for the Personnel Commission's consideration, input, and approval. Please see the document titled, "Information Concerning Board or Commission Subject to Review by the Sunset Subcommittee of the Legislative Commission," included in the materials for this agenda item. While all responses may be changed, staff is specifically seeking input on the following two items:

- Does the board or commission believe that its objectives and programs have been effective in accomplishing the purposes for which the board or commission was created? Please explain the response with any information the board or commission believes is relevant.

- Any recommendations for statutory changes which are necessary for the board or commission to carry out its objectives and programs.

Copies of the Personnel Commission's meeting minutes and regulations adopted by the Commission have not been included with this agenda item to conserve resources, but they will be included in the response to the Sunset Subcommittee.

About the Sunset Subcommittee

The Sunset Subcommittee is a permanent subcommittee of the Legislative Commission whose authorization and duties are set forth in Chapter 232B of the *Nevada Revised Statutes*. The Subcommittee is responsible for conducting reviews of all boards, commissions, and similar entities that have been created by the Nevada Legislature. The Subcommittee is charged with determining whether those entities should be continued, modified, consolidated with another board or commission, or terminated.

Members

- Senator James A. Settelmeyer, Chair
- Assemblyman Glenn E. Trowbridge, Vice Chair
- Senator Donald G. Gustavson
- Senator David R. Parks
- Assemblywoman Irene Bustamante Adams
- Assemblyman Erven T. Nelson

Non-Voting Members

- William "Buzz" Harris
- Teresa Rankin

JAMES A. SETTELMAYER

SENATOR
District No. 17

CO-MAJORITY WHIP

COMMITTEES:

Chairman

Commerce, Labor, and Energy

Vice Chairman

Legislative Operations and Elections

Member

Natural Resources



State of Nevada Senate

Seventy-Eighth Session

December 23, 2015

DISTRICT OFFICE:
2388 Highway 395
Minden, Nevada 89423-8923

LEGISLATIVE BUILDING:
401 S. Carson Street
Carson City, Nevada 89701-4747
Office: (775) 684-1470 or
(775) 684-1400
Fax No.: (775) 684-6522
Email:
James.Settelmeyer@sen.state.nv.us
www.leg.state.nv.us

**Katherine Fox, Chair
Personnel Commission
Division of Human Resource Management
Department of Administration
100 North Stewart Street, Suite 200
Carson City, Nevada 89701-4213**

Dear Chair Fox:

On December 15, 2015, the Sunset Subcommittee of the Legislative Commission met to select a number of boards, commissions, and similar entities for review, including the Personnel Commission (*Nevada Revised Statutes* [NRS] 284.030). The purpose of the review is to determine whether a board or commission should be terminated, modified, consolidated with another board or commission, or continued. The review must include, without limitation:

- a) An evaluation of the major policies and programs of the board or commission, including an examination of other programs or services offered in this State to determine whether duplications in programs or services are occurring;
- b) Any recommendations for improvement in the policies and programs offered by the board or commission; and
- c) A determination of whether any statutory tax exemptions, abatements, or money set aside to be provided to the board or commission should be terminated, modified, or continued (NRS 232B.220).

The Subcommittee must review every board or commission not less than once every ten years; selection for review does not mean that the board or commission will be eliminated. Indeed, as a part of its review, the Subcommittee is required to make recommendations that will lead to more efficient or effective operations of the board or commission.

Katherine Fox
Page 2
December 23, 2015

During the 2015–2016 Interim, the Subcommittee has selected a variety of boards and commissions for initial review. In addition, it will examine a number of those boards and commissions that are considered inactive.

The form to be completed by all entities selected for review is on the Subcommittee's Website. A list of items to be submitted along with the completed form appears near the bottom of the form. Instructions for completing the form are also provided on the Subcommittee's Website at the following address: <http://www.leg.state.nv.us/Interim/78th2015/Committee/StatCom/Sunset/?ID=25>.

Our staff will contact you to arrange a date for your presentation to the Subcommittee. As you prepare your materials and your presentation, please keep in mind that NRS 232B.240 also provides that a "board or commission has the burden of proving that there is a public need for its continued existence."

Please feel free to contact the Subcommittee's staff, Carol Stonefield, Chief Principal Research Analyst, directly if you have any questions concerning the Subcommittee or the required information. Ms. Stonefield can be reached at (775) 684-6825 or cstonefield@lcb.state.nv.us. I look forward to your presentation.

Sincerely,



Senator James A. Settlemeyer, Chair
Sunset Subcommittee of the
Legislative Commission

JAS/jc:W160564

cc: Patrick Cates, Director, Department of Administration
Lee-Ann Easton, Administrator, Division of Human Resource Management, Department of Administration
Carol M. Stonefield, Chief Principal Research Analyst, Research Division, Legislative Counsel Bureau

RECEIVED
DEC 23 2015

NEVADA DIV. OF HR MANAGEMENT
ADMINISTRATOR'S OFFICE
CARSON CITY, NEVADA

**Information Concerning Board or Commission Subject to Review by the
Sunset Subcommittee of the Legislative Commission**
as required by *Nevada Revised Statutes 232B.230*

Board or Commission name:

Personnel Commission

Members' names with expiration date of term, and indicate the number of vacancies:

Commission Member Name	Term Expiration Date
Katherine Fox, Chairperson (represents employers or managers)	7/1/2018
David Sanchez (represents general public)	7/2/2017
David Read (represents general public)	7/2/2017
Gary Mauger (represents labor)	7/2/2017
Andreas Spurlock (represents general public)	7/2/2017
Lee-Ann Easton, Administrator Division of Human Resource Management, non-voting Recording Secretary	

Physical address:

100 N. Stewart Street, Suite 200, Carson City, Nevada, 89701

Mailing address:

100 N. Stewart Street, Suite 200, Carson City, Nevada, 89701

Website address:

http://hr.nv.gov/Boards/PersonnelCommission/Personnel_Commission/

Web site developer (if not EITS, please indicate if EITS approved the web site):

EITS

Executive director's name and contact information:

Katherine Fox, Chairperson
Personnel Commission
Division of Human Resource Management
Department of Administration
100 N. Stewart Street, Suite 200
Carson City, Nevada 89701-4213

Staff members' names including titles and status as full-time or part-time:

Tawny Polito, Administrative Assistant. Provides staff support to the Personnel Commission in addition to providing staff support to the Division Administrator.

Days and hour of operation:

The Division of Human Resource Management's hours are Monday through Friday from 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m., excepting State holidays. The Division receives the correspondence for the Commission and coordinates the Personnel Commission business functions.

Created by what authority:

NRS 284.030

Authority to adopt regulations (NRS) and citation to regulations (NAC), if applicable:

Will be provided to the Sunset Subcommittee when submitted.

List by LCB File No. and date of adoption the five regulations most recently adopted by the board or commission, with any applicable deadline for the adoption of any such regulation:

R102-15, 12/21/15, required an effective date of 1/1/16
R044-15, 12/21/15, Section 4 required an effective date of 1/1/16
R043-15, 12/21/15
R042-15, 12/21/15, Section 3 required an effective date of 1/1/16
R041-15, 12/21/15

List any required regulations that have not been adopted, with any applicable deadline for the adoption of any such regulation. Please identify each such regulation by LCB File No., if available, or by reference to the provision of NRS or Statutes of Nevada requiring adoption of the regulation:

None

Governing structure of the board or commission pursuant to statute:

The members of the Commission serve at the pleasure of the Governor. (NRS 284.040) The Governor also designates one of the members of the Commission as the Chair of the Commission. (NRS 284.050) The Commission may meet at the times and places specified by the call of the Chair or a majority of the Commission, but a meeting of the Commission must be held at least once every 3 months. Three members of the Commission constitute a quorum, but to adopt, amend, or rescind regulations a majority vote of the entire membership of the Commission is required.

Duties of the board or commission:

The Commission shall:

1. Advise the Administrator concerning the organization and administration of the Division.
2. Report to the Governor on all matters which the Commission may deem pertinent to the Division and concerning any specific matters previously requested by the Governor.
3. Advise and make recommendations to the Governor or the Legislature relative to the personnel policy of the State.
4. Adopt regulations to carry out the provisions of NRS 284.
5. Foster the interest of institutions of learning and of civic, professional and employee organizations in the improvement of personnel standards in the state service.
6. Review decisions of the Administrator in contested cases involving the classification or allocation of particular positions.

7. Appoint one or more hearing officers to conduct hearings and render decisions as provided in NRS 284.376 and 284.390. May designate any agent or agency to administer oaths and affirmations and examine witnesses. (NRS 284.391)
8. Approve changes to the classification plan, except for those that are posted for 20 days without written objection. (NRS 284.160)
9. Decide appeals to the Commission regarding the Administrator's refusal to exam or certify an applicant for a position. (NRS 284.245)
10. Approve the prohibited acts, possible violations and penalties and a fair and equitable process for taking disciplinary action against an employee submitted by departments and agencies. (NRS 284.383)
11. Provide a hearing to determine if an employee has taken sick or disability leave to which the employee was not entitled, the Commission may order the forfeiture of all or part of the employee's accrued sick leave. (NRS 284.355)
12. Determine which positions of employment affect the public safety and require pre-employment drug testing. (284.4066)

The Commission may determine:

1. The years of progressively responsible experience in personnel administration required to be the Administrator of the Division of Human Resource Management.
2. Recovery of an unlawful payment may be maintained in the district court of any county by the Administrator or a member of the Commission. (NRS 284.190)

Statement of the objectives and programs of the board or commission:

Please see the duties of the Commission in the above response.

Itemized list of services offered by the board or commission:

The Personnel Commission:

1. Hears and decides appeals related to classification of positions;
2. Hears and decides appeals related to the denial of an applicant to be examined or certified to a list of eligible candidates; (Recruitment)
3. Approves occupational classification studies and class specification maintenance reviews;
4. Approves which positions and classes require pre-employment testing for controlled substances;
5. Selects hearing officers to decide employee's appeal of a suspension, demotion, termination, involuntary transfer, and/or if reprisal or retaliatory action was taken against an employee for reporting improper governmental action;
6. Approves the adoption, amendment, and rescission of regulations;
7. Approves the adoption and amendment of "conflicting activities", aka prohibitions and penalties, developed and submitted by an agency's appointing authority; and
8. Approves a request for an employee's leave without pay which will exceed one year.

Dates of the immediately preceding six meetings:

12/4/2015, 10/9/2015, 9/25/2015, 6/19/2015 (two meetings same day), 3/20/2015, and 12/12/2014

Statutory tax exemptions, abatements, or money set aside for the board or commission:

None

Description of the manner in which the board or commission is funded, including all funding sources:

Funds to support the operation of the Personnel Commission are included in the Division of Human Resource Management's budget. The Division is funded through Personnel Assessments charged to departments, agencies, and the Nevada System of Higher Education who use the services of the Division.

Identify any forms required by the board or commission to be used by members of the public which are not available for downloading from the web site of the board or commission:

All forms are available online.

Does the board or commission have any recommendations for consolidation with another board or commission? If so, which one(s) could be revised to include the charge to the board or commission that is the subject of this review?

No. This is the appropriate forum.

Does the board or commission believe that its objectives and programs have been effective in accomplishing the purposes for which the board or commission was created? Please explain the response with any information the board or commission believes is relevant:

Yes. The Commission members bring a wealth of experience regarding human resource issues which benefits both the Division and State employees including from a management and employee perspective. This experience allows the Commission to provide real value when reviewing and approving proposed prohibitions and penalties submitted by Executive Branch departments; the adoption, amendment or abolishment of class specifications; reviewing classification determinations by the Division; and the selection of hearing officers that hear and decide employee appeals regarding discipline and allegations of reprisal or retaliation action as a result of Whistle Blower complaints.

The Commission has also been an active partner with the Division of Human Resource Management in the adoption of regulations which have streamlined processes including those related to filling vacancies, address alcohol and drugs, and timely addressed sometime controversial statutory changes following legislative sessions for such issues as mandatory furloughs, military leave, and eligibility for overtime.

Lastly, the Commission provides a forum for employee complaints or concerns to be heard outside of the Division or other appeal or grievance processes. It is a testament to the diligence of the staff of the Division to work with both employee groups and the management of Executive Branch agencies, that concerns are rarely voiced. In such circumstances, the Division has listened and worked hard to address concerns when they were within the Division's control.

Any recommendations for statutory changes which are necessary for the board or commission to carry out its objectives and programs:

No

Additional Items Requested:

1. The operating budget of the board or commission.

Personnel Commission⁽¹⁾

Category	Description	G/L	FY16 ⁽²⁾		FY17
			Budgeted	Expenses	Budgeted
01	Board and Commission Pay	5860	\$ 1,120	\$ 960	\$ 1,120
03	Personal Vehicle In-State	6240	\$ 325	\$ 184	\$ 325
04	Contracts (Transcription Services)	7063	\$ 563	\$ 198	\$ 563
04	Professional Services -E (Regulation Drafting Fees)	7435	\$ 1,250	\$ 1,900	\$ 1,250
Total			\$ 3,258	\$ 3,242	\$ 3,258

Notes:

(1) Additional costs of staff, office supplies, postage, etc. are not tracked and are absorbed in the Division of Human Resource Management's overall budget.

(2) Expenses posted as of 1/13/2016.

2. A statement setting forth the income and expenses of the board or commission for at least 3 years immediately preceding the date on which the board or commission submits this form, including the balances of any fund or account maintained by or on behalf of the board or commission.

Personnel Commission⁽¹⁾

Category	Description	G/L	FY13		FY14		FY15	
			Budgeted	Expenses	Budgeted	Expenses	Budgeted	Expenses
01	Board and Commission Pay	5860	\$ 2,000	\$ 1,600	\$ 1,840	\$ 1,120	\$ 1,840	\$ 1,520
03	Personal Vehicle In-State	6240	\$ 648	\$ 634	\$ 584	\$ 325	\$ 584	\$ 561
04	Contracts (Transcription Services)	7063		\$ 653		\$ 563		\$ 675
04	Professional Services -E (Regulation Drafting Fees)	7435	\$ 655	\$ 600	\$ 3,275	\$ 1,150	\$ 1,738	\$ -
Total			\$ 3,303	\$ 3,487	\$ 5,699	\$ 3,158	\$ 4,162	\$ 2,756

Notes:

(1) Additional costs of staff, office supplies, postage, etc. are not tracked and are absorbed in the Division of Human Resource Management's overall budget.

3. The most recent legislative audit or other audit of the board or commission, and any efficiency studies or constituent or staff surveys conducted in the past 3 years.

None

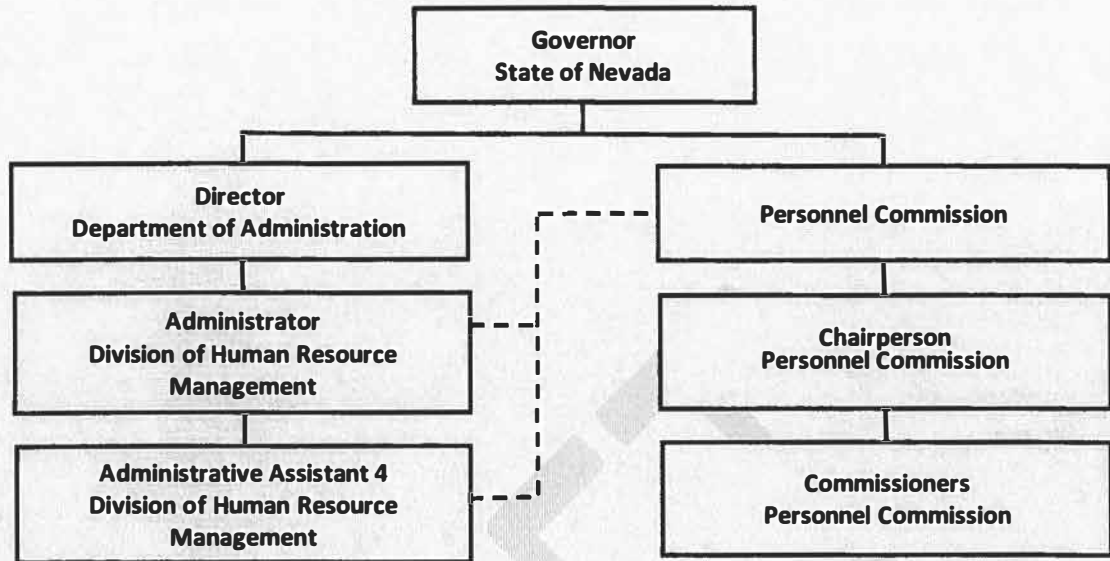
4. Any reports required to be filed with the Legislative or Executive Branch over the past 3 years. Please indicate if any reports were filed late or have not been filed.

The Division of Human Resource Management submitted the most recent 10-year review of regulations, required by NRS 233B.050(1)(e), to Brenda Erdoes, Legislative Counsel on May 3, 2013 and the 3-year review required by NRS 233.050(1)(a) and (d) to Ross Miller, Secretary of State, on May 28, 2013.

5. Copies of the minutes of the immediately preceding six meetings of the board or commission.

Will be provided to the Sunset Subcommittee when submitted.

6. A copy of the organizational chart showing the governing structure of the board or commission and its staff.



7. A copy of the most recent strategic plan of the board or commission.

None

REPORT OF CLASSIFICATION CHANGES NOT REQUIRING PERSONNEL COMMISSION APPROVAL

Attached is a report of changes made to the classification plan pursuant to NRS 284.160, sections 4 through 6 which reads as follows:

- “4. The classification plan and changes therein are subject to approval by the Commission, except that the Administrator may make a change in the classification plan without the prior approval of the Commission if:
- (a) The Administrator deems it necessary for the efficiency of the public service;
 - (b) The change is not proposed in conjunction with an occupational study; and
 - (c) The Administrator, at least 20 working days before acting upon the proposed change:
 - (1) Provides written notice of the proposal to each member of the Commission, to all departments and to any head of an employees' organization who requests notice of such proposals; and
 - (2) Posts a written notice of the proposal in each of the principal offices of the Division.
- Any occupational study conducted by the Division in connection with the preparation, maintenance or revision of the classification plan must be approved by the Commission.
5. If no written objection to the proposed change to the classification plan is received by the Administrator before the date it is scheduled to be acted upon, the Administrator may effect the change. The Administrator shall report to the Commission any change in the classification plan made without its approval at the Commission's next succeeding regular meeting.
6. If a written objection is received before the date the proposed change is scheduled to be acted upon, the Administrator shall place the matter on the agenda of the Commission for consideration at its next succeeding regular meeting.”

The conditions set forth in these statutes have been met. A copy of the justifications and revised class specifications are on file in the office of the Administrator of the Division of Human Resource Management.

The following changes have been effected:

REPORT OF CLASSIFICATION CHANGES

POSTING#: 01-16

Effective: 09/4/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.801	Museum Director III	41	A	7.801	<i>Museum Director III</i>	41	A
7.809	Museum Director II	39	A	7.809	<i>Museum Director II</i>	39	A
7.810	Museum Director I	37	A	7.810	<i>Museum Director I Options A: East Ely Railroad Depot Museum B: Nevada State Railroad Museum, Boulder City</i>	37	A

BASIS FOR RECOMMENDATION

In conjunction with the Subject Matter Expert (SME) from the Nevada Division of Museums and History, Human Resource Management recommends revisions to the Museum Director series. The series and class concepts were revised to update and accurately describe the duties performed by incumbents in the Museum Director series. The minimum qualifications of the levels have been modified to expand and clarify the type of relevant and acceptable experience required. Furthermore, the knowledge, skills and abilities of the classes were updated accordingly.

In order to accommodate the separate and distinct duties, minimum qualifications and knowledge, skills and abilities required for positions classified as Museum Director I, options were created. Option A: East Ely Railroad Depot Museum, incumbents have the administrative responsibility for the railroad museum in Ely. The incumbent within Option B, Nevada State Railroad Museum, Boulder City, manages a fully-functional railroad museum in Boulder City, Nevada. The core dimension of the Boulder City museum is the operation of an historic or heritage train operating under the rules for the Federal Railroad Administration (FRA).

Museum Directors are responsible for the overall leadership, operation, planning, and management of a State museum in conformance with professionally accepted museum practices and standards for the management of collections held in the public trust and interpretation of those collections through research, exhibitions, education and public programs. Incumbents oversee the acquisition, preservation, accession/deaccession, conservation, use and public access to collections including exhibition, visitor engagement, and education programs at one of the facilities within the statewide museum system; ensure the safety, stewardship, and security of the collections held in the public trust, by providing for appropriate and timely facility maintenance and improvements including the building interior and exterior, ventilation, temperature and humidity, dust control, anti-theft, and other measures in coordination with other departments and outside contractors; provide for public relations and audience development/advocacy involving the public in the work of the museum, conducting visitor surveys, and serving as a resource to the community/region/State through service on boards, commissions and civic committees, and through communication and partnership with other public and cultural entities in the State. They also negotiate and consult with other institutions, departments, individuals or corporations within the State and elsewhere regarding the exhibition of artifacts and specimens including the terms, costs, manner, time, place, extent, and return of the items; ensure that the development of all new exhibits and programs addresses and meets current best practices with respect to barrier-free and equal access

for all groups; manage institutional budget and funds to ensure compliance with all fiscal management requirements; and provide leadership to staff and volunteers and develop a collaborative work environment conducive to teamwork. In addition, they develop long-range and annual plans for the assigned institution and prepare periodic reports and statistics.

7.803 – Museum Director III, Grade 41: Under general administrative direction, in addition to performing all of the duties described in the series concept, incumbents manage a museum consisting of multiple subject areas or multiple locations. Subjects may consist of, but are not limited to, history, natural history, and anthropology. Collections consist of a wide range of folk and fine arts, to artistic, literary or industrial value or interest by reason of rarity, representative character or otherwise.

7.809 – Museum Director II, Grade 39: Under administrative direction, incumbents perform the duties described in the series concept and manage a museum which is focused around a particular subject, but may include a smaller collection of items relating to other subject areas.

7.810~~n~~ – Museum Director I, Grade 37: Under general direction, incumbents perform the full range of duties described in the series concept. Incumbents are frequently involved in the operational, curatorial, exhibition and education activities of the museum due to the small number of staff and overall organizational structure.

Human Resource Management worked closely with the SME from the Nevada Division of Museums and History and they support these changes.

POSTING#: 02-16
Effective: 09/14/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>New</i>			<i>11.299</i>	<i>Polygraph Examiner (Non-commissioned)</i>	<i>35</i>	<i>B</i>

BASIS FOR RECOMMENDATION

As a result of an NPD-19 request from the Department of Public Safety, Division of Parole and Probation, and in conjunction with Subject Matter Experts (SMEs) from the agency, Human Resource Management recommends establishing a Polygraph Examiner (Civilian) position to conduct polygraph tests on convicted sex offenders as required by the Nevada Revised Statutes (NRS) 176.139, and polygraph pre-employment tests or sworn staff candidates as required by Nevada Administrative Code (NAC) 289.110 (NRS 289.510). Currently the Division is actively supervising 1,545 sex offenders living in Nevada who are required to submit to polygraph examinations referred to as “maintenance polygraphs”.

Under general direction, Polygraph Examiners conduct polygraph examinations of parolees, probationers, and lifetime supervision offenders in criminal cases and/or applicants for employment, as requested by State and local law enforcement agencies and other agencies within the State. They review case information and/or meet with investigative personnel to identify issues to be covered in the examination process; explain examination procedures to examinee, including information concerning legal rights; obtain signature on consent forms according to established policies; ask general questions of examinee regarding physiological conditions, medications and other health factors to determine fitness for examination and/or impact on examination results. In addition, incumbents conduct preliminary interview and record information; conduct pre-employment polygraph examinations; conduct polygraph examinations designed to disclose information regarding current offenses, sexual history, or conditions of the examinee’s parole, probation and/or lifetime supervision including any amendments or special conditions; conduct polygraph examination asking questions to determine truth or deception using polygraph instruments; advise examinee of results; write report of findings to finalize examination results and distribute to requesting entity; calibrate polygraph instruments to ensure accurate test results; and provide expert testimony in court and at hearings concerning the validity of information provided by suspects, witnesses and others involved in criminal proceedings.

Human Resource Management recommends that the Polygraph Examiner be allocated at grade 35, and placed in the Regulatory & Public Safety Occupational Group, Law Enforcement Support Services Subgroup. During this review, Human Resource Management worked closely with staff from the Division of Parole and Probation who assisted in developing, and supports, the new class specification.

POSTING#: 03-16
Effective: 09/15/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.325	Operations Manager, Dairy Programs	39	A	<i>10.521</i>	<i>Operations Manager, Food Safety</i>	<i>40</i>	<i>A</i>

BASIS FOR RECOMMENDATION

At the request of the Department of Agriculture, the Division of Human Resource Management conducted a study of the Operations Manager, Dairy Programs. The dynamic of the Dairy Programs has been changed since the Department of Agriculture took over management of the program and it is therefore recommended that the title be changed to Operations Manager, Food Safety, to reflect that the program is no longer specific only the Dairy Program, but to Commodity Foods, Cottage Foods and possibly Manufactured Foods and Produce in the future.

To better recognize that the position in this class performs duties related to Environmental and Health Protection Services, and because the manager supervises Environmental Health Specialists within the program, Human Resource Management recommends moving the class from the Regulatory & Public Safety Occupational Group (11.000), to the Environmental and Health Protection Services Occupational Group, (10.000).

Additionally, it is recommended that the reference to auditing tasks no longer performed by the position be removed. Laboratory functions have been added to the concept as the position is responsible for performing these tasks where previously they had been outsourced. Additional duty statements were added to better reflect the responsibilities of the position and the program.

The minimum qualifications, as well as the knowledge, skills and abilities, were revised to reflect the education and experience of applicants to better meet the increased level in responsibility. Based on these modifications, and through the validation process, Human Resource Management recommends increasing the grade of the class from grade 39 to grade 40

Human Resource Management worked closely with the agencies involved and they support the changes.

POSTING#: 04-16
Effective: 09/15/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.117	Highway Maintenance Worker IV	31	H	9.117	No Change	31	H
9.120	Highway Maintenance Worker III	29	H	9.120	No Change	29	H
9.127	Highway Maintenance Worker II	26	H	9.127	No Change	26	H
9.130	Highway Maintenance Worker I	23	H	9.130	Highway Maintenance Worker I	23	H

BASIS FOR RECOMMENDATION

At the request of the Department of Transportation, HR Division, Human Resource Management recommend revisions to the minimum qualifications for the Highway Maintenance Worker I to allow for Highway Construction Aids who have obtained one year of experience to qualify for the Highway Maintenance Worker class. The Department feels this revision will assist in broadening their applicant pool and supports the change.

POSTING#: 05-16
Effective: 09/15/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.137	Highway Construction Aid	20	H	<i>9.137</i>	<i>Highway Construction Aid</i>	<i>20</i>	<i>H</i>

BASIS FOR RECOMMENDATION

At the request of the Department of Transportation, HR Division, Human Resource Management recommend the addition of an "Informational Note" to outline that Highway Construction Aids underfilling a Highway Maintenance Worker I position may, after one year and upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority, be progressed to the Highway Maintenance Worker I. The Department feels this revision will assist in broadening their applicant pool and supports the change.

POSTING#: 06-16

Effective: 09/16/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.526	Environmental Health Specialist IV	38	B	<i>10.526</i>	<i>Environmental Health Specialist IV</i>	<i>38</i>	<i>B</i>
10.529	Environmental Health Specialist III	36	B	<i>10.529</i>	<i>Environmental Health Specialist III</i>	<i>36</i>	<i>B</i>
10.532	Environmental Health Specialist II	34	B	<i>10.532</i>	<i>Environmental Health Specialist II</i>	<i>34</i>	<i>B</i>
10.535	Environmental Health Specialist I	32	B	<i>10.535</i>	<i>Environmental Health Specialist I</i>	<i>32</i>	<i>B</i>

BASIS FOR RECOMMENDATION

At the request of the Department of Health and Human Services Department, Division of Public and Behavioral Health, Human Resource Management recommends revisions to the Environmental Health Specialist series to update the minimum qualifications of the Environmental Health Specialist I and II to maintain consistency with the eligibility requirements of the National Environmental Health Association (NEHA) and Nevada State Board of Registered Environmental Health Specialists, for the Environmental Health Specialist Trainee. Updates were also made to maintain consistency with formatting and language. Additionally, the knowledge, skills and abilities were updated to reflect the type of knowledge, skills and abilities required to perform duties outlined.

Environmental Health Specialists are responsible for conducting drug licensing investigations; label review sampling and inspection of drug and cosmetic manufacturing plants; inspection of dairies and milk processing plants; certification of septic systems; inspection of food warehouses, traditional food and drink establishments; health facilities, public institutions and other related facilities to ensure compliance with State laws and regulations. Incumbents investigate water borne and food borne illnesses, epidemics, vector control problems; public nuisances or other public health problems for public protection by conducting food, water and other material sampling (chemical, bacterial, radio nuclide, parasite and turbidity samples); conduct a variety of inspections and evaluations to protect the public health including restaurants, bars, delicatessens, markets, bakeries, food processors, hotels, motels, recreational vehicle parks, dairies, milk plants, milk haulers, septic systems, private wells, pools, spas, food warehouses, hospitals, health care facilities, schools, septic tank pump trucks, child care centers, bottled water plants, labor camps, jails, State institutions and temporary food events such as fairs; and conduct inspections and investigations of landfills and public sewage systems in accordance with the requirements of the Division of Environmental Protection. They also certify real property for well water quality and septic system certification for Federal Housing Administration (FHA), Veterans Administration (VA), and other mortgages by on-site evaluations, water sampling and septic tank inspections; represent the Food and Drug Commissioner when inspecting drug and cosmetic plants; and apply sound practices and principles and related field experience to the review of engineering and other plans for establishments and businesses regulated by the section for conformance with the Nevada Administrative Code (NAC). Additionally, incumbents enforce applicable NAC and Nevada Revised Statutes (NRS) for public health protection; document on-site observations; compile data and write technical reports and recommendations using data which has been gathered through field observations, evidence and lab analysis; and represent the Food and Drug Commissioner in emergencies involving food (truck wrecks, restaurant fires) by accepting call-back response; evaluate current health codes and needs; draft proposals for changes in regulations and statutes for public health protection; and coordinate work with federal, State and local agencies (FDA, EPA, county health departments) regarding public health matters; consult with other professionals such as engineers, land surveyors, architects, nurses and physicians on health concerns.

Both the Division of Public and Behavioral Health and the Department of Agriculture, who utilize these classifications, support the changes.

POSTING#: 07-16

Effective: 09/16/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.445	Maintenance Repair Specialist II	31	H	<i>9.445</i>	<i>Maintenance Repair Specialist II</i>	<i>31</i>	<i>H</i>
9.441	Maintenance Repair Specialist I	30	H	<i>9.441</i>	<i>Maintenance Repair Specialist I</i>	<i>30</i>	<i>H</i>

BASIS FOR RECOMMENDATION

In conjunction with the Department of Conservation and Natural Resources, Parks Division, the Division of Human Resource Management recommends minor revisions to the class concepts of the Maintenance Repair Specialist class.

The reference to District Park Maintenance Supervisor title has been removed from the Maintenance Repair Specialist II class concept due to the fact that the title no longer exists. The Maintenance Repair Specialist I class concept has been revised to update titles and to remove obsolete titles.

Maintenance Repair Specialist perform a variety of skilled work in two or more of the mechanical and construction trades in order to repair, construct, and/or maintain buildings, grounds and equipment; incumbents perform skilled plumbing work to maintain, repair, and modify plumbing systems and fixtures; review blueprints and determine the best method of modifying the plumbing system in accordance with code requirements. They perform skilled carpentry work to construct, maintain, repair, and modify facilities, fixtures, furniture and woodwork. Additionally, incumbents perform skilled electrical work such as reviewing blueprints and schematics; calculating load requirements; laying out projects and installing wiring, fixtures, and equipment in accordance with code requirements; install switches, relays, and circuit breaker panels; troubleshoot and repair electric motors, generators and equipment. They also perform skilled painting work; prepare surfaces and apply paint with brushes and airless spray equipment.

The Department of Conservation and Natural Resources supports the changes.

POSTING#: 08-16
Effective: 09/24/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.629	Special Advisor to the DCNR Director	45	A		<i>ABOLISHED</i>		

BASIS FOR RECOMMENDATION

As a result of the incumbent being moved to the unclassified service, and working with the Department of Conservation and Natural Resources, Human Resource Management determined this classification is no longer utilized and should be abolished.

The Department of Conservation and Natural Resources supports abolishing this class specification.

POSTING#: 09-16
Effective: 10/16/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>New</i>			<i>11.352</i>	<i>NERC Chief Investigator/Outreach Specialist</i>	<i>35</i>	<i>B</i>

BASIS FOR RECOMMENDATION

As a result of an Individual Study (NPD-19), and in partnership with Subject Matter Experts from the Nevada Equal Rights Commission (NERC) and Division of Human Resource Management it was determined that a new class specification be developed to account for the specialized nature of the responsibilities assigned to the class

The NERC Chief Investigator/Outreach Specialist is a single-position class primarily responsible for investigating and providing outreach regarding complaints of discrimination within Nevada educational institutions with emphasis on cyber-bullying, bullying and enforcement of statutory principles of equal enjoyment in schools for individuals in protected classes; performs investigative and administrative activities on a statewide basis regarding violations of State and/or federal law or regulations; develops, coordinates and presents training; and forges positive working relationships with school district officials and the Nevada Department of Education.

While the primary focus is conducting investigations, training and outreach as outlined above, it is expected to be able to perform these duties in all areas for which NERC is responsible.

In reviewing the job duties and responsibilities, it was determined that a grade 35 was warranted as the duties, responsibilities and minimum qualifications of this class align with the Chief Compliance Investigator 11.353, grade 35. The preponderance of duties allows for this class to remain in the Regulatory & Public Safety occupational group, Investigation & Inspections sub-group.

Throughout the process, management and staff within the Nevada Equal Rights Commission and Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed.

Management supports this recommendation.

POSTING#: 10-16
Effective: 10/20/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.560	Prison Milker	23	H	<i>9.560</i>	<i>Prison Milker</i>	<i>23</i>	<i>H</i>
	<i>New</i>			<i>9.561</i>	<i>Prison Milker Trainee</i>	<i>21</i>	<i>H</i>

BASIS FOR RECOMMENDATION

At the request of the Department of Corrections, the Division of Human Resource Management has conducted a review of the Prison Milker series. Analysts within the Division of Human Resource Management worked with a subject matter expert from the Department of Corrections, and as a result of this review, it is recommended that a trainee level be added to the series.

Currently, the Prison Milker, 9.560, requires one year experience milking cows on a milk production line using mechanized milking equipment; however, due to the scarcity of this type of experience, as well as the scarcity of specific high school, trade school or equivalent education courses, it was determined that a trainee level added to the series is the most appropriate avenue to address current and future recruitment needs.

In reviewing the job duties and responsibilities, it is recommended that the Prison Milker Trainee be allocated at grade 21, two grades below the Prison Milker, which is consistent with other trainee positions throughout State service.

Also, modifications to the series concept and the entry level knowledge, skills and abilities of the Prison Milker were made to account for the series being no longer responsible for conducting pregnancy tests.

Throughout the process, management and staff within the Department of Corrections and Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed.

Management supports this recommendation.

POSTING#: 11-16
Effective: 10/21/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.619	Parole & Probation Supervisor	36	B	12.619	No Change	36	B
12.618	Parole & Probation Specialist IV	35	B	12.618	No Change	35	B
12.616	Parole & Probation Specialist III	33	B	12.616	No Change	33	B
12.614	Parole & Probation Specialist II	31	E	12.614	<i>Parole & Probation Specialist II</i>	31	E
12.615	Parole & Probation Specialist I	29	E	12.615	No Change	29	E

BASIS FOR RECOMMENDATION

At the request of the Department of Public Safety/Division of Parole and Probation, the Division of Human Resource Management recommends that minor revisions be made to the Class Specification for Parole & Probation Specialist II. These minor revisions will enable Parole and Probation Specialists at this level to have direct contact with inmates on an as-needed basis for the purpose of developing workable parole release plans, and thus allowing a more expeditious release of inmates.

Currently, the Class Concepts state that incumbents at this level who work in the Pre-Release Unit “do not typically have face-to-face contact with offenders.” Additionally, it is stated that incumbents at this level who work in the Interstate Compact Unit “typically have telephone contact with the offenders.” In order to expedite the timely release of inmates to parole and improve the efficiency of operations within the Division of Parole & Probation, Human Resource Management recommends changing the language for the Parole & Probation Specialist II to state that incumbents in the Pre-Release Unit “*may* have face-to-face contact with offenders” and that incumbents in the Interstate Compact Unit “*may* have telephone *or face-to-face* contact with the offenders.”

The Division has confirmed that no additional training would be required to prepare a Probation & Parole Specialist II for face-to-face contact as incumbents at this level currently and occasionally have contact with offenders in a jail setting to serve preliminary inquiry paperwork. Furthermore, face-to-face contact with offenders would only occur in a Nevada Correctional facility wherein Corrections’ guards would be present.

The Division of Parole and Probation supports the recommended changes.

POSTING#: 12-16
Effective: 11/05/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.139	Supervising Auditor II	38	B	7.139	No Change	38	B
7.145	Supervising Auditor I	37	B	7.145	Supervising Auditor I	37	B
7.148	Auditor III	36	B	7.148	No Change	36	B
7.154	Auditor II	34	B	7.154	No Change	34	B
7.161	Auditor I	32	B	7.161	No Change	32	B

BASIS FOR RECOMMENDATION

As a result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Department of Taxation and the Division of Human Resource Management, it was determined that the class specifications for the Auditor Series should be amended to account for changes in the technical complexity of work assignments, broader and more varied audit types, a more in-depth and specialized knowledge required to perform these duties and the number of positions supervised.

As a result of these changes, the class concept for the Supervising Auditor I was modified to add a level specific to the Department of Taxation. The Supervising Auditor I within the Department of Taxation, in addition to being knowledgeable of and able to perform the full range of duties within the series concept, will have additional responsibility for the following: supervision of at least four lower-level Auditors, the full review of all completed audits within their unit, serve as first level of review in resolving appealed determinations and represent cases before the hearing officer, determine audit inventory and select accounts to be audited, and develop and deliver public training workshops.

The knowledge, skills and abilities required no changes as a result of this modification. A statement was added to the Special Requirements detailing that a valid driver’s license is required at the time of appointment and as a condition of continuing employment. This replaces a similar statement that had been placed at each level in the series.

Both management and agency human resource personnel within the division participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

If approved, the class specification will be effective retroactive to July 1, 2015 which is the effective date of the NPD-19.

POSTING#: 13-16

Effective: 11/06/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.305	Deputy Administrator, Welfare and Supportive Services	45	A		<i>ABOLISHED</i>		

BASIS FOR RECOMMENDATION

During the 2015 Legislative Session, the position of Deputy Administrator, Welfare and Supportive Services was moved from the classified to the unclassified system and a proper code of U4116 was established. Based on information provided by the Division of Welfare and Supportive Services, Human Resource Management determined that the position is vacant, will no longer be utilized, and should be abolished.

The Division of Welfare and Supportive Services supports abolishing the class specification.

POSTING#: 14-16
Effective: 12/02/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>NEW</i>			<i>1.413</i>	<i>Weights & Measures Assistant (Seasonal)</i>	<i>22</i>	<i>E</i>

BASIS FOR RECOMMENDATION

As a result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Department of Agriculture - Consumer Equitability and the Division of Human Resource Management, it was determined that a new class specification be created for seasonal staff that assist Weights & Measures Inspector's with assigned tasks.

Under close supervision of a Weights & Measures Inspector, the Weights & Measures Assistant will perform unskilled tasks associated with inspection and certification of all commercial weighing and measuring devices and sampling gasoline and diesel fuel quality in order to protect the economic interests of consumers and merchants in the State.

In reviewing the job duties and responsibilities, it was determined that a grade 22 was warranted as the duties, responsibilities and minimum qualifications, while not exact, are similar to the Conservation Aid II/III, 1.791/1.790, grade 21/23; Agriculture Inspector I/II, 1.135/1.139, grade 21/23; Field Assistant I, 1.611, grade 22; Park Aid II (Seasonal), 1.955, grade 21; Park Ranger Technician I (Seasonal), 1.928, grade 23; Facility Attendant, 9.637, grade 21; and Custodial Worker I/II, 9.634/9.631, grade 21/23. The preponderance of duties allows for this class to be assigned to the Agriculture & Conservation Occupational Group, Weights & Measures subgroup. As this position performs some of the duties of a technician in a supportive role, this class will be assigned to the following EEO-4 category: E – Para-Professional

Both management and agency human resource personnel within the division participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

POSTING#: 15-16

Effective: 12/07/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.411	Deputy Administrator, Forestry	44	A	<i>7.411</i>	<i>Deputy Administrator, Forestry</i>	<i>44</i>	<i>A</i>

BASIS FOR RECOMMENDATION

As a result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Division of Forestry and the Division of Human Resource Management, it was determined that the class specifications for the Deputy Administrator, Forestry should be amended to account for differing specialty areas of Fiscal Management and Operations Management.

As a result of these changes, the class concept for the Deputy Administrator Forestry was modified to add representative duties specific to a singular Fiscal Management position and singular Operations Management position. The position assigned to Fiscal Management will function as the Division's Chief Financial Officer and the position assigned to Operations Management will provide administrative oversight to ensure continuity and coordination of fire and resource management.

The Education & Experience and the Knowledge, Skills and Abilities were modified to reflect specific minimum requirements for each specialty area. Also, an Informational Note was added to indicate the position assigned to perform either Fiscal or Operations Management duties would be identified at the time of recruitment and applicants would be required to meet the minimum qualifications of the identified assignment.

Both management and agency human resource personnel within the division participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

POSTING#: 16-16

Effective: 12/09/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
11.405	Insurance Regulation Liaison	42	A	<i>11.405</i>	<i>Insurance Regulation Liaison</i>	<i>42</i>	<i>A</i>

BASIS FOR RECOMMENDATION

As a result of a request from the Department of Business & Industry, Division of Insurance, and in conjunction with Subject Matter Experts (SMEs) from the agency and the Recruitment Unit, Human Resource Management recommends revisions to the Insurance Regulation Liaison class specification. The duty statements have been updated to reflect current duties performed by the incumbent. Additionally, the knowledge, skills and abilities have been updated to more accurately describe the knowledge, skills and abilities required to perform the duties outlined. The minimum qualifications have also been updated to specify the relevant experience required. Also, the equivalencies pertaining to a law degree, master's degree and professional certifications have been removed from the minimum qualifications. These requirements are more appropriately designated as Informational Notes.

Under general direction of the Commissioner of Insurance, the Insurance Regulation Liaison coordinates, reviews and controls major technical projects of the Division of Insurance related to the following areas: consumer services, life and health, property and casualty, captive insurers, self-insurance for worker's compensation and producer licensing; and plan and direct other areas of insurance regulation as assigned by the Commissioner. The incumbent works in conjunction with Deputies and Section Chiefs to coordinate projects as assigned by the Commissioner; formulates policies and plans; drafts laws and regulations, bulletins and orders; responds to requests from the public, the insurance industry, other regulatory agencies, and the Legislature; makes recommendations regarding future procedures, plans, directives, legislation and regulations; represents the division by appearing as an official representative; and presents testimony or confers at governmental and public forums including the Legislature, public hearings, private meetings, regulatory meetings with licensees or other regulators, and with the NAIC (National Association of Insurance Commissioners). Additionally, the incumbent analyzes industry data, surveys and reports, including financial statements of insurers and other licensees, budget records of the division, rates and form filings, statistics related to those reports and surveys, examination reports of insurers, legal documents such as articles of incorporation, by-laws, orders, contracts, policies and similar documents to ensure compliance with Title 57 of NRS and the procedures of the division; drafts documents, including contracts, memoranda, opinions, orders, bulletins, regulations, proposed legislation; and technical reports for use by the Commissioner, other staff members, members of the public or other state or federal agencies, to ensure the completion of the goals and programs of the division and to further the regulation of insurance pursuant to Title 57 of NRS.

During this review, Human Resource Management worked closely with staff from the Division of Insurance who assisted in revising this classification and supports the changes.

POSTING#: 17-16

Effective: 12/09/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.135	Mental Health Counselor V	43*	B	<i>10.135</i>	<i>Mental Health Counselor V</i>	<i>43*</i>	<i>B</i>
10.137	Mental Health Counselor IV	41*	B	<i>10.137</i>	<i>Mental Health Counselor IV</i>	<i>41*</i>	<i>B</i>
10.138	Mental Health Counselor III	39*	B	<i>10.138</i>	<i>Mental Health Counselor III</i>	<i>39*</i>	<i>B</i>
10.139	Mental Health Counselor II	37*	B	<i>10.139</i>	<i>Mental Health Counselor II</i>	<i>37*</i>	<i>B</i>
10.141	Mental Health Counselor I	35*	B	<i>10.141</i>	<i>Mental Health Counselor I</i>	<i>35*</i>	<i>B</i>

* Reflects a 2-grade, special salary adjustment granted by the 2007 Legislature to improve recruitment and retention.

BASIS FOR RECOMMENDATION

Human Resource Management recommends revisions to Mental Health Counselor series to include the designation of "Qualified Intellectual Disabilities Professional" in Special Requirements. Updates were also made to maintain consistency with formatting and language.

Mental Health Counselors provide counseling, case management, direct clinical services, program development, policy implementation, community and home based services, and behavioral and human services to mentally ill, mentally retarded and/or emotionally disturbed clients in an outpatient, residential, community or similar setting. Incumbents conduct appraisals and assessments through interviews with the client, family members and community systems, personal observations, communication with clinicians and representatives of community agencies and organizations; conduct or participate in treatment planning; provide individual, family and group counseling and consultative services to clients, their families and support systems; utilizing a broad array of intervention techniques required to effectively address client problems, which may include multiple psychosocial problems within the family unit; utilize a family and community systems approach to develop and implement treatment; and develop and implement after care plans. They also prepare documentation and reports to appraise the court or similar systems; review client charts, discuss client treatment at case staffings, or make case presentations; refer clients to other agencies and organizations and identify resources based on client needs; and provide crisis intervention. Additionally, they coordinate housing arrangements and write service contracts according to established procedures; develop formal training programs for agency staff and service providers by researching appropriate topics or training materials; plan and coordinate new and continuing program development activities by conducting needs assessments; and provide clinical supervision of student interns, residents, and volunteers as assigned.

Agencies utilizing these classifications support the changes.

POSTING#: 18-16
Effective: 12/10/15

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.133	Developmental Specialist IV	37	B	<i>10.133</i>	<i>Developmental Specialist IV</i>	<i>37</i>	<i>B</i>
10.140	Developmental Specialist III	35	B	<i>10.140</i>	<i>Developmental Specialist III</i>	<i>35</i>	<i>B</i>
10.147	Developmental Specialist II	33	B	<i>10.147</i>	<i>Developmental Specialist II</i>	<i>33</i>	<i>B</i>
10.149	Developmental Specialist I	31	B	<i>10.149</i>	<i>Developmental Specialist I</i>	<i>31</i>	<i>B</i>

BASIS FOR RECOMMENDATION

At the request of the Department of Health and Human Services, Aging and Disability Services Division, Human Resource Management recommends revisions to Developmental Specialist series to reflect the change from the designation of “Qualified Mental Retardation Professional” to “Qualified Intellectual Disabilities Professional.” Additionally, the Nevada Individuals with Disabilities Education Act (IDEA) Part C office will be offering certification comparable to the existing Early Childhood Special Education issued by the Nevada Department of Education, and this is now outlined in the Special Requirements. Updates were also made to maintain consistency with formatting and language.

Developmental Specialists provide individual and group clinical, developmental and support services for individuals of all ages who have, or who may be at risk for, developmental delays, developmental disabilities intellectual disabilities or related conditions, and social, emotional and/or behavioral disorders. Incumbents develop and implement programs and treatment and service plans, provide direct services and case management develop financial and community resources, and provide education, information and technical assistance to family members, other agencies and service providers regarding human growth and development. Incumbents assess individuals using appropriate assessment tools to evaluate and determine eligibility for services, program planning, and individual and family needs; establish a base line and document progress in meeting objectives; develop treatment and service plans by interviewing the individual, family members, and care providers; implement treatment and service plans to support and strengthen family/care provider functioning. They also provide case management services; develop external resources required to achieve identified treatment/service objectives; identify funding sources and participate in writing grant proposals to expand services; and conduct home visits; negotiate and write contracts for housing, in-home and other services; monitor providers to ensure services are provided; monitor quality of the living environment; train care providers as necessary; review billing forms for accuracy of services provided. Additionally, they supervise lower level professional, paraprofessional and support staff, teachers, university students and volunteers as assigned.

Agencies utilizing these classifications support the changes.