



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**PERSONNEL COMMISSION**

**Meeting Notice - REVISED**

**DATE:** Friday, June 21, 2019

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

<b>LOCATION:</b>	State Library and Archives	Grant Sawyer Building
	100 N. Stewart Street	555 E. Washington Ave.
	Room 110	Room 1400
	Carson City, Nevada 89701	Las Vegas, NV 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 Meeting Dated March 15, 2019..... 5-13**
- FOR POSSIBLE ACTION IV. **Prohibitions and Penalties: Discussion and Approval of Specific Activities Considered Inconsistent, Incompatible or in Conflict with Employees' Duties and the Process of Progressive Discipline..... 14-71**

A. Department of Corrections

- B. Office of the Military
- FOR POSSIBLE ACTION**      **V. Discussion and Approval of Removal of Classes or Positions Approved for Pre-employment Screening for Controlled Substances and Revisions to Class Specifications..... 72-88**
- A. The Department of Motor Vehicles requests the removal of the following positions from the list approved for pre-employment screening for controlled substances:
- 7.647 Program Officer II, PCN: CC4019
  - 11.354 Supervisory Compliance Investigator, PCN: WF8508
  - 11.358 Compliance Investigator II, PCN: RE4079, RE8018, RE8025, RE8026, RE8028
- FOR POSSIBLE ACTION**      **VI. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions or Abolishment..... 89-110**
- A. Fiscal Management & Staff Services
1. Subgroup: Public Information
    - a. 7.815 Photographer Series
    - b. 7.817 Publications Writer
    - c. 7.832 Exhibits Manager Series
- B. Mechanical & Construction Trades
1. Subgroup: Semi-Skilled General Labor
    - a. 9.491 Temporary Aid Series
  2. Subgroup: Graphics, Printing & Reproduction
    - a. 9.722 Camera/Plate Processing Technician
    - b. 9.723 Photographic Lab Technician Series
- INFORMATIONAL ITEM**      **VII. Status of Department of Motor Vehicles Classification Appeal Regarding Management Analyst II – PCN: 4103**
- FOR POSSIBLE ACTION**      **VIII. Contested Classification Specification Review – Associate Warden Class..... 110a – 110i**
- Posting #25-19
  - 12.553 Associate Warden Class
- INFORMATIONAL ITEM**      **IX. Report of Uncontested Classification Plan Changes Not Requiring Personnel Commission Approval per NRS 284.160..... 111-120**
- The following items were posted for at least 20 working days. No written objections were received by the Administrator before the end of the posting period; therefore the changes automatically went into effect.
- Posting: #18-19
  - 3.505 Driver - Shuttle Bus Series
  - Posting: #19-19
  - 9.631 Custodial Worker Series
  - Posting: #20-19

10.613 Therapeutic Recreation Specialist Series  
 Posting: #21-19  
 10.545 Environmental Scientist Series  
 Posting: #22-19  
 2.131 Student Worker Series  
 Posting: #23-19  
 6.343 GIS Analyst Series  
 (formerly known as Transportation GIS Series)  
 Posting: #24-19  
 7.605 Investment Analyst Series  
 Posting: #26-19  
 12.346 Adult Rights Series  
 (formerly known as Elder Rights Series)

- INFORMATIONAL ITEM**
- X. 2019 Legislation Affecting State Employees and DHRM Budget**
  - XI. Discussion and Announcement of Dates for Upcoming Meetings. Next Meeting Scheduled for September 20, 2019.**
  - XII. Commission Comments**
  - XIII. 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)
  - XIV. Adjournment**

Supporting material for this meeting is available at the Division of Human Resource Management at 209 E. Musser Street, Suite 101, 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/](http://hr.nv.gov/Boards/PersonnelCommission/Personnel_Commission_-_Meetings/). To obtain a copy of the supporting material, you may contact Carrie Lee at (775) 684-0131 or [carrie.lee@admin.nv.gov](mailto:carrie.lee@admin.nv.gov).

Inquiries regarding the items scheduled for this Commission meeting may be made to Frank Richardson at (775) 684-0105 or [frichardson@admin.nv.gov](mailto:frichardson@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 209 E. Musser Street, Suite 101, Carson City, Nevada, 89701, no less than (5) five working days prior to the meeting.

Persons who wish to receive notice of meetings must subscribe to the Division of Human Resource Management LISTSERV HR Memorandums which can be found on the following webpage: [http://hr.nv.gov/Services/HRM\\_Email\\_Subscription\\_Management/](http://hr.nv.gov/Services/HRM_Email_Subscription_Management/). If you do not wish to subscribe to LISTSERV and wish to receive notice of meetings, you must request to receive meeting notices and renew the request every 6 months thereafter per NRS 241.020(3)(c) which states in part, "A request for notice lapses 6 months after it is made." Please contact Carrie Lee at (775) 684-0131 or [carrie.lee@admin.nv.gov](mailto:carrie.lee@admin.nv.gov) to make such requests.

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

**Carson City**

Blasdel Building, 209 East Musser Street  
 Nevada State Library, Archives and Public Records, 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](http://www.hr.nv.gov)

**Las Vegas**

Grant Sawyer Building, 555 East Washington Avenue

**STATE OF NEVADA  
PERSONNEL COMMISSION**

Held at the Nevada State Library and Archives, 100 N. Stewart Street, Room 110, Carson City; and via video conference in Las Vegas at the Grant Sawyer Building, Room 1400, 555 East Washington Avenue.

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**MEETING MINUTES  
March 15, 2019  
Subject to Approval**

**COMMISSIONERS PRESENT  
IN CARSON CITY:**

Ms. Katherine Fox, Chairperson  
Ms. Patricia Hurley, Commissioner

**COMMISSIONERS PRESENT  
IN LAS VEGAS:**

Mr. Gary Mauger, Commissioner  
Mr. Andreas Spurlock, Commissioner  
Mr. David Sanchez, Commissioner

**STAFF PRESENT IN CARSON CITY:**

Mr. Peter Long, Administrator, Division of Human Resource Management  
(DHRM)  
Ms. Beverly Ghan, Deputy Administrator, DHRM  
Mr. Frank Richardson, Deputy Administrator, DHRM  
Ms. Michelle Garton, Supervisory Personnel Analyst, DHRM  
Ms. Carrie Hughes, Personnel Analyst, DHRM

**STAFF PRESENT IN LAS VEGAS:**

Ms. Heather Dapice, Supervisory Personnel Analyst, DHRM

**I. CALL TO ORDER, WELCOME, ROLL CALL, ANNOUNCEMENTS**

**Chairperson Fox:** Opened the meeting at approximately 9:00 a.m. She welcomed everyone and took roll.

**II. PUBLIC COMMENT**

**Chairperson Fox:** Advised that 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 under NRS 241.020. She asked if there were any public comments; there were none.

**III. APPROVAL OF MINUTES OF PREVIOUS MEETING DATED DECEMBER 7, 2018 – Action Item**

MOTION: Moved to approve minutes of the December 7, 2018, meeting.  
BY: Commissioner Sanchez  
SECOND: Commissioner Hurley  
VOTE: The vote was in favor of the motion with Commissioner Mauger abstaining.

**IV. DISCUSSION AND APPROVAL OF PROPOSED REGULATIONS CHANGES TO NEVADA ADMINISTRATIVE CODE, CHAPTER 284 – Action Item**

- A. LCB File No. R057-18
  - Section 1. NAC 284.470 Preparation, filing, contents, discussion and distribution of reports; powers and duties of employees; review; adjustment of grievances.

- Sec. 2. NAC 284.678 Submission, form and contents of grievance; informal discussions.
- Sec. 3. NAC 284.690 Filing of grievance with highest administrator of department; action by highest administrator.
- Sec. 4. NAC 284.693 Removal of ineligible request for adjustment of grievance or complaint from procedure; notice; appeal.
- Sec. 5. NAC 284.097, 284.474 and 284.478 are hereby repealed.

**Michelle Garton:** Supervisory Personnel Analyst with the Division of Human Resource Management’s Consultation and Accountability Unit, presented the regulation amendments contained in LCB File No. R057-18. Included in Section 1 are several housekeeping changes to make consistent several terms and phrases such as “prepare” as the person who prepared the report may or may not be the employee’s supervisor. In addition, the amendments in this section remove the reference to reviewing officer and provide 20 days for an appointing authority to respond to an employee’s request for review of a report on performance. An appointing authority may certainly delegate this task of preparing the response, and the removal of the term “reviewing officer” is to reduce that confusion. The amendments address the procedure to complete the report on performance by an employee, including how they are to request a review on that report on performance. Finally, the methods by which an agency may transmit a report on performance in the event that the employee is unavailable has been expanded. The intent is to modernize the methods of transmittal by allowing methods other than mail, including electronic mail or a delivery service; however, delivery by social media is excluded. The initial proposed amendments to this regulation would have limited an employee’s ability to file a grievance regarding a report on performance only if the report on performance rating was substandard. After much discussion and work on the amendments, this limitation was removed and is not being proposed with this LCB File.

The amendments in Section 2 of this regulation make conforming changes by bringing the terminology into alignment with NAC 284.470, including the removal of the term “reviewing officer.” The amendments to NAC 284.690 in Section 3 also make conforming changes based on NAC 284.470.

The definition of grievance in NAC 284.658 requires that the perceived injustice must arise out of the employee/employer relationship. NAC 284.458 outlines that an employee serving a trial period may not file a grievance. The amendment to NAC 284.693 in Section 4 provides the authority to the Division of Human Resource Management to remove a grievance from the grievance process that has been inappropriately filed based on NAC 284.658 and 284.458.

Section 5 repeals NAC 284.097, 284.474 and 284.478 as the defining term “reviewing officer” is being removed from Chapter 284 of the Nevada Administrative Code. The repeal of NAC 284.474 and 284.478 are appropriate because the requirement that the employee must receive a copy of the report on performance and the ability for an employee to grieve a contested report on performance are now addressed in NAC 284.470.

**Commissioner Mauger:** Asked if there were any concerns or comments from employee groups about these proposed changes.

**Michelle Garton:** Replied Kevin Ranft from AFSCME was concerned about the limitation of a grievance related to a report on performance only if it is substandard. That concept has been removed from the LCB File.

MOTION: Moved to approve LCB File No. R057-18.  
 BY: Chairperson Fox  
 SECOND: Commissioner Sanchez  
 VOTE: The vote was unanimous in favor of the motion.

**V. DISCUSSION AND APPROVAL OF ADDITION OR REMOVAL OF CLASSES OR POSITIONS APPROVED FOR PRE-EMPLOYMENT SCREENING FOR CONTROLLED SUBSTANCES AND REVISIONS TO CLASS SPECIFICATIONS – Action Item**

**Chairperson Fox:** Stated the Commissioners would hear V-A first, entertain a motion, and so on.

- A. The Nevada System of Higher Education requests the addition of the following positions to the list approved for pre-employment screening for controlled substances:

3.504 Driver, Shuttle Bus II, PCN: All

**Carrie Hughes:** Personnel Analyst with the Division of Human Resource Management, presented Agenda Item V-A. The Nevada System of Higher Education, Business Center North, is requesting the addition of the requirement of pre-employment screening for controlled substances for all of their positions in class code 3.504, Driver, Shuttle Bus II. Business Center North is requesting these positions be added in part due to the incumbents driving buses in areas with high vehicle and pedestrian traffic. Additionally, due to the type of vehicle driven, incumbents are required to hold a commercial driver's license which subjects them to federally regulated controlled substance testing.

**Commissioner Sanchez:** Disclosed he was employed by the Nevada System of Higher Education as an adjunct instructor at the College of Southern Nevada and asked if voting would be a conflict of interest.

**Deputy Attorney General Tiffany Breinig:** Answered in the negative.

MOTION: Moved to approve Item V-A.  
BY: Commissioner Mauger  
SECOND: Commissioner Hurley  
VOTE: The vote was unanimous in favor of the motion.

V-B. The Department of Public Safety requests the addition of the following positions to the list approved for pre-employment screening for controlled substances:

2.210 Administrative Assistant IV, PCN: 4709-9018, 4709-9019  
2.211 Administrative Assistant III, PCN: 4709-9016, 4709-9017  
7.624 Management Analyst III, PCN: 4709-9015

**Carrie Hughes:** The Department of Public Safety is requesting the addition of the requirement of pre-employment screening for controlled substances for the positions listed in Agenda Item V-B. The Department is requesting the Management Analyst position be added because the incumbent will be exposed to federal and state criminal justice information. The Department is requesting the Administrative Assistant III and IV positions be added as they will utilize databases with criminal history personally identifiable information.

**Commissioner Sanchez:** Asked if State employees who are drug tested and show signs of marijuana are rejected or accepted in terms of testing.

**Peter Long:** Replied if an applicant tests positive for marijuana in their system, they could be rejected from pre-employment screening. We do not have a test right now that tests for under the influence, simply the presence of.

**Carrie Hughes:** Added DHRM's current direction to agencies is that pre-employment tests that test positive for marijuana is a positive test and should be treated as such.

**Commissioner Sanchez:** Stated the reason he asked was because there is a proposed bill, AB132, that will prohibit employees from being rejected because of testing positive for marijuana.

**Peter Long:** Indicated if that bill passes, DHRM would have to review the bill to determine if it would override the public safety issue; these positions are specifically being tested for public safety purposes versus general employment.

**Commissioner Sanchez:** Mentioned AB132 would also disallow employers from using personality tests for personnel selection and asked Mr. Long to track that for the Commission.

**Peter Long:** Responded if the bill does pass, DHRM would advise agencies they should not do that, which would be part of the interview process, not part of DHRM's testing process in order to certify them on to lists.

**Commissioner Sanchez:** Asked if any departments or divisions were currently using personality tests for personnel selection?

**Peter Long:** Responded to the best of his knowledge there were none.

**Commissioner Spurlock:** The job description for the Management Analyst states the position is responsible for implementing the new sexual assault forensic evidence, or safe kit, tracking and reporting system. Upon completion of the program implementation, additional programs will be assigned to the incumbent for implementation, with the programs exposing the incumbent to State and federal criminal justice information. Is the Management Analyst actually processing or analyzing the kits or interpreting results?

**Mindy McKay:** Current Acting Division Administrator of the Department of Public Safety, Records, Communications and Compliance Division, answered in the negative; the Management Analyst III does not actually process or analyze the kits. The kits are processed and analyzed by a medical examiner. This Management Analyst III position will be managing the statewide tracking and reporting program to ensure agencies are taking, processing and transporting safe kits and making them available to victims or survivors within the timeframes established by law. Twice a year the Management Analyst III will create and provide reports to the Governor's Office and Legislative Counsel Bureau. Eventually the position will take over other programs in the Division and have access to criminal justice and victim information. There are two other Management Analyst III positions, and all those Management Analyst IIIs act as back up for each other, with respect to all the programs within the Records Bureau. All go through pre-employment screening for controlled substances.

MOTION: Moved to approve Item V-B.  
BY: Commissioner Hurley  
SECOND: Chairperson Fox  
VOTE: The vote was unanimous in favor of the motion.

**Chairperson Fox:** Advised that Item V-C had been withdrawn by the Department of Transportation, so the next item for possible action was V-D.

V-D. The Division of Human Resource Management requests approval of a class specification change to include the requirement of pre-employment screening for controlled substances for some positions in the following class codes:

3.530 Transportation and Safety Attendant III; PCN: All  
3.535 Transportation and Safety Attendant II, PCN: All  
3.540 Transportation and Safety Attendant I, PCN: All

**Carrie Hughes:** Stated the Division of Human Resource Management is requesting approval of a revision to the specification of a Transportation and Safety Attendant class series to conform the specification to the position's previous approval of pre-employment screening for controlled substances for some positions in this class series.

MOTION: Moved to approve Item V-D.  
BY: Commissioner Sanchez  
SECOND: Chairperson Fox  
VOTE: The vote was unanimous in favor of the motion.

## **VI. DISCUSSION AND APPROVAL OR DENIAL OF AGENCY CLASSIFICATION APPEAL – Action Item**

Management Analyst II – PCN: 4103  
Department of Motor Vehicles

**Mark Froese:** IT Administrator for the Department of Motor Vehicles introduced himself.

**Peter Long:** Provided some background. When the reclassification request was originally received, DHRM reviewed the position and determined there had been no significant change and the agency was provided a letter noting that. The agency appealed, which was their right, and asked DHRM to compare this position with some other positions in their Division that they felt were performing a similar level of duties and responsibilities. The positions that were

requested to be used for comparison purposes were Management Analyst IIIs, but the only documentation we could find as to how they got to Management Analyst IIIs was through a budget process in 1999. We were unable to find if those positions had ever been reviewed by DHRM to determine that the Management Analyst III class was appropriate based on the duties being performed. The Budget Office has no documentation, and there is no documentation that shows that the positions requested to be compared at the Management Analyst III level should be at the Management Analyst III level. The Commission could, pursuant to NAC 284.130, request that the agency provide NPD-19s to DHRM to study all the positions to see if they are appropriately classified. If the study determined the incumbents in those positions were inappropriately classified and the positions were reclassified downward based on a study, they would have a retained rate for up to four years, so their compensation would not be immediately affected.

**Commissioner Spurlock:** Asked what is the number of other MA IIIs in that Division that would be the comparison list.

**Peter Long:** Replied there are six positions in that Division, one of which we did upgrade from a Management Analyst II to a III based on a study conducted in 2011. There was another position that was downgraded from a Program Manager to a Management Analyst III from a study in 2005. There are four positions that appear to have been upgraded through the budget process without studies.

**Commissioner Spurlock:** Stated it really has more to do with potential impact long-term and how much work might be involved with any kind of relook. To summarize, there are six MA IIIs, two-thirds of which cannot be accounted for how they got to be MA IIIs and we can account for one-third of them with one upgrade and one downgrade.

**Peter Long:** Responded in 1999, DHRM was not following the process we're following now. Two legislative sessions ago, agencies were directed by the Governor's Finance Office that before they could include requests for reclassification in their budgets DHRM had to do an initial review to determine that the requests were appropriate. So the work is done at the front end instead of the back end, and the Budget Office feels that provides a more appropriate submittal in the budget. In the past, we did not review these until budgets had been approved and then they had to submit the reclassification request.

**Chairperson Fox:** Advised the Commission they had a couple of options to consider. One would be to hear the classification appeal by Mr. Froese, and the other would be to entertain a motion to review all the Management Analyst job classes in this area to have a better understanding of the nature and the level of the work to assist in ensuring that the positions are properly classed.

**Commissioner Hurley:** Stated they should opt to review the four Management Analyst positions to see if they were reclassified properly in 1999.

MOTION: Moved, pursuant to NAC 284.130, to request the agency to provide NPD-19s to the Division of Human Resource Management regarding the four affected Management Analyst positions to review that the positions were properly reclassified in 1999.

BY: Commissioner Hurley

SECOND: Commissioner Sanchez

Before a vote was taken on this motion, the motion was opened up for discussion.

**Commissioner Spurlock:** Asked Mr. Long for the two dates of the upgrade and downgrade.

**Peter Long:** Indicated a Program Manager was downgraded to a Management Analyst III effective January 17, 2005, and a Management Analyst II was upgraded to a Management Analyst III effective July 18, 2011.

**Commissioner Spurlock:** Stated there are different ways job responsibilities change, how jobs are classified, and how they are often budget-based. He would vote for all six positions to be looked at. They could all be upgraded, downgraded, or stay the same.

**Mark Froese:** Replied he was not aware there were six positions. When DMV was doing their analysis and the back and forth appeal process, they were wanting to use the other MA IIIs in the Department as comparisons because the

workload in those areas was comparable to the workloads and the complexities in the Division.

**Chairperson Fox:** Reminded the Commission that there was a motion and a second on the floor. The original motion was to not hear the classification appeal today and to direct the Division of Human Resource Management to work with the Department of Motor Vehicles in regard to having NPD19s completed for four other Management Analyst job classes. She called for the vote with the understanding that the Commission could then make a new motion.

VOTE: The vote was unanimous against the motion.

**Chairperson Fox:** Indicated before they enter a new motion, the other option that Administrator Long offered for the Commission's consideration is the Department of Motor Vehicles could withdraw the classification appeal today. If that were to happen then everything would go away.

**Peter Long:** Explained if the Department of Motor Vehicles withdrew their appeal, there would be no grounds to do a study on the other four positions because we are not having to use a comparison of those with the current position under review.

**Mark Froese:** Asked if he could consult with his colleagues before making a decision.

**Chairperson Fox:** Agreed consideration of this agenda item would be postponed for ten minutes.

## VII. DISCUSSION AND APPROVAL OF PROPOSED CLASS SPECIFICATION MAINTENANCE REVIEW OF CLASSES RECOMMENDED FOR REVISIONS OR ABOLISHMENT – Action Item

- A. Fiscal Management & Staff Services
  - 1. Subgroup: Prop Appraisal, Val & Acquisition
    - a. 7.418 Chief, Division of Assessment Standards
  - 2. Subgroup: Public Information
    - a. 7.800 Executive Secretary, Nevada Commission on Off-Highway Vehicles (OHV)
    - b. 7.805 Marketing Coordinator
    - c. 7.850 Sales & Promotion Representative Series

**Heather Dapice:** Supervisory Personnel Analyst with the Compensation, Classification and Recruitment Section of the Division of Human Resource Management, presented the recommendation for abolishment of the Chief, Division of Assessment Standards, from Fiscal Management & Staff Services, Subgroup: Property Appraisal, Valuation & Acquisition. In consultation with management at the Nevada Department of Taxation, it was determined that this series is not currently being utilized and will not be used in the future as it has been replaced with an unclassified Deputy Director. As such, it is recommended that this class be abolished effective this date. Moving on to Item VII-A-2-a, Executive Secretary, Nevada Commission on Off-Highway Vehicles, from the Subgroup: Public Information. In consultation with the Department of Conservation and Natural Resources it is recommended that this class also be abolished effective this date as this class will no longer be utilized due to it being reclassified to a Management Analyst.

Continuing on to Item VII-A-2-b, Marketing Coordinator. As part of the biennial class specification review process, a review was conducted on the Marketing Coordinator class. In consultation with subject matter experts from multiple agencies, it was determined that the concepts, minimum qualifications, knowledge, skills and ability were consistent with current expectations. However, minor revisions were made to the education and experience section of the minimum qualifications to maintain consistency with formatting and structure.

As part of the biennial class specification maintenance review process, a review was conducted on the Sales & Promotion Representative Series, Agenda Item VII-A-2-c. Subject matter experts from the Nevada System of Higher Education, and the Museums and History Divisions have recommended that specific verbiage be included in the series concept to account for specific duties and responsibilities allocated to these two disparate agencies. As a result, the class concept for the Sales & Promotion Representative II was modified, as well as the entry-level knowledge, skills and abilities, to reflect the addition of these duties. Furthermore, minor changes were made to the minimum

qualifications to remain consistent with formatting and structure. Through the course of these studies, management and agency staff participated in the review process and they support these recommendations. We respectfully request that the Personnel Commission approve abolishment of the Chief Division of Assessment Standards and the Executive Secretary, Nevada Commission on Off-Highway Vehicles and the recommended changes to the Marketing Coordinator and Sales & Promotion Representative Series, effective this date.

MOTION: Moved to approve Items VII-A-1 and VII-A-2.  
BY: Commissioner Sanchez  
SECOND: Chairperson Fox  
VOTE: The vote was unanimous in favor of the motion.

- B. Mechanical & Construction Trades
  - 1. Subgroup: Skilled Trades and Allied
    - a. 9.402 Piano Technician
    - b. 9.455 Railroad Restoration Specialist Series
    - c. 9.471 Theater Technician Series
  - 2. Subgroup: Graphics, Printing & Reproduction
    - a. 9.718 Microfilm/Imaging Laboratory Technician
    - b. 9.729 Microfilm/Scanner Operator Series

**Heather Dapice:** Presented the recommended changes to the Mechanical & Construction Trades, Subgroup: Skilled Trades and Allied, for the Piano Technician, Railroad Restoration Specialist and Theater Technician Series as part of the biennial class specification review process. After consulting with subject matter experts from the Nevada System of Higher Education, University Nevada, Las Vegas, regarding Item VII-B-1-a Piano Technician, it was determined that the concepts, minimum qualifications, knowledge, skills and abilities are consistent with current expectations that no changes to the class specification are necessary at this time.

Regarding Item VII-B-1-b, Railroad Restoration Specialist Series, in consultation with subject matter experts from the State Railroad Museum it was determined that the class concept for Railroad Restoration Specialist I be clarified that while it is entry-level, positions perform duties on a more limited basis and may be permanently allocated to this level with no added progression to the next level. In addition, minor changes were made to the minimum qualifications to clarify experience required, establish equivalencies and to remain consistent with formatting and structure.

After consulting with subject matter experts from the Nevada System of Higher Education regarding Item VII-B-1-c Theater Technician Series, it was determined that minor revisions be made to the class concepts to clarify duties performed, equipment used and supervision exercised. Additional changes were made to the minimum qualifications to account for these changes and again, to maintain consistency with formatting and structure.

Regarding Item VII-B-2-a, Subgroup: Graphics, Printing & Reproduction, Microfilm/Imaging Laboratory Technician, in consultation with subject matter experts from the State Library and Archives, Public Records Division and the Division of Human Resource Management's EEO Unit, it is recommended that revisions be made to the EEO code, series title, series concept and minimum qualifications to update occupational language and to reflect current methods and practices being utilized.

Next Item, VII-B-2-b, Microfilm/Scanner Operator Series. Again, in consultation with subject matter experts from the State Library and Archives, Public Records Division and the EEO Unit within the Division of Human Resource Management, it was recommended that revisions be made to the EEO code, series title, series concept, and minimum qualifications to update occupational language and to reflect current methods and practices being utilized. Through the course of these studies, management and agency staff participated in the review process and they support these recommendations.

MOTION: Moved to approve Items VII-B-1 and VII-B-2.  
BY: Chairperson Fox  
SECOND: Commissioner Hurley  
VOTE: The vote was unanimous in favor of the motion.

**VIII. REPORT OF UNCONTESTED CLASSIFICATION PLAN CHANGES NOT REQUIRING PERSONNEL COMMISSION APPROVAL PER NRS 284.160**

Posting: #11-19  
12.324 Food Distribution Specialist Series  
Posting: #12-19  
12.435 Veterans Services Representative Series  
Posting: #13-19  
10.229 Mid-Level Medical Practitioner  
Posting: #14-19  
6.806 Administrator, Division of Planning  
Posting: #15-19  
9.631 Custodial Worker Series  
Posting: #16-19  
9.751 License Plate Production Technician Series

**Chairperson Fox:** Stated Item VIII was an informational item.

**IX. UPDATE REGARDING THE PRE-DISCIPLINARY REVIEW PROCESS**

**Chairperson Fox:** Indicated this, too, was an informational item. She had asked for a report on how the pre-disciplinary review process was working and this was the data. You can get and have a good dialogue between management and the employee in a pre-disciplinary process and there are fewer appeals or challenges because you are having an opportunity for a face-to-face conversation.

**X. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS. NEXT MEETING SCHEDULED FOR JUNE 21, 2019.**

**Chairperson Fox:** The next meeting is scheduled for June 21, 2019, with the possibility of an additional meeting to consider emergency regulations also occurring on that date.

After deliberation, it was decided the September meeting is tentatively scheduled for September 20, 2019.

**XI. COMMISSION COMMENTS**

There were no Commission comments.

**Chairperson Fox:** Advised DMV needed a few more minutes to confer, therefore the Commission will be in a brief recess.

**RECALL VI. DISCUSSION AND APPROVAL OR DENIAL OF AGENCY CLASSIFICATION APPEAL**

**Chairperson Fox:** Reconvened the meeting and reminded everyone they had one motion that failed. Before they entertained another motion, the Commission wanted the Department of Motor Vehicles to have the opportunity to withdraw the appeal if they chose and they are under no obligation to do so.

**Mark Froese:** Advised he would not be withdrawing his appeal. Within the DMV, there are seven divisions in addition to the Director's Office, with Management Analysts that are responsible for budget duties.

**Chairperson Fox:** Entertained a motion.

MOTION: Moved, pursuant to NAC 284.130, to request the agency to provide NPD-19s to the Division of Human Resource Management for all Management Analysts with these PCNs or positions: PCN WF4010; PCN CC4057; PCN CC4029; PCN CC4024; PCN CC4026; and PCN 0004, or the equivalent if the positions have changed, to ensure that these positions are classified properly before moving forward with the appeal.

BY: Commissioner Hurley

**Commissioner Spurlock:** Suggested that the motion be amended to instruct Mr. Long to look at all other comparable positions he deems necessary; all the management analysts, any other jobs in the Division, Department, and State.

MOTION: Moved to amend the motion to include pursuant to NAC 284.130, to request the agency provide NPD-19s or other materials requested by the Division of Human Resource Management required to review all comparable positions and ensure proper classification.

BY: Commissioner Hurley

SECOND: Chairperson Fox

VOTE: The vote was unanimous in favor of the motion.

**Peter Long:** Indicated he could not guarantee DHRM would have this ready for the next Commission meeting and will get it on the agenda as quickly as possible.

**Mark Froese:** Asked if the DMV would be notified how to proceed.

**Peter Long:** Advised DHRM would reach out to DMV to work through this together.

## **XII. PUBLIC COMMENT**

**Chairperson Fox:** Advised that 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 under NRS 241.020. She asked if there were any public comments.

**Judy Price:** Former Nevada Department of Transportation (NDOT) employee, requested that the Personnel Commission include in NDOT's manual an equal rights specificity of charges that takes the word "sexual" out of "sexual harassment" and have it be "harassment in the work place" so people can get more defense for themselves.

**Chairperson Fox:** Thanked Ms. Price for appearing before the Commissioners and clarified they cannot take any action on public comments.

## **XIII. ADJOURNMENT**

**Chairperson Fox:** Adjourned the meeting.

**FOR DISCUSSION AND POSSIBLE ACTION**

**Prohibitions and Penalties**

In accordance with NAC 284.742, an agency shall identify specific activities considered inconsistent, incompatible or in conflict with employees' duties and penalties for such. These Prohibitions and Penalties are subject to the approval of the Personnel Commission.

**Department of Corrections - DHRM Recommendation**

Until recently, the Department of Corrections administrative regulations (AR's) regarding the administration of disciplinary measures against a State employee, were approved by the Board of State Prison Commissioners consisting of the Governor, the Secretary of State and the Attorney General. In reaction to a recent decision by the Supreme Court of Nevada, the Department of Corrections is submitting new Prohibitions and Penalties to the Personnel Commission incorporating those department disciplinary procedures previously approved by the Board of State Prisons. Input was requested from department employees and employee associations during the revision process of the Department AR's last updated on 8/30/17.

Please note the discipline levels for items ##L-10, N-1, N-3, N-8, O-22, O-23, O-39, O-40, O-41, O-42, R-1, S-7, S-14, T-3, which are **highlighted in yellow**, were elevated to a higher level than all other agencies due to violations of these types could compromise the agency's security and operations. Also, there are prohibitions that are unique to Corrections and appear for the first time before the Commission; most of these are listed in Section O. Otherwise, the items submitted for approval have been reviewed by the Division and are consistent with those already approved by the Commission.

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5500 Snyder Ave.  
Carson City, NV 89701  
(775) 887-3285

Southern Administration  
3955 W. Russell Rd.  
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Steve Sisolak  
*Governor*

James Dzurenda  
*Director*

Christina Leathers  
*Chief of Human Resources*

## State of Nevada Department of Corrections

### PROHIBITIONS AND PENALTIES

A Guide for Classified Employees of the Department of Corrections

As required by NAC 284.742, the following guide identifies activities that are prohibited as inconsistent, incompatible or in conflict with an employee's duties and identifies a range of penalties for various violations. This guide is intended as a supplement to the *Nevada Rules for State Personnel Administration* and does not constitute coverage of all possible violations that could conceivably occur. It is intended to clarify existing rules and regulations and to assist supervisors in taking appropriate corrective discipline action. The penalties identified for the various infractions are merely guidelines and may be applied to a greater or lesser degree than indicated depending on the circumstances and the seriousness of the offense(s). The extent of progressive discipline imposed will be at the Appointing Authority's discretion.

### TYPES OF CORRECTIVE ACTION AND CODE DESCRIPTION

- |    |                          |  |
|----|--------------------------|--|
| 1. | <b>Oral Warning</b>      | Shall be oral and documented.  |
| 2. | <b>Written Reprimand</b> | Form NPD-52  |
| 3. | <b>Suspension</b>        | Not to exceed 30 calendar days. Form NPD-41  |
| 4. | <b>Demotion</b>          | Movement of employee to class having lower grade than class previously held. Form NPD-41 |
| 5. | <b>Dismissal</b>         | Form NPD-41  |

Appropriate disciplinary or corrective action may also be taken for any cause listed in Chapter 284 of the Administrative Code (e.g., NAC 284.646 (Dismissals) and NAC 284.650 (Causes for Disciplinary Action)). If disciplinary action of suspension, demotion or dismissal (code 3, 4 or 5) is recommended for a permanent classified employee, the pre-disciplinary guidelines set forth in NAC 284.656 **must** be followed.

	<b>1<sup>st</sup> OFFENSE</b>	<b>2<sup>nd</sup> OFFENSE</b>	<b>3<sup>rd</sup> OFFENSE</b>
<b>A. ABSENT WITHOUT LEAVE OR ABUSE OF LEAVE PRIVILEGES</b>			
1. Unexcused tardiness.	1,2	2,3	3,4,5
2. Absence without approved leave for three consecutive scheduled working days.	5		
3. Any absence without approved leave short of three consecutive scheduled working days.	2,3,4	3,4,5	5
4. Abuse of sick leave.	2,3	3,4	3,4,5
5. Failure to make proper notification of sick leave.	1,2,3	2,3,4	3,4,5
<b>B. DISCHARGE OF FIREARM DUE TO NEGLIGENCE</b>			
1. Discharge of firearm due to negligence.	2,3	3,4,5	3,4,5
2. Discharge of firearm due to negligence, resulting in substantial injury or damage.	3,4,5	3,4,5	5
<b>C. ALCOHOL ABUSE</b>			
1. Being under the influence of alcohol while on duty or with the intent to report to duty.	3,4,5	5	
2. Purchasing, possessing, or consuming alcohol while in uniform when <i>off</i> duty.	3,4	3,4,5	5
3. Purchasing, possessing, or consuming alcohol while <i>on</i> duty.	3,4,5	3,4,5	5
4. Driving while under the influence of alcohol while on duty.	3,4,5	5	
5. Damaging State property or causing physical/bodily injury while under the influence of alcohol.	4,5	5	
6. Refusal to submit to a lawfully required alcohol test.	5		
<b>D. CONTROLLED SUBSTANCE/DRUGS</b>			
1. Being under the influence of or using a controlled substance and/or drug. while on duty.	3,4,5	5	
2. Refusal to submit to a lawfully required controlled substance/drug test.	5		
3. Driving under the influence of a controlled substance and/or drug while on duty	3,4,5	5	
4. Unlawful manufacture, distribution, dispensing, possession, selling, or use of any controlled substance and/or drug at	5		

his/her workplace premises or while on State business.			
5. Knowingly transporting any person to buy/obtain any illegal controlled substance, and/or drug while on duty.	3,4,5	5	
6. Failure to notify a supervisor after consuming any substance which could impair or interfere with the safe and efficient performance of his/her duties.	3,4,5	5	
<b>E. CRIMINAL MISCONDUCT</b>			
1. Conviction of driving under the influence in violation of NRS 484C.010 et seq. or of any other offense for which driving under the influence is an element of the offense while driving a State vehicle, leased vehicle or a privately owned vehicle while on State business. (See NAC 284.653.)	,5		
2. Conviction of the unlawful manufacture, distribution, dispensing, possession, selling, or use of any controlled substance at employee's premise of workplace or while on State business.	5		
3. Guilty plea of any type (Alford, no contest, etc.) or conviction of a felony, gross misdemeanor, or misdemeanor involving conduct that has an adverse impact upon the agency, tends to bring the agency into public discredit, and/or tends to affect the employee's ability to perform his or her duties efficiently.	3,4,5	5	
4. Reasonable belief that a felony, gross misdemeanor, or misdemeanor has been committed involving conduct that has an adverse impact upon the agency tends to bring the agency into public discredit, and/or tends to affect the employee's ability to perform his or her duties efficiently.	3,4,5	5	
5. Domestic violence conviction. [18 U.S.C.A. §§ 917, 922 (Federal Gun Control Act of 1968) as amended, effective October 1, 1996].	5		
<b>F. DISCOURTESY</b>			
1. Discourteous, unprofessional, or improper remark to or about a co-worker or member of the public.	2,3,4	3,4,5	5
2. Initiating and/or perpetuating malicious rumors regarding fellow employees.	2,3,4	3,4,5	5

<b>G. DISCRIMINATION, SEXUAL HARASSMENT, AND OTHER TITLE VII VIOLATIONS</b>			
1. Discrimination on the basis of race, color, religion, sex, sexual orientation, age, disability, pregnancy, national origin, genetic information, gender identity or expression, domestic relations, or compensation or wages, or any other protected classes or other violations of Title VI and Title VII of the Civil Rights Act or the State Executive Branch Sexual Harassment and Discrimination Policy.	3,5	5	
2. Engaging in sexual harassment as defined in NAC 284, the State Executive Branch Sexual Harassment and Discrimination policy, or NDOC policy against another employee, client, or any other persons in the work place.	2,3,4,5	4,5	5
3. Creating or endorsing a hostile work environment.	2,3,4,5	3,4,5	5
4. Making a discriminatory remark at work or in the work-related environment.	2,3,	3, 4, 5	5
5. Displaying discriminatory photographs, cartoons, jokes, or other comments of a discriminatory nature at work or in the work-related environment.	2,3,4,5	5	5
6. Retaliating against an employee for: 1) complaining about harassment or discrimination; 2) supporting another employee's complaint about harassment or discrimination; 3) disclosing improper governmental action; 4) filing a grievance or appeal; or 5) exercising any employment right protocol under State or Federal law.	2,3,4,5	3,4,5	5
<b>H. DISHONESTY</b>			
1. Theft, misappropriation, or other fraudulent activity involving agency or State funds, property, or resources.	5		
2. Falsification of a timesheet. a) Negligently b) Willfully	a) 1,2,3 b) 3,4,5	a) 3,4,5 b) 5	a) 5
3. Knowingly falsifying any State record or report.	5		
4. Theft of property belonging to another employee, a member of the public, or an inmate.	5		
5. Knowingly making false statement on travel claims.	5		

6. Receiving reimbursement for travel expense(s) through false pretenses.	5		
7. Making a personal profit from State transactions.	5		
8. Accepting or soliciting a bribe or gratuity.	5		
9. Converting found, recovered or seized property to personal use.	3,4,5	5	
<b>I. FALSE OR MISLEADING STATEMENTS</b>			
1. Knowingly providing false or misleading statements, including omissions, either verbally or in written reports or other documents, concerning actions related to the performance of official duties. Or knowingly providing false or misleading statements, including omissions, in response to any question(s) or request(s) for information in any <i>official</i> investigation, interview, hearing, judicial proceeding, or inquiry.	5		
2. Failure to assure factual accounting and record-keeping to prohibit falsification, unauthorized alteration, or destruction of documents, log books, and other records.	5		
<b>J. FRAUD IN SECURING APPOINTMENT</b>			
1. Willful falsification of or omission of material information within an application for employment or promotion, or other personnel forms.	5		
2. Permitting another person to take a portion of the State Service examination for the employee or participating in such an examination for another person.	5		
<b>K. IMPROPER POLITICAL ACTIVITY</b>			
1. Using or promising to use any official authority or influence for the purpose of influencing the vote or political action of any person or for any consideration.	2,3	3,4	3,4,5
2. Engaging in political activity during the hours of an employee's State employment to improve the chances of a political party or a person seeking office, or at any time engaging in political activity to secure a preference for a promotion, transfer, or salary advancement.	2,3	3,4	3,4,5

3. Engaging in any unauthorized political activity, except for expressing an opinion, while on duty, while in uniform, or at public expense.	2,3,4	3,4,5	5
4. Soliciting and/or influencing any employee to engage or not engage in any political activities with direct or indirect use of any threat, intimidation, or coercion. This includes threats of discrimination, reprisal, force, or any other adverse consequence including loss of any benefit, reward, promotion, advancement, or compensation.	3,4,5	5	
5. Subjecting any employee who chooses not to engage in any political activity to any direct or indirect discrimination, reprisal, force, coercion or intimidation or any other adverse consequence including the loss of any benefit, reward, promotion, advancement, or compensation.	3,4,5	5	
<b>L. INSUBORDINATION</b>			
1. Disobeying or refusing to obey a statute, State regulation, agency policy, written or verbal instruction, or lawful order.	2,3,4,5	3,4,5	5
2. Disobeying or refusing to obey a statute, State regulation, agency policy, written or verbal instruction, or lawful order, involving a potential or an actual security breach, especially which leads to personal injury.	5		
3. Arguing with supervisor about the wisdom or propriety of a lawful order or decision; back-talking.	1,2,3	3,4,5	3,4,5
4. Refusal to undergo a search of person or property on agency workplace premises.	5		
5. Failure to provide or display proper identification.	1,2	2,3,4,5	3,4,5
6. Unauthorized service and or acceptance of legal process.	1,2	2,3	3,4,5
7. Unauthorized representation of the agency.	2,3,4,5	3,4,5	3,4,5
8. Disobeying the State of Nevada smoking statutes and/or agency tobacco policy.	3,4	3,4,5	5
9. Use of profane, disparaging, or abusive language directed at a supervisor, with, to and/or around other employees, or to otherwise make another employee(s) aware of an attempt to embarrass, ridicule or degrade a supervisor of the	1,2,3,	3,4,5	5

institution, agency or State of Nevada Service.			
10. Refusal to work mandatory overtime.	2,3,4	3,4,5	5
<b>M. MISUSE OR UNAUTHORIZED USE OF PROPERTY</b>			
1. Damage to or loss of State property or equipment, or bodily injury due to neglect or carelessness.	2,3,4,5	3,4,5	3,4,5
2. Failure to properly maintain State property and/or agency equipment.	1,2	2,3	3,4,5
3. Unauthorized use, misuse, or waste of property belonging to the State or agency.	1,2,3,4,5	3,4,5	4,5
4. Unauthorized destruction of State records.	5		
5. Speeding or committing other traffic violations while driving a State-owned vehicle, or reckless handling of other State equipment.	2,3	3,4	3,4,5
6. Using agency vehicle(s) for other than official business or personal use and benefit.	3,4	3,4,5	3,4,5
7. Deliberate waste of materials or supplies.	2,3	3,4	3,4,5
8. Unauthorized removal of State property.	1,2,3,4,5	3,4,5	5
9. Permitting inmates to use agency telephones, or be in an area unsupervised where staff telephones are accessible, except as otherwise authorized by agency policy.	4		
10. Intentional destruction, damage or loss of property or State equipment.	3,4,5	3,4,5	5
11. Causing loss of or damage to inmate property due to negligence, lack of reasonable care, failure to follow proper procedures or misconduct on the part of the employee.	2,3,4,5	3,4,5	3,4,5
<b>N. COMPUTER USAGE VIOLATIONS</b>			
1. Unauthorized or improper use or copying of proprietary software, electronic file(s), program(s), or data.	3,4,5	5	
2. Unauthorized use or distribution of agency data or programs for other than the administration of agency duties, responsibilities, and business.	3,4,5	4,5	5

3. The introduction, distribution or use of computer hardware or software to or on agency computers or systems, including but not limited to, downloading any such materials without prior authorization.	3,4,5	5	
4. The introduction, distribution or use of computer hardware or software to or on agency computers or systems that causes a breach of security or the bypass of a firewall on or to any Department or State of Nevada computer, system or network.	3,4,5		
5. Using another employee's password to access agency computers.	3,4,5	5	
6. Providing or exposing your password to any other person.	3,4,5	5	
7. Failure to secure agency computer or accessing an agency computer which has been left unsecured.	3,4,5	4,5	5
8. Use of State or agency e-mail, intranet, or Internet system in violation of any statute, State regulation, agency policy or procedure for purposes not directly related to agency duties or unrelated to the agency mission. This includes activities such as access to or distribution of computer games or use for private business.	3,4,5	5	
9. Use of State or agency equipment for gambling.	5		
10. Use for access to or distribution of pornographic material as defined by NAC 284.646(4).	5		
11. Forging digital signature.	5		
12. Attempting to, or intentionally using e-mail or internet system to disable, impair, overload or disrupt computer or network performance, services or equipment, or to circumvent any system intended to protect privacy or security of another user or the system or to harass other users.	5		
13. Unauthorized use of State or agency equipment to inappropriately seek, distribute, obtain copies of, modify, or distribute information, files, or other data that is private, confidential or not open to public inspection.	5		

14. Intentionally allowing an inmate to have any passwords protected file.	5		
15. Permitting an inmate to have access to or be in the vicinity of, privileged, confidential, or sensitive information contained on a computer.	4,5	5	
16. Leaving an inmate unsupervised in any area containing access to privileged, confidential, or sensitive information on an unsecured computer.	5		
17. Improperly permitting an inmate to work on, use, or otherwise access any computer, computer system, or information system of the State or the agency.	5		
18. Circumventing State or agency internet security for any reason including but not limited to accessing unauthorized internet web sites.	3,4,5	5	
<b>O. NEGLECT OF DUTY</b>			
1. Careless or sloppy work; frequent mistakes or errors.	1,2,3	2,3,4	3,4,5
2. Failure to complete work assignments.	1,2,3	2,3,4	3,4,5
3. Failure to complete and submit required reports to supervisor or other designated person.	1,2,3	3,4	3,4,5
4. Failure to take corrective action when warranted.	1,2,3	2,3,4	3,4,5
5. Willful failure to appropriately intervene in or respond to incident.	3,4	3,4,5	5
6. Wasting time or failure to devote full time, attention and effort to assigned duties.	1,2,3	2,3,4	3,4,5
7. Conducting outside/personal business on State time.	1,2,3	3,4,5	5
8. Engaging in an outside employment, activity or enterprise: a) Without authorization b) The appointing authority considers to be inconsistent, incompatible, or a conflict of interest.	a) 1,2 b) 2,3,4,5	a) 2,3 b) 3,4, 5	a) 3,4,5 b) 5
9. Misplacement of State or agency documents or property.	1,2	2,3	3,4,5
10. Intentionally initiating or causing a disruption of normal operations.	4,5	5	
11. Failure to maintain telephone or other method of delivering messages at residence.	1,2	2,3	3,4,5
12. Failure to maintain required uniform or wear appropriate	1,2	2,3	3,4,5

clothing consistent with assigned duties.			
13. Failure to appear for court or administrative hearing when duly notified or subpoenaed.	3,4	3,4,5	5
14. Failure to comply with any court order or judgment.	3,4,5	5	
15. Failure to maintain personal appearance appropriate to the job.	1,2	2,3	3,4,5
16. Negligent failure to appropriately identify and secure seized, found, or recovered property.	1,2	2,3	3,4,5
17. Willful failure to appropriately identify and secure seized, found, or recovered property.	2,3	3,4	3,4,5
18. Allowing unauthorized personnel to enter work areas.	2,3	3,4	4,5
19. Failure to ensure subordinate employees perform required duties.	1,2,3,4,5	2,3,4,5	5
20. Failure to notify a supervisor when feeling tired or ill, when fatigue or illness negatively impacts employee's ability to perform his or her assigned duties.	2,3	3,4	3,4,5
21. Sleeping on duty or failing to remain fully awake while on duty.	3,4,5	3,4,5	5
22. Failure to assure safety and security as part of effective job performance, or failure to remain alert, aware of, attentive and responsive to employee's surroundings while on duty.	2,3,4,5	3,4,5	5
23. Failure to report misconduct, or failure to report or notify supervisor concerning incidents, activities, events of immediate interest or concern, or matters impacting PREA which take place within the jurisdiction of, or which impact, the agency.	2,3,4,5	3,4,5	5
24. Failure to exercise proper supervision over offenders.	2,3,4,5	3,4,5	5
25. Concealing or covering-up of defective workmanship.	2,3	3,4	3,4,5
26. Failure to report an arrest or conviction of any misdemeanor, gross misdemeanor, or felony within 24 hours or before the beginning of employee's next shift.	3,4,5	5	
27. Failure to report suspension or revocation of a driver's license when a valid driver's license is a requirement of the position.	2,3	3,4	3,4,5
28. Failure to report contact with law enforcement (other than in matters involving routine traffic stops, random automobile stops and road blocks, and other than in	2,3	3,4	3,4,5

cases involving rendering of assistance to law enforcement) or having been notified that employee is the subject of a criminal investigation, or that a criminal investigation is proceeding against employee.			
29. Preferential treatment of subordinates or offenders.	2,3	3,4	3,4,5
30. Failure to respond to radio call.	2,3	3,4	3,4,5
31. Unauthorized possession of weapons or security equipment on State property.	3,4,5	5	
32. Failure to perform security functions or violating or endangering the security of an institution.	4,5	5	
33. Failure to perform duties, whether custodial or other job responsibilities, resulting in the escape of a prisoner or the serious physical injury, sexual assault or death of another person.	5		
34. Engaging in any act or communication information in any fashion that could assist any individual to escape arrest, detention and/or punishment, or enables any individual to dispose of or conceal evidence.	5		
35. Withholding information or concealing suspected criminal activity to shield individuals from detection, arrest, detention or punishment.	5		
36. Attempting to have any formal charges dismissed, reduced, avoided or stricken from any court calendar, except as provided by law.	3, 4, 5	5	
37. Taking any action that interferes with the administration of criminal justice, including interfering with the service of subpoenas, other lawful process, or the attendance or testimony of any witness at any lawful proceeding.	5		
38. Concealing, altering, falsifying, destroying, removing, tampering or withholding any property or evidence associated with any alleged misconduct, investigation, arrest, or other administrative or enforcement action.	5		
39. Unauthorized removing, copying, concealing, altering, falsifying, destroying, stealing, or tampering with any record, report	5		

or other official document maintained by the State, agency or any other criminal justice agency.			
40. Leaving an assigned post, including a hospital, or department or facility grounds, while on duty without authorization of a supervisor and/or without proper relief.	5		
41. Failure to meet Peace Officer Standards & Training (POST) requirements.	5		
42. Failure to maintain a valid driver's license when a condition of employment.	5		
43. Failure to maintain license, certification, or permit when a condition of employment.	5		
44. Bringing of a telecommunication device as described in NRS 212.165 into an institution.	5		
45. Unintentionally bringing a telecommunications device into an institution if the employee immediately self-reports the device, makes or receives no calls or text messages through the device during the time it has been inside the institution, and the employee has been discipline-free during the previous 12 months.	2,3	3,4	3,4,5
46. Bringing non-intoxicant contraband into an institution or duty post. Contraband is any item not issued by the State to properly perform job duties. An employee must obtain written approval from the Warden or designee to possess any personal items while on duty.	3,4,5	3,4,5	5
47. Bringing intoxicant contraband, including controlled substance or alcohol, into an institution or duty post.	5		
48. Providing contraband to an inmate.	5		
49. Failure to cooperate with official investigations conducted by the agency or other criminal justice agencies, when such failure does not violate an accused's Constitutional self-incrimination protection.	3,4,5	5	
50. Failure to participate in an administrative investigation authorized by the employee's appointing authority.	1,2,3,4,5	2,3,4,5	3,4,5

<b>P. SEXUAL MISCONDUCT</b>			
1. Any sexual activity including but not limited to, oral sexual contact, including kissing any body part or sexual penetration, masturbation, or physical contact with the clothed or unclothed genitals or pubic area to arouse, appeal to or gratify sexual desires involving any individual <i>other than an inmate</i> on State time and/or involving State property or equipment.	5		
<b>Q. SEXUAL MISCONDUCT WITH OR SEXUAL ABUSE OR HARRASSMENT OF INMATES</b>			
1. Any behavior or act of a sexual nature, either consensual or non-consensual, directed toward an inmate by an employee, volunteer, contractor, official visitor, or agency representative.	5		
2. Unauthorized, intentional touching of the clothed or unclothed genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, arouse or gratify sexual desire.	5		
3. Unauthorized, intentional touching, fondling, or caressing of an inmate's person, directly or indirectly, related to a "romantic" relationship.	5		
4. Completed, attempted, threatened, or requested sexual acts.	5		
5. Occurrences of indecent exposure, invasion of privacy or staff voyeurism, which is defined as invasion of privacy of an inmate, detainee, or resident by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.	5		
6. Sexual harassment of any inmate by a staff member, volunteer, or contractor including, but is not limited to, repeated instances of: (a) verbal comments of a sexual nature to an inmate; (b) demeaning references to gender; (c) sexually suggestive or derogatory comments about body	1,2,3,4,5	3,4,5	3,4,5

or clothing; or (d) profane or obscene language or gestures.			
7. Failure to report an inmate's sexual activity.	5		
<b>R. UNAUTHORIZED USE OF FORCE</b>			
1. Creating a situation where force must be used unnecessarily or willfully employing or permitting the use of unnecessary, unauthorized, or excessive force.	3,4,5	4,5	5
2. Failing to report any use of force either as a participant or a witness.	3,4	3,4,5	5
<b>S. UNBECOMING CONDUCT</b>			
1. Engaging in horseplay with co-workers.	2,3,4	3,4,5	5
2. Engaging in horseplay with inmates.	3,4,5	5	
3. Gambling on State property, while on duty or while in uniform.	2,3	3,4	3,4,5
4. Unprofessional remark to an inmate.	1,2	2,3	3,4,5
5. Misuse and/or abuse of supervisory authority or privilege.	2,3,4,5	3,4,5	5
6. Any violation of agency policy regarding unauthorized relationships between agency staff, volunteers, educational staff, or contract service providers, with persons currently or formerly under the supervision of the agency or within the jurisdiction of a criminal justice agency and/or their families.	1,2,3,4,5	2,3,4,5	3,4,5
7. Divulging criminal records, medical records or other legally protected information, except when necessary to conduct agency business.	3,4,5	5	
8. Unauthorized disclosure of confidential agency matters.	3,4,5	3,4,5	5
9. Compromising the confidentiality of inmate affairs or violation of agency policy.	3,4,5	4,5	5
10. Conducting unauthorized transactions with an inmate or an inmate's family.	5		
11. Transmitting prohibited messages to or for inmates.	3,4,5	4,5	5
12. Identifying self, displaying badge or identification, appearing in uniform, or making improper use of your status as an agency employee other than is necessary, whether on or off duty.	2,3,4,5	3,4,5	5
13. Retaliating against another employee or an inmate for reporting a complaint of misconduct, including complaints of sexual harassment or sexual abuse	3,4,5	5	

of an inmate, or retaliating against another employee or an inmate who cooperates with an official PREA investigation.			
14. Inciting another to fight.	3,4,5	3,4,5	5
15. Unauthorized use, misuse, destruction or waste of property belonging to another employee, a member of the public, or an inmate.	1,2,3,4,5	3,4,5	5
16. Displaying, viewing, or distributing pornographic material as defined in NRS 201.2581 and NAC 284.646(4), including pictures, movies, videos or text to inmates, employees or to persons outside of the agency while on paid status or on State property.	5		
17. Any conduct whether on or off duty which may negatively reflect upon the image of the State of Nevada or the Department of Corrections or disgraceful personal conduct which impairs the performance of an essential job function.	2,3,4,5	3,4,5	5
18. Verbal threats or display of intimidating behavior towards a staff member.	3,4	3,4,5	5
19. Any unauthorized surreptitious audio or video recording by a staff member while on State property.	3, 4,5	5	
<b>T. SAFETY AND HEALTH</b>			
1. Failure to keep work area clean and uncluttered causing a work hazard.	1,2	2,3	3,4,5
2. Disregard or violation of safety rules.	2,3,4	3,4,5	5
3. Failure to safely operate a motor vehicle while on duty –when the failure results in significant damage, bodily injury or death.	5		
4. Failure to safely operate a motor vehicle while on duty - when the failure results in minimal damage and/or minor injuries.	3,4	3,4,5	5

**CERTIFICATION OF UNDERSTANDING**

I \_\_\_\_\_, have read the Department of Corrections' Prohibitions and Penalties as approved by the Personnel Commission on \_\_\_\_\_ and have discussed any questions about it with my immediate supervisor. I understand the Prohibitions and Penalties and have been given a personal copy for future reference. I agree to comply with them.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

Approved by Personnel Commission on \_\_\_\_\_ (*date*)

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
339**

**EMPLOYEE CODE OF ETHICS AND CONDUCT,  
CORRECTIVE OR DISCIPLINARY ACTION, AND  
PROHIBITIONS AND PENALTIES**

**Supersedes:** 08/13/10; 11/24/11 Temporary; 06/17/12 Temporary; incorporated AR 340 on 08/13/10; incorporated AR 341 08/13/10; and incorporated AR 343 on 12/17/13; AR 339 - 10/13/14 Temporary; 12/10/14 Temporary; 12/18/14 Temporary, 05/19/15 (Reverted back to last permanent AR with an effective date of 06/17/12); 01/14/16; 07/01/2017 (Temporary); 07/20/2017 (Temporary).

**Effective date:** 08/30/17

**AUTHORITY**

NRS 209.131, 209.239; NRS Chapters 284 & 289; NRS 281A.400; NAC 284.638-656; 284.548, 284.738 -771, 42 U.S.C. § 15601, *et seq.* and 28 C.F.R. Part 115.

**PURPOSE**

To establish a set of rules outlining the responsibilities of and proper practices for Nevada Department of Corrections (NDOC) employees. Additionally, serves to inform employees of the Department's expectations as well as penalties for failing to comply.

**RESPONSIBILITY**

The Director is the Appointing Authority for the Department with respect to internal administrative investigations and establishing Department regulations.

The Director/Designee has the ultimate authority for administering employee discipline.

Wardens/Administrators are responsible for enforcement of this Administrative Regulation (AR), utilizing the appropriate state forms. Additionally, each Warden and/or Division Head is primarily responsible for referring complaints or allegations for preliminary inquiry or internal administrative investigation.

The Department's Human Resources Division is responsible for providing each permanent classified employee with a copy of this AR and maintaining records of distribution to each permanent employee. The Human Resources Division is also responsible for tracking disciplinary actions and maintaining employee personnel files.

All Department employees are responsible for complying with this AR at all times. This includes immediately reporting any alleged act of employee misconduct to a supervisor.

The Employee Development Manager, in conjunction with the Inspector General (IG), is responsible to develop and deliver training on this AR.

The IG is responsible for and oversees all preliminary inquiries and formal internal administrative investigations. The IG shall maintain the investigative case file, including copies of related attachments associated with the complaint.

The Warden/Division Heads are responsible for reviewing completed internal administrative investigations and adjudicating subordinate employee culpability, making recommendations to the Director, the appointing authority, for corrective or disciplinary action.

### **339.01 CODE OF ETHICS**

1. Employees of the Nevada Department of Corrections shall at all times adhere to the following Code of Ethics.

A. The Nevada Department of Corrections is committed to a code of ethics that will guide the performance, conduct and behavior of its employees. This code will ensure that our professionalism is reflected in the operation and activities of the Department and is recognized by all interested parties. In this light, the following principles are practiced:

- (1) Employees shall maintain high standards of honesty, integrity, and impartiality, free from any personal considerations, favoritism, or partisan demands.
- (2) Employees shall be courteous, considerate, and prompt when dealing with the public, realizing that we serve the public.
- (3) Employees shall maintain mutual respect and professional cooperation in their relationships with other staff members of the Department of Corrections.
- (4) Employees shall be firm, fair, and consistent in the performance of their duties. Employees should treat others with dignity, respect, and compassion and provide humane custody and care, void of all retribution, harassment, or abuse.
- (5) Employees shall uphold the tenets of the United States Constitution, its amendments, the Nevada Constitution, federal and State laws, rules, and regulations, and policies of the Department.
- (6) Whether on or off duty, in uniform or not, employees shall conduct themselves in a manner that will not tend to bring discredit or embarrassment to the Department of Corrections and the State of Nevada.

(7) Employees shall report without reservation any corrupt or unethical behavior that could affect either inmates, employees, or the integrity of the Department of Corrections.

(8) Employees shall not use their position for personal gain.

(9) Employees shall maintain confidentiality of information that has been entrusted to them.

(10) Employees shall not permit themselves to be placed under any kind of personal obligation that could lead any person to expect official favors.

(11) Employees shall not accept or solicit from anyone, either directly or indirectly, anything of economic value, such as a gift, gratuity, favor, entertainment, or loan which is, or may appear to be, designed to influence their official conduct.

(12) Employees shall not discriminate against any inmate, employee, or any member of the public on the basis of race, color, religion, sex, sexual orientation, age, disability, gender identity or expression, or national origin.

(13) Employees shall not sexually harass or condone sexual harassment with or against any person, including but not limited to any inmate, employee, volunteer, vendor, or any member of the public.

(14) Employees shall maintain the highest standards of personal hygiene, grooming and neatness while on duty or otherwise representing the Department.

### **339.02 EMPLOYEE CONDUCT ON AND OFF DUTY**

1. All Department employees are responsible, at all times, to conduct themselves in an appropriate manner, with honor, integrity, and impartiality whether on or off duty, to obey and support the letter and spirit of the law, and to always exercise appropriate self-discipline in the use of the power and authority entrusted to them.

2. The penalty imposed for a violation of 339.07 Class of Offense Guidelines (18. R.) can range from a CLASS 1–5 violation depending upon the facts and circumstances of the particular case.3. Under the law, Peace Officers are expected to abide by the laws they are empowered to enforce. Peace Officer employees will obey all laws of the United States (US), State of Nevada, and ordinances in force in their jurisdiction. Violations of law, an indictment or information filed against an officer, or a conviction can be cause for disciplinary action up to and including termination from employment, especially where off-duty conduct tends to bring the Department into public discredit or which tends to affect the employee's ability to perform assigned duties efficiently. Employees must also be careful that the authority vested in them as Peace Officers is not abused.

### **339.03 GOALS OF CORRECTIVE AND DISCIPLINARY MEASURES**

1. Public employees have an affirmative duty to serve the public. The public trusts that the Department will operate within legal and procedural boundaries. Occasionally an employee will step beyond these boundaries, resulting in a misconduct and/or performance complaint. Each time the Appointing Authority adjudicates a complaint public trust is impacted.
2. When an allegation of misconduct and/or performance is sustained, corrective or disciplinary action shall be applied.
3. Disciplinary action is intended to serve three purposes which are weighed carefully when making recommendations:
  - A. To modify the offending employee's behavior.
  - B. To set expectations for other employees.
  - C. To assure the public that the Department strives to maintain the public trust by holding employees accountable.
4. The offending employee's Appointing Authority, Division Head or Warden is generally the best person to review and recommend the corrective or disciplinary action that will best serve to modify that employee's behavior. However, the recommendation will be superseded by the appointing authority who has the ultimate authority for administering employee discipline, if the recommended discipline does not set consistent expectations for all employees or fails to uphold the public trust.

### **339.04 REPORTING COMPLAINTS OR MISCONDUCT**

1. All Department employees, regardless of rank or position, who witness or become aware of an alleged act of employee misconduct, shall take immediate and appropriate action to control the situation, prevent aggravation of the incident, and notify their chain of command regarding the allegation.
2. All employees at any location must accept complaints of employee misconduct from any source, in any format. If the receiving employee is not a supervisor, a supervisor must be notified immediately.
  - A. Complaints may be based on affirmative acts or failures to act.
  - B. Any failure to comply with posted AR's, Operating Procedures (OPs), Post Orders, Unit Rules, or other procedures should be reported,
  - C. Lower level issues related to performance need not be investigated by IG staff, as long as an "impartial fact-finding" process is followed.

D. An employee who takes a complaint from an outside source shall provide the complainant with a copy of the completed DOC Form 028, including any documentation the outside source provided in support of the complaint, if requested.

E. An employee taking a complaint shall have a supervisor or another employee take over if it becomes clear that the complaint is about the employee.

F. If the complaint being received is about the employee's immediate supervisor, the employee is authorized to report the complaint to any other supervisor.

3. A supervisor who is informed of a complaint shall immediately complete an entry in the Nevada Offender Tracking Information System (NOTIS) or a DOC-028. The supervisor shall make certain that any documentation is attached or sent to the IG's Office for inclusion with the DOC-028 or NOTIS entry.

4. The Division Head or Warden is responsible for making certain that reporting forms are correct and complete. Deficient reports will be returned to the Division Head or Warden for corrections.

### **339.05 PRELIMINARY INQUIRIES AND INVESTIGATIONS**

1. The Division Head or Warden is responsible for ensuring that allegations of employee misconduct are referred for possible preliminary inquiry and/or official internal administrative investigation to the IG's Office. The Division Head or Warden shall request a review of the reported allegation or report of misconduct using the "refer to IG" function in NOTIS.

A. A preliminary inquiry is conducted for the purpose of determining whether, in the opinion of the reviewing staff member, there is some information, documentation, or other type of evidence warranting an official internal administrative investigation into the complaint or allegation(s) of misconduct.

B. An official internal administrative investigation is conducted to uncover *additional* facts, information, evidence or documentation relevant to the complaint or allegations of misconduct to enable the adjudicator to reach a finding.

C. A report of staff misconduct that involves or may involve discrimination, sexual harassment, or other Title VII violations shall be referred to the Equal Employment Opportunity (EEO) Officer where they will document the report in their internal tracking system.

D. Any report of alleged misconduct by a staff member contained within the NOTIS Incident Report module (IR) that includes information, documentation or other evidence sufficient to form a reasonable belief that the alleged misconduct could have occurred will not require a preliminary inquiry.

- E. Following receipt of an preliminary inquiry request,, the I G or IG Supervisory staff member will review the NOTIS preliminary reports (DOC-028), any attachments, and any other reports related to the allegations of employee misconduct to determine if a preliminary inquiry is appropriate. The IG or the IG Supervisory staff member or a member of the Prison Rape Elimination Act (PREA) Management Team shall make a determination whether or not to initiate a Preliminary Inquiry or close the referral within 30-days from the date of the IR IG referral.
2. If a preliminary inquiry is initiated, the IG or IG supervisory staff member will provide a Criminal Investigator, Warden or Division Head with the NOTIS Incident Report, file folder, and a specific time frame in which the preliminary inquiry must be completed, not to exceed 30-calendar days from the date the supervisor notifies the staff member assigned to conduct the preliminary inquiry. All preliminary inquiries shall be maintained as confidential.
  3. Upon completion of the preliminary inquiry by the assigned staff member, a conclusion report will be entered into the NOTIS IR as a Resolution report for review by the IG or IG Supervisory Staff member.
    - A. Any incomplete report or report that leaves the IG or IG Supervisory Staff member with questions shall be returned to the staff member assigned to the preliminary inquiry for additional work.
    - B. The EEO Officer will conduct and complete a preliminary inquiry to the point where there is some information to support or refute allegation or report of misconduct and notify the IG only in cases where the alleged conduct is in violation of Title VII.
    - C. Any completed Preliminary Inquiry that recommends further action in the form of an official Internal Administrative Investigation will be addressed accordingly, to include entry of a NOTIS IR and referral to the IG Office.
    - D. A preliminary inquiry resulting in a finding that some information, documentation, or other type of evidence exists warranting an official internal investigation into the complaint or allegation(s) of misconduct will be submitted to the IG. The IG will then notify the Director, as the appointing authority, **via DOC form 1906**, that a preliminary inquiry has revealed evidence of misconduct warranting an official internal administrative investigation that could lead to disciplinary/punitive action against the accused staff member. A preliminary inquiry that results in a conclusion that the allegation of misconduct is refuted and/or lacking sufficient information, documentation and/or evidence will be closed. If additional information, documentation or evidence is later provided or discovered, the preliminary inquiry may be reopened.
    - E. Incidents of poor or below standard performance that do not contain an element of misconduct shall be assigned to the Division Head or Warden for appropriate action during the preliminary inquiry.

- F. If the IG or IG Supervisor reviews a NOTIS IR that includes sufficient information or evidence that an alleged act of misconduct may have reasonably occurred, the IG shall notify the Director, as the appointing authority, via DOC form 1906 that there appears to be cause to initiate an internal administrative investigation that could lead to disciplinary/punitive action against the named staff member for the named allegation(s).
- G. The DOC form 1906 shall be provided to the Director in person by the IG, when possible;
- H. The IG shall provide the Director all information related to the preliminary inquiry upon request;
- I. The official internal administrative investigation shall commence, and the accused staff member shall be provided written notification of the allegations against him or her and the date of Interrogation, if applicable, no later than 30-calendar days from the date the Director receives the DOC 1906 from the IG.
- J. If an official internal administrative investigation reveals, prior to the expiration of the 30-calendar days, evidence or additional information demonstrating that the alleged misconduct *did not occur*, the internal administrative investigation may be closed as Unfounded via a written and Supervisory approved official report.
- K. All Internal Administrative investigations that are closed prior to adjudication are confidential and not subject to disclosure unless authorized by the Director as the appointing authority or the IG as the Director's designee.
- L. The IG and/or IG Supervisors shall identify within the IR and the DOC 1906 signed by the Director the applicable charges based upon the Class of Offense Guidelines outlined below The IR will be assigned to an Internal Administrative Criminal Investigator.
  - 1) The DOC 1906 shall be maintained within the investigative file and the NOTIS entry.
  - 2) The Investigator assigned to the official internal administrative investigation can be the same investigator that conducted the preliminary inquiry.
  - 3) The IG's office will insure compliance with the 30-calendar day time frame associated with the initiation of the internal administrative investigation.
  - 4) The IG's office can assign an internal administrative investigation to a Division Head or Warden. Generally, investigation of offenses identified as Class 1 or 2 will be assigned to the Division Head or Warden responsible for supervision of the employee. At the discretion of the IG or Supervisory IG staff member, investigation of Class 3, 4 or 5 offenses may be assigned to the responsible Division Head, Warden or an investigator within the IG's Office.

7. Any employee who is the focus of an investigation shall be afforded all rights and protections provided by law, by Department regulation and directive. Current requirements are in the "Office of the Inspector General – a Guide for Investigators."

8. If it becomes necessary to conduct parallel administrative and criminal investigations regarding a complaint of employee misconduct, the IG shall ensure that the investigations are bifurcated. Information developed during the administrative investigation growing out of the subject's interview shall not be shared in the criminal investigation.

9. If additional misconduct is discovered during the course of an investigation which is related to the original misconduct, the investigator shall amend the allegations and continue with investigation. If the discovered misconduct is not related to the current investigation, the investigator shall generate a new NOTIS entry and submit it for Inspector General review and possible preliminary inquiry or formal assignment after notification to the Director of additional allegations of misconduct warranting further investigation.

10. Upon completion of an employee misconduct investigation, the assigned investigator shall document investigative facts in a final IA case report.

### **339.06 PROHIBITIONS AND PENALTIES**

1. The Chart of Corrective/Disciplinary measures ascribes an available range of Corrective/Disciplinary action for each Class of prohibited activity. This chart indicates the suggested level of discipline, from less serious to more serious, for the Class of Offense and for first, second and third offenses.

2. Penalties for prohibited activities should be assessed based upon criteria established in the Chart of Corrective/Disciplinary Sanctions.

3. Multiple Infractions: In cases involving more than one sustained violation, disciplinary action should begin with the most serious violation. Other related violations may then be considered as aggravating circumstances when determining the appropriate penalty from within the minimum and maximum recommended range, or each violation may be individually considered and the penalties cumulated.

4. Progressive Discipline: Grave acts of misconduct may warrant dismissal of an employee without previous corrective action or progressive discipline. However, less serious acts of misconduct may warrant the use of progressive discipline, i.e., lesser to greater discipline, to give the employee a chance to reform his or her conduct. The increasing level of concern expressed through progressive discipline may begin with corrective action or proceed to a written reprimand, suspension for up to 30 calendar days, demotion, or dismissal.

5. Division Heads, Wardens and employees must recognize that penalty schedules cannot accurately, fairly, or consistently address every situation; a comprehensive list of DOs and DON'Ts of employee conduct is not possible. Division Heads and Wardens must conduct an

individual analysis of each employee for each incident and exercise their professional judgment and discretion in recommending a penalty. Training, education, actions, awards, and punishments are interrelated, not separate elements.

6. There is no requirement that charges similar in nature must result in identical penalties. Employees sometimes incorrectly equate fairness and consistency as synonyms; they are not.

A. Consistency within a disciplinary system means holding every employee equally accountable for unacceptable behavior. Unacceptable behavior for one is unacceptable behavior for all, regardless of rank, status, or tenure.

B. Fairness within a disciplinary system means understanding the numerous circumstances that could contribute to the unacceptable behavior. Disciplinary recommendations must consider these circumstances. Thus, two employees accused of the same misconduct could face different consequences.

7. Division Heads and Wardens and their reviewers should neither rely solely on previously imposed penalties nor quote them as an authority in penalty rationales. It must be remembered that this is a historical document of penalties. As such, it may not reflect an appropriate penalty for the misconduct. Indeed, an appropriate penalty may be higher or lower depending upon current issues and the impact of the particular misconduct on the Department and/or fellow employees.

8. Failure to report, failure to act, or failure to disclose is considered misconduct.

9. The Department has developed Class of Offense Guidelines which describe many prohibited employee actions and a Chart of Corrective/Disciplinary Sanctions which recommends penalties for inappropriate conduct.

10. Conflicting activities pursuant to NAC 284.738 include but are not limited to any activity prohibited by AR 332, Employee Reporting Responsibilities; AR 345, Unauthorized Relationships; AR 346, Nepotism; AR 347, Political Activities by Employees; and AR 355, Employee Secondary Employment.

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<b>Chart of Corrective/Disciplinary Sanctions</b>						
	First Offense		Second Offense		Third Offense	
<b>Class</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
1	Verbal Counseling	Written Reprimand	Written Reprimand	Suspension	Suspension	Dismissal
2	Written Reprimand	Suspension	Suspension	Suspension Demotion	Suspension Demotion	Dismissal
3	Suspension	Suspension Demotion	Suspension Demotion	Dismissal	Dismissal	N/A
4	Suspension Demotion	Dismissal	Suspension Demotion	Dismissal	Dismissal	N/A
5	Dismissal	Dismissal				

**339.07 CLASS OF OFFENSE GUIDELINES**

**1. ABSENT WITHOUT LEAVE (AWOL)**

A. Unexcused tardiness. **CLASS 1**

B. Absence without approved leave for three consecutive scheduled working days.  
**CLASS 5**

C. Any absence without approved leave short of three consecutive scheduled working days.  
**CLASS 2-4**

**2. DISCHARGE OF FIREARM DUE TO NEGLIGENCE**

A. Discharge of firearm because of negligence. **CLASS 2**

B. Discharge of firearm due to negligence, with substantial injury/damage. **CLASS 4-5**

**3. ALCOHOL ABUSE**

*The State of Nevada Reasonable Suspicion and Pre-Employment Drug and Alcohol Testing Program provides for the testing of employees and applicants for alcohol and drugs pursuant to NRS 284.406 through NRS 284.407; and NAC 284.880 to 284.894, inclusive.*

A. Employees under the influence of alcohol with the intent to report to duty or while on duty. First offense. **CLASS 4** Second offense within five years. **CLASS 5**

B. Appear for duty with the odor of alcohol/intoxicant on person or breath. **CLASS 3**

- C. Purchase or consumption of alcohol while in uniform when off duty. **CLASS 3**
- D. Purchase or possess alcoholic beverage on duty. **CLASS 4**
- E. Consumption of an alcoholic beverage while on duty. **CLASS 4**
- F. Driving while under the influence of alcohol while on duty. **CLASS 4**
- G. Damaging State property while under the influence of an alcoholic beverage. **CLASS 4-5**
- H. Refusal to submit to a lawfully required alcohol test. **CLASS 5**

#### 4. **NARCOTICS/DRUGS**

*The State of Nevada Reasonable Suspicion and Pre-Employment Drug and Alcohol Testing Program provides for the testing of employees and applicants for alcohol and drugs pursuant to NRS 284.406 through NRS 284.407; and NAC 284.880 to 284.894, inclusive.*

- A. Employees under the influence of or using a controlled substance/narcotic/drug, etc. while on duty. First offense. **CLASS 3** Second offense within five years. **CLASS 5**
- B. Peace Officers and/or those employees who come into contact with inmates as a part of their job duties, under the influence of or using a controlled substance/narcotic/drug, etc. while on duty. First offense. **CLASS 4** Second offense within five years. **CLASS 5**
- C. Refusal to submit to a lawfully required controlled substance/narcotic/drug test. **CLASS 5**
- D. An employee driving under the influence in violation of NRS 484C.010 et seq. or of any other offense for which driving under the influence is an element of the offense, and the offense occurred while driving a state vehicle or a privately owned vehicle on state business. **CLASS 4-5**
- E. Unlawful manufacture, distribution, dispensing, possession, selling, or use of any controlled substance, narcotic, and/or drug at his/her place of work or on state business. **CLASS 5**
- F. Knowingly transport any person to buy/obtain any illegal controlled substance, narcotic, and/or drug. **CLASS 4-5**
- G. Failure to notify a supervisor after consuming any drug, alcohol and/or substance which could interfere with the safe and efficient performance of his/her duties. **CLASS 4**

## 5. CRIMINAL MISCONDUCT

A. An employee who is convicted of driving under the influence in violation of NRS 484C.010 et seq. or of any other offense for which driving under the influence is an element of the offense while driving a state vehicle, or a privately owned vehicle on state business. (See NAC 284.653.) **CLASS 4-5** Second offense within 5 years. **CLASS 5**

B. An employee who is convicted of the unlawful manufacture, distribution, dispensing, possession, selling, or use of any controlled substance at his place of work or on state business. **CLASS 5**

C. Guilty plea of any type (Alford, no contest, etc.) or conviction of a felony, gross misdemeanor, or misdemeanor. **CLASS 4** Provided the conduct at issue has an adverse impact upon the Department and/or tends to bring the Department into public discredit which tends to affect the employee's ability to perform duties efficiently.

D. Reasonable belief that a felony, gross misdemeanor, or misdemeanor has been committed. **CLASS 4** Provided the conduct at issue has an adverse impact upon the Department and/or tends to bring the Department into public discredit which tends to affect the employee's ability to perform duties efficiently.

E. Domestic violence conviction. [18 U.S.C.A. §§ 917, 922 (Federal Gun Control Act of 1968) as amended, effective October 1, 1996]. **CLASS 5**

## 6. DISCOURTESY

A. Discourteous or improper remark to a member of the public or a co-worker. **CLASS 2-5**

B. Initiate and/or perpetuate malicious rumors regarding fellow employees. **CLASS 2-5**

## 7. DISCRIMINATION, SEXUAL HARASSMENT, AND OTHER TITLE VII VIOLATIONS

A. Title VII of the Civil Rights Act pertains to discriminatory acts in the workplace taken against applicants or employees merely on the basis of their race, color, religion, sex, sexual orientation, age, disability, or national origin.

B. NDOC is required by Title VII to ensure that no discrimination occurs in the workplace. As part of this responsibility, NDOC must provide a system for reporting, prompt investigation, and discipline of employees engaging in unlawful conduct. The goal is to ensure that the alleged harasser stops the discriminatory behavior as well as discouraging other employees who might engage in such behavior from doing so.

C. "Sexual Harassment" is defined pursuant to NAC 284.771. Therefore, depending on the nature, severity, and duration of conduct in violation of Title VII, NDOC should impose prompt disciplinary sanctions ranging from a **CLASS 3** to a **CLASS 5**.

D. "Hostile work environment" is a legal term for discriminatory conduct in violation of Title VII by employees that occurs over a period of time and by its nature changes an employee's terms and conditions of employment. It is not a work environment that is unpleasant for reasons not directly associated with Title VII discrimination, such as a grouchy supervisor or ill-mannered co-workers.

E. Refer to NAC 284.771.

(1) Discriminating against or harassing another person because of that person's race, color, religion, sex, sexual orientation, age, disability, gender identity or expression, or national origin. **CLASS 4-5**

(2) Make a prohibited discriminatory remark at work or in the work related environment. **CLASS 4-5**

(3) Display of discriminatory photographs, cartoons, jokes, or other comments of a discriminatory nature at work or in the work related environment. **CLASS 4-5** (While the NDOC cannot control your personal postings on a social networking site, any inappropriate materials from such a site re-posted in any work-related environment can lead to charges under this section. Similarly, "photo-shopping" an image of a co-worker in a discriminatory fashion can lead to charges under this section.)

## 8. **DISHONESTY**

A. Theft, misappropriation, or other fraudulent activity involving Department or State funds, property, or resources, including but not limited to falsification of a timesheet. **CLASS 5**

B. Theft of property belonging to another employee, a citizen, or an inmate. **CLASS 5**

C. Knowingly making false statement on travel claims. **CLASS 5**

D. Receiving travel expenses through false pretenses. **CLASS 5**

E. Making a personal profit from State transactions. **CLASS 5**

F. Accepting or soliciting a bribe or gratuity. **CLASS 5**

G. Converting found, recovered or seized property to personal use. **CLASS 2-5**

9. **FALSE OR MISLEADING STATEMENTS**

A. Knowingly providing false or misleading statements, including omissions, either verbally or in written reports or other documents, concerning actions related to the performance of official duties. Or knowingly providing false or misleading statements, including omissions, in response to any question or request for information in any *official* investigation, interview, hearing or judicial proceeding. **CLASS 5**

B. Knowingly falsifying any State record or report. **CLASS 5**

C. Failure to assure factual accounting and record-keeping to prohibit falsification, unauthorized alteration, or destruction of documents, log books, and other records. **CLASS 5**

10. **FRAUD IN SECURING APPOINTMENT**

A. Willful falsification of application for employment or other personnel forms. The falsification must deal with a material fact that would have adversely affected the employee's selection. **CLASS 5**

B. Permitting another person to take a portion of the State Service examination for the employee or for someone else or participating in such an examination for another person. **CLASS 5**

11. **IMPROPER POLITICAL ACTIVITY**

A. Using or promising to use any official authority or influence for the purpose of influencing the vote or political action of any person or for any consideration. **CLASS 2**

B. Engaging in political activity during the hours of their state employment to improve the chances of a political party or a person seeking office, or at any time engage in political activity to secure a preference for a promotion, transfer, or salary advancement. **CLASS 2**

C. Engaging in any unauthorized political activity, except for expressing an opinion, while on duty, while in uniform, or at public expense. **CLASS 3**

D. Soliciting and/or influencing any employee to engage or not engage in any political activities with direct or indirect use of any threat, intimidation, or coercion. This includes threats of discrimination, reprisal, force, or any other adverse consequence including loss of any benefit, reward, promotion, advancement, or compensation. **CLASS 5**

E. Subjecting any employee who chooses not to engage in any political activity to any direct or indirect discrimination, reprisal, force, coercion or intimidation or any other adverse consequence including the loss of any benefit, reward, promotion, advancement, or compensation. **CLASS 5**

12. **INSUBORDINATION**

- A. Disobeying or refusing to obey a statute, regulation, written or verbal instruction, or lawful order. **CLASS 4-5**
- B. Disobeying or refusing to obey a statute, regulation, written or verbal instruction, or lawful order, involving a potential or an actual security breach, especially which leads to personal injury. **CLASS 5**
- C. Argue about the wisdom or propriety of a lawful order or decision; back-talking. **CLASS 2-4**
- D. Refusal to undergo a search of person or property on institutional property. **CLASS 5**
- E. Failure to provide identification or display proper I.D. **CLASS 1-2**
- F. Unauthorized service and or acceptance of legal process. **CLASS 1**
- G. Unauthorized representation of Department. **CLASS 2-5**
- H. Disobeying the State of Nevada smoking statutes and/or Department tobacco prohibition regulations. **CLASS 3**
- I. Use of profane, disparaging, or abusive language directed at, with, to and/or around or to otherwise make another employee(s) aware of an attempt to embarrass, ridicule or degrade a supervisor of the institution, Department or State of Nevada Service. **CLASS 3-5**
- J. Refusal to work mandatory overtime. **CLASS 3** Any subsequent refusal. **CLASS 4-5**

13. **MISUSE OR UNAUTHORIZED USE OF PROPERTY**

*Behavior under this category may also subject the employee to civil or compensatory penalties or criminal prosecution.*

- A. Damage to or loss of State property or equipment due to neglect or carelessness. **CLASS 2-5**
- B. Failure to properly maintain State property and/or Department equipment. **CLASS 1**
- C. Unauthorized use, misuse, or waste of property belonging to the State or Department. **CLASS 2-5**
- D. Unauthorized destruction of State records. **CLASS 5**

- E. Speeding or committing other traffic violations while driving a State-owned vehicle, or reckless handling of other State equipment. **CLASS 2**
- F. Using Department vehicle(s) for other than official business or for personal use and benefit. **CLASS 3**
- G. Deliberate waste of materials or supplies. **CLASS 2**
- H. Unlawful removal of State property. **CLASS 5**
- I. Improper use of Department communications or information systems. **CLASS 4**
- J. Permitting inmates to use Department telephones, or be in an area unsupervised where staff telephones are accessible, except as otherwise authorized by administrative regulations. **CLASS 4**
- K. Intentional destruction, damage to or loss of property or State equipment. **CLASS 4-5**
- L. Loss of or damage to inmate property caused by an employee of the Department which is attributable to negligence, lack of reasonable care, failure to follow proper procedures or misconduct on the part of the employee. **CLASS 2-4**

**14. COMPUTER USAGE VIOLATIONS**

- A. Unauthorized or improper use or copying of proprietary software, electronic file, program, or data. **CLASS 4-5**
- B. Unauthorized use or distribution of Department data or programs for other than the administration of Department duties, responsibilities, and business. **CLASS 3-5**
- C. The introduction or use of computer hardware or software to or on Department computers or systems, including but not limited to, downloading any such materials without prior authorization. **CLASS 3-5**
- D. Using another employee's password to access Department computers. **CLASS 3**
- E. Providing or exposing your password to any other person. **CLASS 3**
- F. Failure to secure your Department computer, or accessing a Department computer which has been left unsecured. **CLASS 3**
- G. Use of State or Department e-mail, intranet, or Internet system which violates any statute, regulation, Administrative Regulation, policy or procedure for purposes not directly related to Department duties or unrelated to the Department mission. This includes activities such as access to or distribution of computer games or use for private business. **CLASS 3-4**

H. Use of State or Department equipment for gambling. **CLASS 5**

I. Use for access to or distribution of pornographic material as defined by NAC 284.646(4).  
**CLASS 5**

J. Forging a digital signature. **CLASS 5**

K. Attempting to, or intentionally using e-mail or Internet facilities to disable, impair, overload or disrupt computer or network performance, services or equipment, or to circumvent any system intended to protect privacy or security of another user or the system or to harass other users. **CLASS 5**

L. Unauthorized use to inappropriately seek, distribute, obtain copies of, modify, or distribute information, files, or other data that is private, confidential or not open to public inspection. **CLASS 5**

M. Intentionally allowing an inmate to have any password protected file. **CLASS 5**

N. Permitting an inmate to have access to privileged, confidential, or sensitive information contained on a computer. Employees should not access such information on their computer screens with inmates in the vicinity. **CLASS 4**

O. Leaving an inmate unsupervised in any area containing access to privileged, confidential, or sensitive information on an unsecured computer. **CLASS 5**

P. Improperly permitting an inmate to work on, use, or otherwise access any computer, computer system, or information system of the State or the Department so that:

- (1) The inmate may be connected in any way to a modem, network or similar device which would allow communication outside a Department facility;
- (2) The inmate may collect, organize, or otherwise use personal, Department, or State proprietary or confidential information; OR
- (3) The inmate participates in providing technical or other assistance with a computer problem. **CLASS 5**

Q. Purposefully circumventing State or Department internet security for any reason including but not limited to accessing unauthorized internet web sites. **CLASS 3-4**

## 15. **NEGLECT OF DUTY**

A. Careless or sloppy work; frequent mistakes or errors. **CLASS 1-3**

- B. Failure to complete work assignments. **CLASS 1-3**
- C. Failure to complete and submit required reports to supervisor or other designated person. **CLASS 2**
- D. Failure to take corrective action when warranted. **CLASS 1-2**
- E. Willful failure to intervene or respond when necessary. **CLASS 3**
- F. Making inappropriate recommendations. **CLASS 1**
- G. Wasting time or loitering. **CLASS 1**
- H. Failure to devote full time, attention and effort to assigned duties. **CLASS 2**
- I. Conducting outside/personal business on State time. **CLASS 2-3**
- J. Engage in unauthorized off duty employment, activity or enterprise determined to be inconsistent, incompatible, or in conflict with duties as employees of the Department. **CLASS 3-5**
- K. Engage in secondary employment without an approved Request for Secondary Employment Form. **CLASS 2**
- L. Failure to keep work area clean and uncluttered causing a work hazard. **CLASS 1**
- M. Misplacement of important documents or property. **CLASS 1**
- N. Disregard of safety rules. **CLASS 2-4**
- O. Intentionally initiating or causing a disruption of normal operations. **CLASS 4-5**
- P. Failure to make proper notification of sick leave. **CLASS 2**
- Q. Failure to maintain telephone or other method of delivering messages at residence. **CLASS 1**
- R. Failure to maintain required uniform. **CLASS 1**
- S. Failure to wear appropriate clothing consistent with assigned duties. **CLASS 1**
- T. Failure to appear for court or a hearing when duly notified or subpoenaed. **CLASS 3**
- U. Failure to comply with any court order or judgment. **CLASS 3-5**

- V. Failure to maintain personal appearance appropriate to the job. **CLASS 1**
- W. Loss of seized, found, or recovered property by negligence. **CLASS 1** Willful failure to appropriately identify and secure such property. **CLASS 2**
- X. Allowing unauthorized personnel to enter work areas. **CLASS 2**
- Y. Failure to ensure subordinate employees perform required duties. **CLASS 1**
- Z. Failure to report to a supervisor when tired or ill. **CLASS 2**
- AA. Sleeping on duty or failure to remain fully awake while on duty. **CLASS 4**
- BB. Failure to assure safety and security as part of effective job performance, employees remain alert, aware of, attentive and responsive to their surroundings while on duty. **CLASS 4**
- CC. Failure to report misconduct, or failure to report or notify supervisor concerning incidents, activities, events of immediate interest or concern, or matters impacting PREA which take place within the jurisdiction of, or which impact, the Department. **CLASS 1-5**
- DD. Failure to exercise proper supervision over offenders. **CLASS 2**
- EE. Concealing or covering-up of defective workmanship. **CLASS 2**
- FF. Failure to report an arrest or conviction of any misdemeanor, gross misdemeanor, or felony within 24 hours or before the beginning of their next shift. **CLASS 2**
- GG. Failure to report suspension or revocation of a driver's license when a valid driver's license is a requirement of the position. **CLASS 2**
- HH. Failure to report contact with law enforcement (other than in matters involving routine traffic stops, random automobile stops and road blocks, and other than in cases involving the rendering of assistance to law enforcement) or having been notified that employee is the subject of a criminal investigation, or that a criminal investigation is proceeding against employee. **CLASS 2**
- II. Preferential treatment of subordinates or offenders. **CLASS 2**
- JJ. Failure to respond to radio call. **CLASS 2**
- KK. Unauthorized possession of weapons or security equipment on State Property. **CLASS 5**

LL. Failure to perform security functions, violation of any safety rule, or violating or endangering the security of an institution. **CLASS 4-5**

MM. Intentional failure to discharge duties, whether custodial or other job responsibilities, provided that failure results in (a) escape of a prisoner (b) the serious physical injury (c) sexual assault or (d) death of another person. **CLASS 5**

NN. Engaging in any act or communicating information in any fashion that could assist any individual to escape arrest, detention and/or punishment, or enables any individual to dispose of or conceal evidence. **CLASS 5**

OO. Withholding information or concealing suspected criminal activity to shield individuals from detection, arrest, detention or punishment. **CLASS 5**

PP. Attempting to have any formal charges dismissed, reduced, avoided or stricken from any court calendar, except as provided by law. **CLASS 4**

QQ. Take any action that interferes with the administration of criminal justice, including intentionally interfering with the service of subpoenas, other lawful process, or the attendance or testimony of any witness at any lawful proceeding. **CLASS 5**

RR. Concealing, altering, falsifying, destroying, removing, tampering or withholding any property or evidence associated with any alleged misconduct, investigation, arrest, or other administrative or enforcement action. **CLASS 5**

SS. Removing, copying, concealing, altering, falsifying, destroying, stealing, or tampering with any record, report, or other official document maintained by the State, Department or any other criminal justice agency. (Official Department reports may be removed and/or copied only as allowed by law and Department policy/procedure.) **CLASS 5**

TT. Leaving an assigned post while on duty without authorization of a supervisor. **CLASS 5**

UU. Failure to meet Peace Officer Standards & Training (POST) requirements. **CLASS 5**

VV. Failure to maintain a valid driver's license when it is a condition of employment. **CLASS 5**

WW. Failure to maintain license, certification, etc. when condition of employment. **CLASS 5**

XX. Introduction of a telecommunication device as described in NRS 212.165. **CLASS 5**  
When the introduction of the telecommunications device is immediately self-reported by the employee, no calls have been made or received through the device during the time it has been

inside the institution, and the employee has been discipline-free during the previous 12 months. **CLASS 2**

YY. Possession and/or Introduction of non-intoxicant contraband. Contraband is any item not issued by the State to properly perform job duties. An employee must obtain written approval of the Warden or designee to possess any personal items while on duty. **CLASS 4**

ZZ. Possession and/or introduction of an intoxicant contraband, including narcotics and alcohol. **CLASS 5**

AAA. Failure to cooperate with official investigations conducted by the Department or other criminal justice agencies, when such failure does not violate an accused's Constitutional self-incrimination protection. **CLASS 3**

BBB. Failure to safely operate motor vehicles while on duty – When the failure results in significant damage, bodily injury or death. **CLASS 5** When the failure results in minimal damage and/or minor injuries. **CLASS 3**

16. **SEXUAL ABUSE**

A. Any sexual contact including but not limited to, oral sexual contact, including kissing any body part or sexual penetration, masturbation, or physical contact with the clothed or unclothed genitals or pubic area to arouse, appeal to or gratify sexual desires involving any individual other than an inmate on State time and/or involving State property or equipment. **CLASS 5**

B. Custodial Sexual Misconduct defined as sexual abuse is any behavior or act of a sexual nature, either consensual or non-consensual, directed toward an inmate by an employee, volunteer, contractor, official visitor, or agency representative. These acts include but are not limited to:

(1) Unauthorized, intentional touching of the clothed or unclothed genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, arouse or gratify sexual desire;

(2) Unauthorized, intentional touching, fondling, or caressing of an inmate's person, directly or indirectly, related to a "romantic" relationship;

(3) Completed, attempted, threatened, or requested sexual acts; or

(4) Occurrences of indecent exposure, invasion of privacy or staff voyeurism. **CLASS 5**

*Voyeurism by a staff member, contractor, or volunteer is defined as: invasion of privacy of an inmate, detainee, or resident by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.*

C. Staff on inmate sexual harassment includes staff, volunteers, or contractors who have contact with an inmate. Prohibited conduct includes but is not limited to repeated instances of:

- (1) Verbal comments of a sexual nature to an inmate;
- (2) Demeaning references to gender;
- (3) Sexually suggestive or derogatory comments about body or clothing; or
- (4) Profane or obscene language or gestures, first offense **CLASS 1-5**, second or any subsequent offense **Class 3-5**

D. Failure to report an inmate's sexual activity. **CLASS 5**

17. **UNAUTHORIZED USE OF FORCE**

A. Willfully employing or permitting the use of unnecessary, unauthorized, or excessive force. **CLASS 4-5**

B. Creating a situation where force must be used unnecessarily. **CLASS 4**

C. Failing to report any use of force either as a participant or a witness. **CLASS 3-4**

18. **UNBECOMING CONDUCT**

A. Engaging in horseplay with co-workers. **CLASS 3** With inmates. **CLASS 4-5**

B. Gambling on State property or while on duty or gambling while in uniform. **CLASS 2**

C. Unprofessional remark to an inmate. **CLASS 1**

D. Providing contraband to an inmate. **CLASS 5**

E. Abuse of sick leave. **CLASS 2**

F. Misuse and/or abuse of supervisory authority or privilege. **CLASS 2**

G. Any violation of AR 345 regarding unauthorized relationships. **CLASS 1-5**

H. Divulging criminal records, medical records, or other legally protected information of one person to another, except when necessary to conduct the Department's business. **CLASS 5**

I. Unauthorized disclosure of confidential Department matters. **CLASS 4**

- J. Compromising the confidentiality of inmate affairs. **CLASS 3-5**
- K. Conducting unauthorized transactions with an inmate or an inmate's family. **CLASS 5**
- L. Transmitting prohibited messages to or for inmates. **CLASS 3-5**
- M. Identified self, displayed badge or identification, appeared in uniform, or made improper use of your status as a Department employee other than is necessary, whether on or off duty. **CLASS 2-5**
- N. Retaliated against another employee or an inmate for reporting a complaint of misconduct, to include sexual harassment or sexual abuse of an inmate, or retaliated against another employee or an inmate who cooperates with an official PREA investigation. **CLASS 4-5**
- O. Inciting another to fight. **CLASS 4**
- P. Unauthorized use, misuse, destruction or waste of property belonging to the State of Nevada, another employee, a citizen, or an inmate. **CLASS 1-5** (Such misconduct may subject the employee to financial liability for replacement of the property, whether attributable to negligence, lack of reasonable care, or failure to follow proper procedures.)
- Q. Displaying pornographic or adult pictures, movies, videos or text to inmates, employees or to persons outside of the Department while on paid status or on State property. **CLASS 5**
- R. Any conduct whether on or off duty which may negatively reflect upon the image of the State of Nevada or the Department of Corrections. **CLASS 1-5**
- S. Verbal threats or display of intimidating behavior towards a staff member. **CLASS 3**

### **339.08 ADJUDICATION**

1. After the assigned investigator or supervisor completes the final case report, the Appointing Authority will adjudicate the matter within the time assigned, designating the final applicable Class of Offense Guidelines, using the appropriate form, and in coordination with the Office of the Inspector General.
2. The Appointing Authority shall prepare the Result of Adjudication Form, DOC-1096. Thereafter, the Appointing Authority should meet with the accused employee to advise the employee of the findings and recommendations.

### **339.09 IMPOSING CORRECTIVE or DISCIPLINARY ACTION**

1. Employee performance issues should be addressed at the lowest appropriate level of supervision beginning with verbal counseling and through Specificity of Charges.

2. Corrective action includes a verbal or written counseling, which may be recorded on the performance card, as well as a Letter of Instruction or a Written Reprimand.
3. Before issuing corrective action, the Appointing Authority should make certain that no formal investigation related to the performance or misconduct issue is still pending. While performance issues or low-level misconduct will not usually be subject to a formal investigation, the impartial fact-finding process may determine that an issue appearing to be more serious at the outset does not require discipline.
4. Except for PREA-related matters, prior to an investigation, verbal or written counseling may be used to immediately correct safety or security issues. This counseling should include an acknowledgment that further investigation leading to discipline may follow in due course.
5. Verbal or written counseling and Letters of Instruction may be used to supplement the evaluation process, between regularly scheduled reports on performance.
6. An impartial fact-finding investigation is required before imposition of a suspension, demotion, or dismissal.
7. When a suspension, demotion or dismissal is warranted, a Specificity of Charges (NPD-41) should be drafted, utilizing the appropriate format located on the Stewart shared drive.

### **339.10 CONFIDENTIALITY OF PERSONNEL RECORDS**

1. All documents assembled or produced in support of this regulation are confidential.
2. Files may be reviewed by a subject employee pursuant to applicable sections of NRS Chapters 284 and 289.
3. Files may be copied by a subject peace officer pursuant to applicable sections of NRS Chapter 289.
  - A. Once an appeal has been filed, a peace officer may request a copy of the investigative file, using the DOC-1066 form.
  - B. The DOC-1066 form is available on the shared drive and should be submitted to the Department's Human Resources Division.

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**APPLICABILITY**

1. This regulation applies to all employees of the Department.
2. This regulation does not require an Operational Procedure.
3. This regulation does not require an audit.
4. This regulation requires an Internal Administrative Investigation guide.

**REFERENCES:**

ACA Standards 4-4048, 4-4067, and 4-4069; 4-4077; 4-4084

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James Dzurenda, Director

8/30/17  
Date

**FOR DISCUSSION AND POSSIBLE ACTION**

**Prohibitions and Penalties**

In accordance with NAC 284.742, an agency shall identify specific activities considered inconsistent, incompatible or in conflict with employees' duties and penalties for such. These Prohibitions and Penalties are subject to the approval of the Personnel Commission.

**Office of the Military - DHRM Recommendation**

The Office of the Military has updated their Prohibitions and Penalties previously approved by the Personnel Commission and in effect since May 15, 2009. Prior to the submitted revised version, department employees and the employee associations were requested to submit comments and suggestions.

Please note the discipline levels in items #G23 and #I5 were elevated to a higher level than all other agencies due to violations of these types could compromise the agency's security and professional conduct. Otherwise, the items submitted for approval have been reviewed by the Division and are consistent with those already approved by the Commission. Revisions have been tracked with new matter in blue font and deletions as red strikethroughs. Prohibitions that were relocated from a section to a more appropriate section were not noted since language had already been previously approved by the Commission.

**STATE OF NEVADA**  
**OFFICE OF THE MILITARY**  
**STATE ADMINISTRATION OFFICE**

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**PROCEDURE AGENCY POLICY 112: PROHIBITIONS AND PENALTIES**  
**EFFECTIVE: May 15, 2009 -----**  
**REFER QUESTIONS TO: ~~A.S.O. or PERSONNEL TECHNICIAN~~**  
**SUPERCEDES: MARCH 1, 2005 All Prior Versions**  
**REFERENCE: NRS 284; NAC 284.742; ~~AND MINUTES OF THE PERSONNEL~~**  
**COMMISSION MINUTES DATED -----**

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1) POLICY:

This ~~procedure~~-policy identifies those activities which may be considered to be inconsistent, incompatible or in conflict with duties assigned to employees by the employee's supervisor and which may be cause for disciplinary action. The Personnel Commission approved the Office of the Military's Prohibitions and Penalties on June 21, 2019.

The procedure is intended as guidance for employees supplemental to Chapter 284 of the Nevada Administrative Code. **It is not intended to be an all-inclusive list of incompatible activities or of activities which may lead to disciplinary action measures.** The ~~policy~~procedure is to be used to assist supervisors in identifying and implementing appropriate discipline. The extent of disciplinary action taken in any single instance will be subject to this ~~policy~~procedure, the requirements of progressive discipline, and the seriousness of the offense and the discretion of the supervisor under the general direction of the Administrative Services Officer.

Letter of Instruction (LOI). A letter of instruction to the employee is typically written by the supervisor(s) responsible for the employee's activities. The letter is intended to provide the employee with information and instruction or training and establishes documentation that the employee has been made aware of his or her responsibility with regard to a particular situation or set of circumstances. The Letter of Instruction is intended as a coaching tool and is not part of the disciplinary process and, therefore, is not included in the order of corrective actions that follow.

2) TYPES OF CORRECTIVE ACTION CODE DESCRIPTON:

- |   |                           |              |   |
|---|---------------------------|--------------|---|
| 1 | <u>Oral</u> Warning:      | <u>-----</u> | <del>May</del> Shall be oral <del>or written and documented</del>                                   |
| 2 | <u>Written</u> Reprimand: | <u>-----</u> | Shall be oral and written <del>Reprimand</del> (NPD-52) <del>or special evaluation.</del>           |
| 3 | Suspension:               | <u>-----</u> | May be for a period up to 30 calendar days<br>( <u>Specificity of Charges (SOC) - NPD-41</u> )      |
| 4 | Demotion:                 | <u>-----</u> | Reduction in the class level currently occupied<br>( <u>Specificity of Charges (SOC) - NPD-41</u> ) |
| 5 | Dismissal:                | <u>-----</u> | Termination of employment ( <u>Specificity of Charges (SOC) - NPD-41</u> )                          |

If a supervisor recommends disciplinary action of a permanent employee equal to codes 3, 4, or 5, the Administrative Services Officer must be consulted prior to implementation of the discipline. The Administrative Services Officer will, in turn, consult the Deputy Attorney General and convene a pre-disciplinary hearing prior to any code 3, 4, or 5 disciplinary action.

3) PROHIBITIONS AND PENALTIES:

A. Fraud in Securing Appointment	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. <del>Willful</del> Falsification of application <u>or identity</u> for employment or other <del>personal personnel</del> record. <del>with respect to a material point, which would have adversely affected selection for appointment.</del>	5		
2. <u>Taking for another person, or</u> permitting another person to take <u>for you, a portion of a State Civil Service</u> an examination <u>or a portion thereof.</u> <del>for him or her, except when approved due to disability such as blindness.</del>	5		
3. <u>Willfully withholding information which may or may not appear when background check is completed.</u>	<u>5</u>		
B. Performance on the Job	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Failure of an employee, who is designated as a supervisor <u>to fulfill their</u> <del>and has</del> supervisory <del>authority</del> <u>responsibilities, including but not limited to ensuring that employees adhere to all State/Federal laws, policies and procedures; required trainings;</u> taking corrective disciplinary action where such action is needed; <u>preparing timely reports on performance; accounting for employee's time and leave; and maintaining current work performance standards.</u>	1, 2	2, 3	4, 5
2. Misconduct <del>of a supervisor</del> because of prejudice, anger or other unjustifiable reason.	1, 2, 3, 4	2, 3, 4, 5	4, 5
3. Failure of employee to <del>achieve/maintain</del> <u>work</u> performance standards, <del>after a reasonable period of instruction. essential functions or State/Federal required training. or certificates.</del>	1, 2, <del>3</del>	2, 3	<u>3,</u> 4, 5
4. <del>Willfully or negligently</del> Withholding or concealing information regarding the job from official records or from supervisors or other persons having necessity for said information.	1, 2, 3, 4, 5	3, 4, 5	5
5. Endangering self, fellow employees, <del>military</del> <u>any</u> personnel, members of the public or an inmate (trustee) through <del>careless or willful</del> violation of agency policies, <del>as contained in performance standards,</del> procedures, <u>or various federal and State/Federal</u> laws, <u>and</u> regulations, <u>and</u> guidelines.	2, 3, 4, 5	3, 4, 5	5

6. Failure to cooperate with other employees, supervisors, <u>and/or the public.</u>	1, 2, 3	2, 3, 4, 5	5
7. Failure to properly account for State/Federal funds <u>or</u> property. <del>where it is a known requirement of the position.</del>	2, 3, 4, 5	3, 4, 5	5
8. <del>Negligent</del> <u>Misplacement</u> , waste, or loss of funds, material, property or equipment.	1, 2, 3, <u>4, 5</u>	2, 3, 4, 5	<u>4, 5</u>
<del>9. Willful or negligent destruction or damage to State or military property.</del>	<del>1, 2, 3,</del> <u>4, 5</u>	<del>3, 4, 5</del>	<u>5</u>
9. Unauthorized <del>and/or willful</del> destruction, <u>removal, concealing, stealing, tampering of or alteration of State agency records; including but not limited to incident reports, travel documents, financial records, purchase vouchers, payroll, time and attendance records or supporting documents.</u>	2, 3, 4, 5	<u>3, 4, 5</u>	<u>5</u>
10. <u>Failure to prepare or maintain prescribed records or reports.</u> <del>Divulging confidential employer information obtained in the performance of his/her official duties to any person outside the Office of the Military except as specified by law or policy.</del>	<u>1, 2, 3</u>	<u>2, 3, 4, 5</u>	<u>4, 5</u>
11. Soliciting or accepting a bribe <u>or otherwise personally profiting from</u> activities related to the employee's State employment.	5		
12. Embezzlement or misappropriation of State/ <u>Federal</u> , <del>funds</del> or other funds for personal gain. <del>which come into the employee's possession by reason of his official position.</del>	5		
<del>14. Willful or negligent falsification of any public record including biweekly time sheets, travel vouchers and/or information in Agency files.</del>	<del>2, 3, 4, 5</del>	<u>5</u>	
13. <del>Willful falsification</del> <u>Falsifying public prescribed records or reports.</u> <del>that involves misuse of State or federal funds.</del>	2, 3, 4, 5	5	
14. Unauthorized taking ( <u>theft, borrowing, loaning, selling, giving away or appropriating</u> ) <del>or using any</del> property <u>leased or</u> belonging to State/Federal government or other persons. <del>employees</del> <u>a. Under \$100</u> <u>b. Over \$100</u>	<del>2, 3, 4, 5</del> <u>a) 2, 3</u> <u>b) 3, 4, 5</u>	<u>5</u> <u>a) 2, 3, 4, 5</u> <u>b) 5</u>	<u>a) 5</u> <u>b) --</u>
15. Making <u>unauthorized agency transactions</u> <del>personal profit from State transactions</del> <u>which result in unwarranted costs to the government.</u> <del>or from using State/federal equipment or materials.</del>	2, 3, 4, 5	5	

16. <del>Deliberate</del> Failure to enforce or comply with <del>laws and/or</del> agency policies <u>or State/Federal regulations or laws, which directly relate to the employee's work activities</u>	2, 3, 4, 5	<u>3, 4, 5</u>	<u>4, 5</u>
17. <u>Failure to wear appropriate clothing consistent with assigned duties or maintain professional appearance per the direction of each area manager.</u>	<u>1, 2</u>	<u>2, 3</u>	<u>3, 4, 5</u>
18. <u>Failure to notify the appointing authority within 5 days of the suspension, revocation or cancellation of a professional or occupational license or certification when such possession is a job requirement.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
19. <u>Failure to obtain or maintain necessary clearance, license or certification that is a requirement of the job.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
20. <u>Converting found, recovered, seized or any property to personal use.</u>	<u>3, 4, 5</u>	<u>5</u>	
21. <u>Making personal profit from State/Federal transactions or from using/ selling State/Federal equipment or materials.</u>	<u>3, 4, 5</u>	<u>5</u>	
22. <u>Failure to handle property or evidence in a manner which preserves the integrity of its use in criminal and/or administrative proceedings.</u>	<u>1, 2</u>	<u>3, 4</u>	<u>5</u>
23. <u>Failure to participate in required firearms qualifications.</u>	<u>2, 3</u>	<u>3, 4, 5</u>	<u>5</u>
24. <u>Failure to follow agency's position when representing the agency or failure to clearly identify that any employee's opinion is being expressed and does not represent the position of the agency.</u>	<u>1, 2, 3</u>	<u>3, 4, 5</u>	<u>5</u>
<b>C. Neglect of, or Inexcusable Absence from the Job</b>	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Negligence in performing official duties including failure to follow instructions or regulations.	1, 2, 3	2, 3, 4, 5	3, 4, 5
2. "Loafing" on the job; wasting time; failure to put in a full day's work, <u>or failure to demonstrate work productivity.</u>	1, 2, 3	2, 3, <del>4, 5</del>	3, 4, 5
3. Failure to notify supervisor promptly when unable to report for work or failure to report to work at specified times and in the prescribed manner.	1, 2, 3	2, 3, 4, 5	3, 4, 5
4. <del>Carrying on</del> <u>Conducting</u> personal business during <u>work-</u> <u>ing</u> hours.	1, 2, 3	2, 3, 4, <del>5</del>	3, 4, 5
5. Continual or frequent tardiness.	1, 2, <del>3</del>	2, 3, 4, <del>5</del>	3, 4, 5

6. <u>Unauthorized</u> absence from duty <u>or abuse of leave privileges</u> . <del>without permission or without adequate justification. Any AWOL coding on timesheet.</del>	1, 2, 3	<u>2, 3, 4, 5</u>	5
7. <del>Willful</del> Absence from duty <del>without leave</del> after having been denied permission to take such leave.	3, 4, 5	5	
8. Use of sick leave <u>for a reason</u> not authorized by NAC 284.554.	2, 3, 4	5	
9. <u>Failure to report to work or call supervisor for three (3) consecutive work days without permission or justification.</u>	<u>5</u>		
10. <u>Carelessness, indifference, laziness, and/or inattention to duty.</u>	<u>1, 2, 3</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>
11. <u>Failure to report to duty when on standby status.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>4, 5</u>
12. <u>Leaving a work area or a job without authorization.</u>	<u>1, 2, 3, 4</u>	<u>2, 3, 4, 5</u>	<u>4, 5</u>
13. <u>Repeated extension of designated lunch periods or of rest periods beyond the prescribed 15 minutes in NAC 284.524.</u>	<u>1, 2</u>	<u>2, 3</u>	<u>3, 4, 5</u>
<b>D. Relations with Supervisors, Fellow Employees, <u>and the Public</u> <del>or an Inmate (Trustee)</del></b>	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. <u>Insubordination</u> : Refusal to comply with a reasonable and proper order or instruction from a supervisor <u>or manager in the employee's chain of command</u> .	1, 2, 3, <del>4, 5</del>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>
2. Threatening ( <u>whether verbal or physical</u> ), <u>stalking, intimidating</u> , attempting or doing <u>mental or</u> bodily harm, <del>to a supervisor, the public, a fellow employee or a trustee</del> using insulting/ <u>intimidating</u> or <u>profane</u> <del>abusive</del> language, <u>or any act of violence towards any person.</u> <del>to a supervisor, the public, a fellow employee or a trustee.</del>	2, 3, 4, 5	3, 4, 5	5
3. Discourteous <u>or disrespectful</u> treatment of a Supervisor, a fellow employee, a trustee or the public.	1, 2, <del>3, 4, 5</del>	2, 3, <del>4, 5</del>	3, 4, 5
4. <u>Refusal to comply with a statute or regulation.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
5. <u>A willful or reckless act or omission to act which causes physical or mental injury.</u>	<u>3, 4, 5</u>	<u>4, 5</u>	<u>5</u>
6. <u>Inappropriate gesture or touching.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
7. <u>Knowingly providing misleading statements to supervisor at any time.</u>	<u>2, 3</u>	<u>3, 4</u>	<u>4, 5</u>
8. <u>Making statements, false or otherwise, intended to demean or disparage supervisor, fellow employee, the agency or the public.</u>	<u>2, 3</u>	<u>3, 4</u>	<u>4, 5</u>

9. <u>Misuse and/or abuse of supervisory authority or privilege.</u>	<u>2, 3</u>	<u>3, 4, 5</u>	<u>5</u>
10. <u>Engaging in a romantic/sexual relationship with supervisor or subordinate without adhering to the notification requirements per NAC 284.377.</u>	<u>2, 3</u>	<u>3, 4, 5</u>	<u>5</u>
11. <u>Engaging in a sexual relationship (including but not limited to sexual intercourse, excessive displays of public affection or other sexual contact) while in the workplace.</u>	<u>2, 3</u>	<u>3, 4</u>	<u>5</u>
12. <u>Failure to work with fellow employees as a team to best reach the goals of the agency and create an environmental which promotes group work cohesiveness.</u>	<u>1, 2</u>	<u>2, 3</u>	<u>3, 4, 5</u>
13. <u>Failure to conduct oneself or represent the agency in a professional manner.</u>	<u>2, 3</u>	<u>3, 4</u>	<u>4, 5</u>
14. <u>Causing discord among employees to the detriment of morale.</u>	<u>1, 2, 3, 4</u>	<u>2, 3, 4, 5</u>	<u>5</u>
<b>E. Use of Alcohol, <del>Beverages Narcotics</del> <u>Controlled Substance</u>, or <del>Habit Forming</del> <u>Drugs</u></b>	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Inability to perform the duties of <u>the</u> position <del>properly</del> because of being under the influence of <u>alcohol, liquor</u> <del>narcotics, drugs or any other</del> a controlled substance, <del>unless prescribed by a licensed physician or drug. Including prescription medication. (If not taken as prescribed by health care provider.)</del>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	5
2. Convicted of driving under the influence <del>as enumerated in NRS 484.379</del> or <u>any other</u> offense <u>for which</u> driving under the influence is an element <u>of the offense, and the offense occurred</u> while driving a State/ <u>Federal/leased</u> vehicle <del>at any time</del> or a privately owned vehicle on State business.	3, 4, 5	5	
3. <del>Consuming intoxicating liquor or being under the influence of alcohol, narcotics, drugs or taking any other</del> a controlled substance, or a <u>drug</u> (unless used in accordance with a lawfully issued prescription), <u>while on duty to include lunch and work breaks in accordance with NRS. 284.4062.</u> <del>during working hours unless in accordance with a prescription issued by a licensed physician.</del>	2, 3, 4, 5	3, 4, 5	5
4. Bringing <del>intoxicating liquor alcohol, or a</del> controlled substance, <u>or drug</u> onto any <u>agency grounds, State/Federal/leased vehicles</u> or any premises occupied by the military <u>or agency staff</u> (except military clubs or employee's locked vehicle in a parking lot.)	3, 4, 5	5	

5. Selling, giving or otherwise providing co-workers or a trustee with <del>intoxicating beverages</del> <u>alcohol</u> , a controlled substance, or a drug. <del>during working hours.</del>	<del>3, 4, 5</del>	<del>5</del>	
6. <u>Failure to complete any rehabilitation program recommended in the evaluation of an employee who is a mandated referral to an employee assistance program.</u>	<u>5</u>		
7. <u>Convicted of violating any State or Federal law prohibiting the sale, manufacture, distribution, dispensing, and/or possession of a controlled substance.</u>	<u>5</u>		
8. <u>Unlawful manufacture, distribution, dispensing, possession, selling, or use of any controlled substance and/or drug at place of work or on state business (includes meal or break periods).</u>	<u>5</u>		
9. <u>Failure to report a conviction of any alcohol, controlled substance, or drug related offense to the appointing authority within five (5) working days after it occurs.</u>	<u>5</u>		
10. <u>Refusal to take any alcohol, controlled substance, and/or drug test when there is reasonable suspicion an employee is under the influence of alcohol, a controlled substance, and/or a drug.</u>	<u>5</u>		
11. <u>Refusal to submit to a screening test for alcohol, controlled substance, or drug mandated by Federal or State law, regulation or agency policy.</u>	<u>5</u>		
12. <u>Failure to pass any alcohol, controlled substance, or drug test allowed by Federal or State law.</u>	<u>3, 4, 5</u>	<u>5</u>	
13. <u>Failure to notify a supervisor after consuming any alcohol, controlled substance, or drug which could interfere with the safe and efficient performance of duties.</u>	<u>3, 4, 5</u>	<u>4, 5</u>	<u>5</u>
<b>F. Misuse of <del>State</del> Property</b>	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Using or authorizing the use of State/ <del>Federal</del> /leased <u>property equipment</u> for other than official use <u>including but not limited to mobile device, maintenance equipment or vehicles.</u>	1, 2, 3, 4, 5	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>
2. Removing property, equipment or documents from the workplace <del>unless</del> <u>without</u> approval <u>of</u> appropriate <del>supervisor</del> <u>authority.</u>	1, 2, 3, 4, 5	<u>2, 3, 4, 5</u>	5
3. Operating State/ <del>Federal</del> /leased/ <del>personal</del> vehicle <u>or equipment while on State/<del>Federal</del> business</u> in an <u>unsafe or negligent manner.</u> <del>resulting in damage to State equipment or other property.</del>	1, 2, 3, 4, 5	3, 4, 5	5
4. Failure to have State/ <del>Federal</del> /leased <u>vehicles or equipment,</u> <del>which is used as part of the employee's activities,</del>	<del>1, 2, 3, 4, 5</del>	<del>2, 3, 4, 5</del>	5

properly <u>maintained and/or</u> serviced resulting in damage to equipment <u>or bodily harm</u> .			
5. Operating State/ <u>Federal/leased vehicles or</u> equipment without proper training, authorization or credentials.	2, 3, 4, 5	<u>3, 4, 5</u>	<u>5</u>
6. Neglecting State/ <u>Federal/leased</u> equipment or machinery, <u>which</u> results in <u>bodily harm or damage</u> to the equipment or other property.	1, 2, 3, 4, 5	3, 4, 5	5
7. Making unauthorized copies of <u>agency materials</u> such as books, manuals, <u>and</u> computer software, etc., <u>without the expressed authorization of the appropriate authority,</u> <u>or</u> in violation of copyright laws or vendor licensing agreement.	1, 2, 3, <del>4, 5</del>	<u>2, 3, 4, 5</u>	5
8. <u>Speeding or committing other traffic violations while driving a State/Federal/leased/personal or other unsafe or improper driving habits or actions while on State/Federal business.</u>	<u>1, 2, 3</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>
9. <u>Failure to report an accident or traffic violation involving State/Federal/leased equipment or vehicles within 24 hours.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
10. Misuse of State or Federal cards, including but not limited to gas cards, Pcards or travel cards.	2,3	3, 4, 5	5
11. Releasing a paycheck before the appropriate <u>designated</u> time <u>without appropriate approval</u> .	2	3	5
12. <del>Requesting, receiving and</del> Cashing a paycheck before the State's designated payday.	2	3	5
13. Rendering of services or goods to recipient that is not in accordance with agency policy.	2, 3, 4, 5	3, 4, 5	5
14. Removing State identification decals without <del>permission of the Agency head or his designee</del> <u>authorization</u> .	1, 2, 3	3, 4, 5	4, 5
<u>15. The use of any information, photograph, video or other recording obtained or accessed as a result of employment with the agency without the expressed authorization of the appointing authority or his/her designee.</u>	<u>3, 4, 5</u>	<u>4, 5</u>	<u>5</u>
<u>16. Careless workmanship resulting in spoilage or waste of materials or work of an unacceptable nature.</u>	<u>1, 2</u>	<u>2, 3</u>	<u>3, 4, 5</u>
<u>17. Jeopardizing the security of State/Federal/leased property.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
<u>18. Operating State/Federal/leased vehicles or equipment without a valid or proper license.</u> a) <u>Without knowledge that the license is no longer valid.</u>	a) 2, 3, 4, 5 b) 3, 4, 5	a) 3, 4, 5 b) 5	a) 5 b) --

<u>b) With knowledge that the license is no longer valid.</u>			
19. Unauthorized sleeping in State/Federal/ <u>leased</u> vehicle.	2, 3	3, 4, 5	5
20. Smoking in <del>Agency</del> State/Federal/ <u>leased</u> vehicles.	2, 3	3, 4, 5	5
<b>G. Other Acts of Misconduct or Incompatibility</b>	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Unauthorized bringing to <del>Agency grounds</del> State/Federal <u>property</u> or buildings ( <u>leased or owned</u> ) any firearm or other implement <del>generally construed</del> <u>considered</u> to be a weapon.	2, 3, 4, 5	<del>3, 4, 5</del>	<u>5</u>
2. Failure to report an accident involving State equipment assigned to an employee.	2, 3, 4, 5	3, 4, 5	5
3. <u>Unauthorized or</u> improper disclosure of confidential <u>or privileged</u> information, <u>including but not limited to financial, budget or audit details</u> ; theft of <u>sensitive or</u> confidential <del>written matter</del> information.	2, 3, 4, 5	3, 4, 5	5
4. Conviction of any criminal act related to their work activity or conviction of any criminal act involving moral turpitude when it is related to the employee's work activity.	2, 3, 4, 5	3, 4, 5	5
5. Accepting <u>or soliciting</u> gifts, <u>service, favor, rewards, fees, employment, engagement, economic opportunity</u> from any individual, firm or organization connected with agency business <u>with the State, when the employee is responsible for decisions (or making recommendations for decisions) affecting the activities of the individual, firm or organization. Exceptions would be, e.g., advertising samples, normal lunches, etc., which do not exceed \$20 in value.</u>	<u>1, 2, 3, 4, 5</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>
6. <u>Creating an atmosphere not conducive, unprofessional, or disturbing the work environment.</u>	<u>1, 2, 3, 4</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>
7. <u>Engages in outside employment, activity or enterprise:</u> a) <u>Without authorization or an approved request for secondary employment form.</u> b) <u>The appointing authority considers to be inconsistent, incompatible, or a conflict of interest.</u>	a) <u>1, 2, 3</u> b) <u>2, 3, 4, 5</u>	a) <u>2, 3, 4, 5</u> b) <u>3, 4, 5</u>	a) <u>5</u> b) <u>5</u>
8. <u>Disgraceful personal conduct which impairs job performance or causes discredit to the agency or the state, including but not limited to, lewd, disorderly or indecent conduct.</u>	<u>2, 3, 4</u>	<u>3, 4, 5</u>	<u>5</u>
9. <u>Accidental discharge of firearm because of negligence with no bodily harm or substantial damage.</u>	<u>2, 3</u>	<u>3, 4, 5</u>	<u>5</u>

10. <u>Accidental discharge of a firearm due to negligence with substantial bodily harm or damage.</u>	<u>3, 4, 5</u>	<u>5</u>	
11. <u>Dishonesty.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
12. <u>Failure to participate in any investigation authorized by the employee's appointed authority.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
13. <u>Failure to provide identification or display proper ID when requested by respective supervisors or as required by agency procedures.</u>	<u>1, 2</u>	<u>2, 3, 4</u>	<u>3, 4, 5</u>
14. <u>Allowing unauthorized personnel to enter work areas without approval of appointing authority.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
15. <u>Failure to report promptly and fully any misconduct, whether of self or others.</u>	<u>1, 2, 3, 4, 5</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>
16. <u>Concealing or attempting to conceal or cover up, removing or destroying evidence of incompetent or defective workmanship.</u>	<u>2, 3</u>	<u>3, 4</u>	<u>5</u>
17. <u>Sleeping on duty or failure to remain fully awake while on duty, such as remaining alert, aware of, attentive and responsive of surroundings while on duty.</u>	<u>2, 3</u>	<u>3, 4</u>	<u>5</u>
18. <u>Concealing, altering, falsifying, destroying, removing, tampering or withholding any property or evidence associated with any alleged misconduct or performance, criminal, or administrative investigation, arrest, or other administrative or enforcement action.</u>	<u>5</u>		
19. <u>Gambling on State/Federal/leased property or while on duty.</u>	<u>3, 4, 5</u>	<u>5</u>	
20. <u>Improperly identifying self, displaying badge, identification or uniform, or making improper use of status as an agency employee for personal gain or any other improper purpose.</u>	<u>3, 4, 5</u>	<u>5</u>	
21. <u>Any conduct whether on or off duty which negatively reflects upon the image of the State or the agency.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
22. <u>Refusal to undergo a search of person or property while on duty or on agency property.</u>	<u>5</u>		
23. <u>Allowing a trustee to access any electronic device, including but not limited to computer, or fax, make or receive phone calls; arrange for personal visits or <del>arrange</del> for a trustee to receive or send correspondence in any way. <del>(internet, e-mail, mail, etc.)</del></u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
24. <u>Giving or accepting a gift to or from a trustee, including unauthorized food or beverage.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>

25. Any action contrary to the training <del>given</del> <u>provided</u> by the Nevada Department of Corrections <u>for dealing with trustees</u> .	1, 2, 3, 4, 5	3, 4, 5	5
26. Taking a trustee off base without first obtaining permission from the Facility Manager or the <u>Administrative Services Officer</u> .	<u>1, 2, 3, 4, 5</u>	3, 4, 5	5
27. Failure to properly supervise a trustee.	<del>1</del> , 2, 3, 4, 5	3, 4, 5	5
<b><u>H. Misuse of Information Technology</u></b>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
<u>1. Using State/Federal information technology resources to gain access and/or download from the internet information not pertaining to official job duties without authorization, including but not limited to, games, on-line gambling or any other unauthorized software.</u>	<u>1, 2, 3</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>
<u>2. Intentionally viewing, displaying or distributing pornographic material on any device (State/Federal/leased or personal owned) during work shift (including lunch and breaks) and/or on work premises.</u>	<u>5</u>		
<u>3. Activities that are illegal or inappropriate to fellow employees or the public such as harassment or hate speech to include language that discriminates against others on the basis of race, religion, gender, disability, pregnancy, national origin, sexual orientation, genetic information or gender identity &amp; expression, domestic relations, compensation or wages, or any other state or federal anti-discrimination laws.</u>	<u>1, 2, 3, 4, 5</u>	<u>2, 3, 4, 5</u>	<u>5</u>
<u>4. Revealing passwords or obtaining unauthorized access to another's e-mail, data files, or confidential records maintained by the agency.</u>	<u>2, 3, 4</u>	<u>3, 4, 5</u>	<u>5</u>
<u>5. Accessing, displaying and/or printing material or images that are sexually explicit, inappropriate or offensive to fellow employees or the public.</u>	<u>1, 2, 3, 4</u>	<u>2, 3, 4, 5</u>	<u>5</u>
<u>6. Use that violates copyright laws, software licensing agreements, property rights; the privacy of others, or local, state or federal laws.</u>	<u>1, 2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
<u>7. Accessing a website that results in a fee being charged to the State/Federal government.</u>	<u>1, 2</u>	<u>2, 3, 4</u>	<u>3, 4, 5</u>
<u>8. Negligent use of information technology that results in the introduction of computer viruses, system monitoring devices or devices that can cause damage or limit access to the equipment, software, or data.</u>	<u>1, 2, 3, 4, 5</u>	<u>2, 3, 4, 5</u>	<u>4, 5</u>
<u>9. Willful sabotage of information technology resources such as the introduction of computer viruses, system monitoring devices or any device that can cause damage or</u>	<u>5</u>		

<u>limit access to the equipment, software, or data; or attempting to, or intentionally using email or Internet facilities to disable, impair, overload or disrupt computer or network performance, services or equipment; or to circumvent any system intended to protect privacy or security of another user or the system or to harass other users.</u>			
<u>10. Unauthorized use, manipulation, destruction or production of data or information outside the scope of one's job responsibilities, or for non-business or personal reasons.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
<u>11. Installation or use of computer monitoring devices, spyware, reader software or devices, unauthorized data collection software or devices, blocking devices, or other hardware, software, servers, devices, or similar that restricts or limits access not specifically approved by the agency or State IT.</u>	<u>3, 4, 5</u>	<u>5</u>	
<u>12. Installing or using personal or unauthorized software on State/Federal information technology resources without proper authorization and approval.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
<u>13. Using State/Federal information technology resources, including but not limited to computing and communications equipment, services or facilities for soliciting business, selling products or otherwise engaging in commercial activities.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
<u>14. Misuse or abuse of the email system; or other violations of the Computer Usage Policies regarding email.</u>	<u>1, 2, 3</u>	<u>2, 3, 4</u>	<u>3, 4, 5</u>
<u>15. Revealing or sharing office access control or alarm combinations or keys with unauthorized persons.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
<u>16. Downloading, sharing, or duplicating confidential data without proper authorization.</u>	<u>5</u>		
<u>17. Forge a digital signature or using electronic signature, graphic or otherwise, for any unauthorized purpose.</u>	<u>5</u>		
<u>18. Personal use that could slow down, delay, or disrupt computer services such as chain letters, greeting cards, and streaming of radio or TV broadcasts or other audio or video materials.</u>	<u>1, 2</u>	<u>2, 3, 4</u>	<u>3, 4, 5</u>
<u>19. Accessing or communicating data not pertaining to official job duties without authorization.</u>	<u>1, 2, 3, 4</u>	<u>2, 3, 4, 5</u>	<u>5</u>
<b><u>I. Improper Political Activity</u></b>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
<u>1. Directly or indirectly solicit, or be involved in soliciting or receiving any assessment, subscription, monetary, or non-monetary contribution for a political purpose from</u>	<u>1, 2, 3, 4, 5</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>

<u>anyone who is in the same agency and who is a subordinate of the solicitor.</u>			
<u>2. Engage in political activity during the hours of employment for the purpose of improving the chance of a political party or individual seeking office. This would include but not be limited to solicitations, speeches or distribution of campaign literature for or against any political candidate.</u>	<u>1, 2, 3</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>
<u>3. Engage in political activity for the purpose of securing preference for promotion, transfer or salary advancement.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
<u>4. Using or promising to use any official authority or influence for the purpose of influencing the vote or political action of any person for any consideration.</u>	<u>2, 3</u>	<u>3, 4</u>	<u>5</u>
<u>5. Unauthorized attendance while on duty at official legislative or political sessions.</u>	<u>2, 3</u>	<u>3, 4, 5</u>	<u>5</u>
<b><u>J. Discrimination and Harassment</u></b>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
<u>1. Discrimination on the basis of race, color, religion, sex, sexual orientation, age, disability, pregnancy, national origin, genetic information, gender identity or expression, domestic relations, or compensation or wages, or any other protected classes or other violations of Title VI and Title VII of the Civil Rights Act or the State Executive Branch Sexual Harassment and Discrimination Policy.</u>	<u>3, 4, 5</u>	<u>4, 5</u>	<u>5</u>
<u>2. Engaging in sexual harassment as defined in NAC 284, the State Executive Branch Sexual Harassment and Discrimination Policy or agency policy against an employee, a client or any other person in the workplace.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
<u>3. Creating or endorsing a hostile work environment.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
<u>4. Failure of a supervisor to report instances of sexual harassment or discrimination as defined and required in State or Federal law, the, State Executive Branch Sexual Harassment and Discrimination Policy or the agency's policy.</u>	<u>1, 2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
<u>5. Retaliation against an employee for:</u> <u>a. Complaining about harassment and/or discrimination</u> <u>b. For supporting another employee's complaint about harassment and/or discrimination</u> <u>c. For disclosing improper governmental action</u> <u>d. For filing a grievance or appeal; or exercising any employment right protected under State or Federal law.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>

<b><u>K. Safety and Health</u></b>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
<u>1. Removal or interference with a safety device or safe-guard.</u>	<u>2, 3</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>
<u>2. Dangerous horseplay or inattention that could threaten the life or health of an individual or cause property damage.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
<u>3. Using or permitting the use of unnecessary, unauthorized, or excessive force on any person.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
<u>4. Disregard of safety rules whether oral or written.</u>	<u>2, 3</u>	<u>3, 4</u>	<u>4, 5</u>
<u>5. Failing to report any use of force either as a participant or a witness.</u>	<u>3, 4, 5</u>	<u>4, 5</u>	<u>5</u>
<u>6. Workplace violence, threat of workplace violence, harassment, or intimidation.</u>	<u>2, 3, 4, 5</u>	<u>3, 4, 5</u>	<u>5</u>
<u>7. Knowingly failing to appropriately and timely report any on-the-job or work-related accident or injury.</u>	<u>1, 2</u>	<u>2, 3</u>	<u>3, 4, 5</u>

***This policy is not a substitute for relevant law or regulation nor does it establish additional rights beyond those provided in law and regulation. This policy is intended to be used in conjunction with federal regulation, State law, (NRS, NAC) or the State Administrative Manual (SAM).***

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

STATE OF NEVADA

OFFICE OF THE MILITARY

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AGENCY POLICY 112: Prohibitions and Penalties

EFFECTIVE: June 21, 2019

SUPERCEDES: All Prior Versions

REFERENCE: NRS 284; Personnel Commission Minutes Dated-----

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I, \_\_\_\_\_, have received, read, and will adhere to Office of the Military's Agency Prohibitions and Penalties.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee ID

Personnel Commission Meeting  
June 21, 2019

**FOR INFORMATION ONLY**

Attached is a list of classes and positions which have previously been approved for pre-employment testing. This list has been provided for you to use as a reference when determining which classes and/or positions the Commission may wish to approve at this meeting.

**STATE OF NEVADA**

**POSITIONS/CLASSES APPROVED FOR PRE-EMPLOYMENT CONTROLLED SUBSTANCE TESTING CHANGES EFFECTIVE MARCH 15, 2019**

(All positions in each class have been approved for pre-employment controlled substance testing, unless otherwise noted (\*) for a specific agency(s) and/or position(s). Classes in *bold/italics* are new to the list.)

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
1.401	WEIGHTS AND MEASURES INSPECTOR IV*	AGR - PCNS 4551-0011, 4551-0022
1.404	WEIGHTS AND MEASURES INSPECTOR III*	AGR - PCN 4551-0013
1.407	WEIGHTS AND MEASURES INSPECTOR II*	AGR - PCNS 4551-0014, 4551-0015, 4551-0023, 4551-0024, 4551-0025, 4551-0028, 4551-0045, 4551-0047, 4551-0049, 4551-0102, 4551-0105
1.413	WEIGHTS AND MEASURES ASSISTANT (SEASONAL)*	AGR - PCNS 4551-8911, 4551-8912, 4551-8913
1.608	FIELD ASSISTANT II (PARC)	
1.737	BIOLOGIST I*	AGR - PCN 4600-0025
1.770	WILDLIFE AREA SUPERVISOR II	
1.771	WILDLIFE AREA SUPERVISOR I	
1.772	FISH HATCHERY SUPERVISOR II	
1.774	FISH HATCHERY SUPERVISOR I	
1.776	FISH HATCHERY TECHNICIAN III	
1.778	FISH HATCHERY TECHNICIAN II	
1.780	FISH HATCHERY TECHNICIAN I	
1.785	WILDLIFE AREA TECHNICIAN III	
1.786	WILDLIFE AREA TECHNICIAN II	
1.787	WILDLIFE AREA TECHNICIAN I	
1.811	FORESTER III	
1.812	FIRE MANAGEMENT OFFICER II	
1.813	FORESTER II	
1.814	FIRE MANAGEMENT OFFICER I	
1.816	BATTALION CHIEF	
1.817	CONSERVATION CREW SUPERVISOR III	
1.818	FORESTER I	
1.819	FIREFIGHTER II	
1.820	CONSERVATION CREW SUPERVISOR II	
1.822	FIRE CONTROL DISPATCHER III	
1.823	SEASONAL FIRE CONTROL DISPATCHER II*	DCNR-FORESTRY DIVISION - ALL PCNS
1.824	SEASONAL FIRE CONTROL DISPATCHER I*	DCNR-FORESTRY DIVISION - ALL PCNS
1.825	CONSERVATION CREW SUPERVISOR I	
1.826	FIRE CONTROL DISPATCHER II	
1.827	FIRE CONTROL DISPATCHER I	
1.828	SEASONAL FIREFIGHTER III*	DCNR-FORESTRY DIVISION - ALL PCNS
1.829	SEASONAL FIREFIGHTER II*	DCNR-FORESTRY DIVISION - ALL PCNS
1.831	SEASONAL FIREFIGHTER I*	DCNR-FORESTRY DIVISION - ALL PCNS
1.835	HELITACK SUPERVISOR	

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
1.850	FIRE CAPTAIN	
1.852	FIREFIGHTER I	
1.907	PARKS REGIONAL MANAGER (NON-COMMISSIONED)	
1.912	PARK INTERPRETER	
1.918	LIFEGUARD II	
1.919	LIFEGUARD I	
1.921	PARK RANGER III (NON-COMMISSIONED)	
1.922	PARK RANGER II (NON-COMMISSIONED)	
1.923	PARK RANGER I (NON-COMMISSIONED)	
1.967	PARK SUPERVISOR III (NON-COMMISSIONED)	
1.968	PARK SUPERVISOR II (NON-COMMISSIONED)	
1.969	PARK SUPERVISOR I (NON-COMMISSIONED)	
2.124	MAIL SERVICE SUPERVISOR*	BCN - ALL PCNS
2.126	MAIL SERVICE TECHNICIAN*	BCN - ALL PCNS
2.127	MAIL SERVICE CLERK I*	BCN - ALL PCNS
2.129	MAIL SERVICE CLERK II*	BCN - ALL PCNS
2.153	LEGAL SECRETARY II*	TAXI - PCN 0038
2.210	ADMINISTRATIVE ASSISTANT IV*	DPS - PCNS 3743-0106, 3743-33, 4701-0106, 4701-0155, 4701-0706, 4701-0805, 4701-0870, 4709-42, 4709-70, 4709-71, 4709-72, 4709-73, 4709-206, 4709-625, 4709-645, 4709-665, 4709-1004, 4709-1006, 4709-1007, 4709-1009, 4709-8004, 4709-8018, 4709-8031, 4709-8038, 4709-8039, 4709-8040, 4709-8041, 4709-8042, 4709-8043, 4709-9013, <b>4709-9018, 4709-9019</b> , 4713-0706, 4713-155, 4713-805; TAXI - PCN 0023
2.211	ADMINISTRATIVE ASSISTANT III*	DMV - PCNS RE7015, WF7047; DPS - PCNS 3740-1412, 3743-0028, 3743-5, 3743-15, 3743-17, 3743-32, 3743-34, 3743-60, 3743-61, 3743-62, 3743-64, 3743-65, 3743-1011, 3743-1014, 3743-1017, 3743-1020, 3744-10, 3744-13, 3744-16, 3744-19, 4702-51, 4702-147, 4702-315, 4702-328, 4702-648, 4702-705, 4702-871, 4702-11033, 4702-11034, 4709-36, 4709-37, 4709-58, 4709-620, 4709-630, 4709-8005, 4709-8007, 4709-8010, 4709-8011, 4709-8016, 4709-8017, 4709-8019, 4709-8020, 4709-8021, 4709-9001, 4709-9002, 4709-9011, 4709-9012, <b>4709-9016, 4709-9017</b> ; TAXI - PCNS 0011, 0061

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
2.212	ADMINISTRATIVE ASSISTANT II*	DPS - PCNS 3743-1021, 4702-32, 4709-2, 4709-8044, 4709-8045, 4709-8046, 4709-8048, 4709-9003, 4709-9004, 4709-9005, 4709-9006, 4709-9007, 4709-9008, 4709-9009, 4709-9010, 4709-16, 4709-17, 4709-18, 4709-25, 4709-26, 4709-34, 4709-57, 4709-62, 4709-204, 4709-205, 4709-605, 4709-660, 4709-8006, 4709-8008, 4709-8009, 4713-0870; TAXI - PCNS 0003, 0013, 0020, 0043, 0046, 0066, 0074, 0075, 0092, 0095
2.301	ACCOUNTING ASSISTANT III*	DPS - PCNS 3743-16, 4709-38, 4709-8022
2.303	ACCOUNTING ASSISTANT II*	DPS - PCN 4709-15
2.819	SUPPLY TECHNICIAN III*	PURCHASING - PCN 0027
2.824	SUPPLY TECHNICIAN II*	PURCHASING - PCN 0029; BCN - ALL PCNS
2.827	SUPPLY ASSISTANT*	BCN - ALL PCNS
2.836	SUPPLY TECHNICIAN I*	BCN - ALL PCNS
3.203	FOOD SERVICE COOK/SUPERVISOR II*	BCN - ALL PCNS
3.206	FOOD SERVICE COOK/SUPERVISOR I*	BCN - ALL PCNS
3.213	FOOD SERVICE WORKER II*	BCN - ALL PCNS
3.218	FOOD SERVICE WORKER I*	BCN - ALL PCNS
<b>3.504</b>	<b>DRIVER - SHUTTLE BUS II*</b>	<b>BCN - ALL PCNS</b>
3.505	DRIVER - SHUTTLE BUS I	
3.506	DRIVER - VAN/AUTOMOBILE	
3.520	FAMILY SUPPORT WORKER III*	BCN - ALL PCNS
3.521	FAMILY SUPPORT WORKER II*	BCN - ALL PCNS
3.524	FAMILY SUPPORT WORKER I*	BCN - ALL PCNS
3.530	TRANSPORTATION AND SAFETY ATTENDANT III*	NDVS - ALL PCNS
3.535	TRANSPORTATION AND SAFETY ATTENDANT II*	NDVS - ALL PCNS
3.540	TRANSPORTATION AND SAFETY ATTENDANT I*	NDVS - ALL PCNS
5.103	PRINCIPAL	
5.104	VICE PRINCIPAL	
5.106	ACADEMIC TEACHER	
5.112	VOCATIONAL EDUCATION INSTRUCTOR	
5.174	CHILD CARE WORKER II*	BCN - ALL PCNS
5.175	CHILD CARE WORKER I*	BCN - ALL PCNS
6.209	SUPERVISOR III, ASSOCIATE ENGINEER*	NDOT - PCNS 017009, 017046, 018-037, ALL PCNS BEGINNING W/ 930
6.211	SUPERVISOR II, ASSOCIATE ENGINEER*	NDOT - PCNS 027006, 028006, 255001, ALL PCNS BEGINNING W/ 930
6.215	SUPERVISOR I, ASSOCIATE ENGINEER*	NDOT -PCNS 017021, 017034, 017048, 028008, ALL PCNS BEGINNING W/ 930
6.223	ADMINISTRATOR I, PROFESSIONAL ENGINEER*	NDOT - PCN 301012

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
6.224	MANAGER I, PROFESSIONAL ENGINEER*	NDOT - ALL PCNS BEGINNING W/ 930
6.228	STAFF II, ASSOCIATE ENGINEER*	NDOT - PCNS 018024, 018025, 018036, 018037, 018046, 018047
6.229	STAFF I, ASSOCIATE ENGINEER*	NDOT - PCNS 020014, 034001, 255002, 080001, 080002, 080005, 080006, 080007, 080010
6.305	ENGINEERING TECHNICIAN V*	NDOT - PCN 028015
6.308	ENGINEER TECHNICIAN IV*	NDOT - PCN 027023, ALL PCNS BEGINNING W/ 930
6.313	ENGINEERING TECHNICIAN III*	NDOT - PCNS 017037, 017038, 017039, 017040, 017041, 017042, 017050, 017051, 017052, 027019, 027022, 028010, 028011, 028013, 028016, 028021, 028022, 028030, 101342, 255003, ALL PCNS BEGINNING W/ 930
6.355	ARCHITECTURAL DRAFTER IV*	BCN - ALL PCNS
6.358	ARCHITECTURAL DRAFTER III*	BCN - ALL PCNS
6.750	CONSTRUCTION PROJECT COORDINATOR III*	BCN - ALL PCNS
6.751	PROJECT MANAGER III*	BCN - ALL PCNS
6.754	BUILDING CONSTRUCTION INSPECTOR III*	BCN - ALL PCNS; D of A - ALL PCNS
6.755	BUILDING CONSTRUCTION INSPECTOR IV*	D of A - ALL PCNS
6.758	CONSTRUCTION PROJECT COORDINATOR II*	BCN - ALL PCNS
6.762	PROJECT MANAGER II*	BCN - ALL PCNS
6.763	PROJECT MANAGER I*	BCN - ALL PCNS
6.966	DEVELOPMENT TECHNICIAN IV*	BCN - ALL PCNS
6.978	DEVELOPMENT TECHNICIAN III*	BCN - ALL PCNS
6.979	DEVELOPMENT TECHNICIAN II*	BCN - ALL PCNS
6.980	DEVELOPMENT TECHNICIAN I*	BCN - ALL PCNS
6.981	ELECTRONICS TECHNICIAN II*	BCN, NDOC - ALL PCNS
6.987	ELECTRONICS TECHNICIAN III*	BCN, NDOC - ALL PCNS
6.988	ELECTRONICS TECHNICIAN I*	BCN, NDOC - ALL PCNS
7.141	ACCOUNTANT TECHNICIAN II*	DPS - PCNS 0030, 4709-1010
7.143	ACCOUNTANT TECHNICIAN I*	DPS - PCN 4702-30
7.154	AUDITOR II*	DHHS PBH - PCNS 0031, 0033, 0041
7.217	ADMINISTRATIVE SERVICES OFFICER II*	DPS - PCN 4709-23
7.218	ADMINISTRATIVE SERVICES OFFICER I*	DPS - PCN 3743-6
7.519	TRAINING OFFICER I*	NDOT - ALL PCNS
7.524	TRAINING OFFICER II*	DPS - NHP - HAZARDOUS MATERIALS - PCN 5
7.624	MANAGEMENT ANALYST III*	DPS - PCNS 4709-3, 4709-200, <b>4709- 9015</b>
7.625	MANAGEMENT ANALYST II*	DPS - PCN 4709-39; TAXI - PCNS 0002, 0078
7.637	MANAGEMENT ANALYST I*	DPS - PCNS 3743-9, 3743-79, 4709-40
7.643	PROGRAM OFFICER III*	DHHS PBH - PCN 0038; DPS - PCN 4702-0086
7.647	PROGRAM OFFICER II*	BCN - PCN 41234; DMV - PCN CC4019; DPS- PCNS 3743-1022, 4701-

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
		0950, 4709-19, 4709-24, 4709-35, 4709-8003, 4709-8012
7.649	PROGRAM OFFICER I*	DPS - PCN 3744-82, 4702-322, 4709-8030, 4709-8036, 4709-8037; FIRE MARSHAL - PCNS 4, 106; NDOC - PCNS 3710-0064, 3710-0202; BCN - PCNS 41672, 41673
7.653	PUBLIC SERVICE INTERN II*	NDOT - ALL PCNS BEGINNING W/ 940
7.655	BUSINESS PROCESS ANALYST III*	DPS - PCN 4709-8023
7.656	BUSINESS PROCESS ANALYST II*	DPS - PCNS 4702-0046, 4709-8024, 4709-8025
7.665	PUBLIC SERVICE INTERN I*	MIN - PCNS 09015, 09016, 09017, 09018, 09019, 09020, 09022, 09023
7.713	TRANSPORTATION TECHNICIAN III*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.714	TRANSPORTATION TECHNICIAN IV*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.715	TRANSPORTATION TECHNICIAN II*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.722	TRAFFIC CENTER TECHNICIAN SUPERVISOR	
7.724	TRAFFIC CENTER TECHNICIAN II	
7.725	TRAFFIC CENTER TECHNICIAN I	
7.726	TRAFFIC CENTER TECHNICIAN TRAINEE	
7.745	STATISTICIAN II*	DPS - PCN 4709-21
7.901	CHIEF IT MANAGER*	NDOT - PCN 016060
7.902	IT MANAGER III*	DPS - PCN 4709-0207
7.904	IT MANAGER I*	NDOT - PCN 016065; BCN UNR - PCN 42286
7.921	IT PROFESSIONAL IV*	DPS - PCN 4709-8032; NDOT - PCNS 016061, 016063
7.925	IT PROFESSIONAL III*	DPS - PCNS 4709-0150, 4709-8033; NDOT - PCNS 016062, 016064, 91001, 92001, 93002; BCN UNR - ALL FACILITIES SERVICES PCNS
7.926	IT PROFESSIONAL II*	NDOT - PCNS 91005, 92002, 93001, 93003, 95001, 96001, 92003, 93005, 94003; BCN UNR - ALL FACILITIES SERVICES PCNS
7.929	IT PROFESSIONAL I*	BCN UNR - ALL FACILITIES SERVICES PCNS
7.951	IT PROFESSIONAL TRAINEE*	BCN UNR - ALL FACILITIES SERVICES PCNS
9.103	HIGHWAY MAINTENANCE MANAGER	
9.106	HIGHWAY MAINTENANCE SUPERVISOR II	
9.115	HIGHWAY MAINTENANCE SUPERVISOR I	
9.117	HIGHWAY MAINTENANCE WORKER IV	
9.120	HIGHWAY MAINTENANCE WORKER III	
9.127	HIGHWAY MAINTENANCE WORKER II	
9.130	HIGHWAY MAINTENANCE WORKER I	

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
9.137	HIGHWAY CONSTRUCTION AID	
9.200	SPECIAL EQUIPMENT OPERATOR III	
9.201	EQUIPMENT OPERATION INSTRUCTOR	
9.203	SPECIAL EQUIPMENT OPERATOR II	
9.204	GROUNDS EQUIPMENT OPERATOR I*	BCN - ALL PCNS
9.205	SEASONAL FORESTRY EQUIPMENT OPERATOR	
9.208	DRIVER WAREHOUSE WORKER TRAINEE*	NDOC - ALL PCNS
9.209	GROUNDS EQUIPMENT OPERATOR II*	BCN - ALL PCNS
9.210	DRIVER WAREHOUSE WORKER I	
9.211	DRIVER WAREHOUSE WORKER II	
9.212	DRIVER WAREHOUSE SUPERVISOR	
9.315	HIGHWAY EQUIPMENT MECHANIC SPVR I	
9.317	HIGHWAY EQUIPMENT MECHANIC III	
9.318	HIGHWAY EQUIPMENT MECHANIC II	
9.321	HIGHWAY EQUIPMENT MECHANIC I	
9.322	EQUIPMENT MECHANIC IV*	BCN, DCNR-FORESTRY DIVISION - ALL PCNS
9.323	EQUIPMENT MECHANIC III*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOW - ALL PCNS
9.326	EQUIPMENT MECHANIC-IN-TRAINING IV*	BCN, NDOT - ALL PCNS
9.327	AUTO BODY WORKER*	NDOT - ALL PCNS
9.328	EQUIPMENT MECHANIC-IN-TRAINING III*	BCN, NDOT - ALL PCNS
9.330	EQUIPMENT MECHANIC-IN-TRAINING II*	BCN, NDOT - ALL PCNS
9.331	EQUIPMENT MECHANIC II*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW - ALL PCNS
9.332	EQUIPMENT MECHANIC-IN-TRAINING I*	BCN, NDOT - ALL PCNS
9.333	EQUIPMENT MECHANIC I*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW - ALL PCNS
9.334	FLEET SERVICE WORKER IV*	BCN, NDOT - ALL PCNS
9.335	FLEET SERVICE WORKER III*	BCN, NDOT - ALL PCNS
9.336	FLEET SERVICE WORKER II*	BCN, NDOT - ALL PCNS
9.337	FLEET SERVICE WORKER I*	BCN, NDOT - ALL PCNS
9.353	AVIATION SERVICES OFFICER	
9.354	CHIEF PILOT	
9.355	PILOT II	
9.356	PILOT III	
9.357	AIRCRAFT MAINTENANCE SPECIALIST	
9.359	PILOT I	
9.404	HVACR SPECIALIST IV*	BCN - ALL PCNS
9.408	HVACR SPECIALIST II*	BCN, NDOC - ALL PCNS
9.413	HVACR SPECIALIST III*	BCN, NDOC - ALL PCNS
9.417	WELDER I*	BCN, NDOC, NDOT - ALL PCNS
9.418	LOCKSMITH I*	BCN, NDOC - ALL PCNS
9.420	HEAT PLANT SPECIALIST II*	BCN, NDOC - ALL PCNS
9.421	HVACR SPECIALIST I*	BCN, NDOC, NDOT - ALL PCNS
9.422	HEAT PLANT SPECIALIST IV*	BCN, NDOC - ALL PCNS
9.423	CARPENTER I*	BCN, NDOC, NDOT - ALL PCNS
9.424	CARPENTER II*	BCN, NDOC - ALL PCNS
9.425	HEAT PLANT SPECIALIST III*	BCN, NDOC - ALL PCNS
9.426	ELECTRICIAN I*	BCN, NDOC, NDOT - ALL PCNS

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
9.428	HEAT PLANT SPECIALIST I*	BCN, NDOC - ALL PCNS
9.429	PAINTER I*	BCN - ALL PCNS
9.430	WELDER II*	BCN, NDOC, NDOT - ALL PCNS
9.431	LOCKSMITH II*	BCN, NDOC - ALL PCNS
9.432	PLUMBER I*	BCN, NDOC - ALL PCNS
9.434	EVENTS CENTER TECHNICIAN II*	BCN - ALL LAWLOR EVENTS CENTER PCNS
9.437	EVENTS CENTER TECHNICIAN I*	BCN - ALL LAWLOR EVENTS CENTER PCNS
9.439	CARPENTER III*	BCN - ALL PCNS
9.441	MAINTENANCE REPAIR SPECIALIST I*	BCN, NDOC, NDOT, NDOW, NDVS - ALL PCNS
9.445	MAINTENANCE REPAIR SPECIALIST II*	BCN, NDOC, NDOW - ALL PCNS
9.447	ELECTRICIAN II*	BCN, NDOC, NDOT - ALL PCNS
9.448	ELECTRICIAN III*	BCN, NDOC, NDOT - ALL PCNS
9.459	PAINTER II*	BCN - ALL PCNS
9.460	PAINTER III*	BCN - ALL PCNS
9.462	PLUMBER II*	BCN, NDOC - ALL PCNS
9.463	PLUMBER III*	BCN - ALL PCNS
9.465	CRAFT WORKER-IN-TRAINING IV*	BCN - ALL PCNS
9.466	CRAFT WORKER-IN-TRAINING III*	BCN - ALL PCNS
9.467	CRAFT WORKER-IN-TRAINING II*	BCN - ALL PCNS
9.468	CRAFT WORKER-IN-TRAINING I*	BCN - ALL PCNS
9.470	THEATER TECHNICIAN I*	BCN - ALL PCNS
9.471	THEATER TECHNICIAN II*	BCN - ALL PCNS
9.481	MAINTENANCE REPAIR AID IV*	BCN - ALL PCNS
9.482	MAINTENANCE REPAIR AID III*	BCN - ALL PCNS
9.483	MAINTENANCE REPAIR AID II*	BCN - ALL PCNS
9.484	MAINTENANCE REPAIR AID I*	BCN - ALL PCNS
9.485	MAINTENANCE REPAIR WORKER IV*	BCN, NDOC - ALL PCNS
9.486	MAINTENANCE REPAIR WORKER III*	BCN, NDOC - ALL PCNS
9.487	MAINTENANCE REPAIR WORKER II*	BCN, NDOC, NDVS - ALL PCNS
9.488	MAINTENANCE REPAIR WORKER I*	BCN, NDOC, NDVS - ALL PCNS
9.496	WASTEWATER TREATMENT OPERATOR II*	NDOC - ALL PCNS
9.497	WASTEWATER TREATMENT OPERATOR I*	NDOC - ALL PCNS
9.514	RANCH MANAGER*	BCN UNR - PCN 41154
9.534	RESEARCH AID II*	BCN - ALL WOLF PACK MEATS PCNS
9.555	RESEARCH AID I*	BCN - ALL WOLF PACK MEATS PCNS
9.580	RESEARCH TECHNICIAN*	BCN - ALL WOLF PACK MEATS PCNS
9.603	FACILITY MANAGER*	BCN, NDOC - ALL PCNS
9.606	FACILITY SUPERVISOR III*	BCN, NDOC - ALL PCNS
9.609	FACILITY SUPERVISOR II*	BCN, NDOC - ALL PCNS, NDOT - PCN 302001
9.610	GROUNDS SUPERVISOR III*	BCN - ALL PCNS
9.612	FACILITY SUPERVISOR I*	BCN, NDOC - ALL PCNS
9.616	CUSTODIAL SUPERVISOR IV*	BCN - ALL PCNS
9.617	CUSTODIAL SUPERVISOR III*	BCN - ALL PCNS
9.620	GROUNDS SUPERVISOR II*	BCN - ALL PCNS

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
9.623	CUSTODIAL SUPERVISOR II*	BCN - ALL PCNS
9.625	CUSTODIAL SUPERVISOR I*	BCN - ALL PCNS
9.627	GROUNDS SUPERVISOR I*	BCN - ALL PCNS
9.630	GROUNDS MAINTENANCE WORKER V*	BCN - ALL PCNS
9.631	CUSTODIAL WORKER II*	BCN - ALL PCNS
9.633	GROUNDS MAINTENANCE WORKER IV*	BCN - ALL PCNS
9.634	CUSTODIAL WORKER I*	BCN - ALL PCNS
9.635	GROUNDS MAINTENANCE WORKER III*	BCN - ALL PCNS
9.637	FACILITY ATTENDANT*	BCN - ALL PCNS
9.639	GROUNDS MAINTENANCE WORKER II*	BCN - ALL PCNS
9.641	GROUNDS MAINTENANCE WORKER I*	BCN - ALL PCNS
10.124	PSYCHOLOGIST IV*	NDOC - ALL PCNS
10.126	PSYCHOLOGIST III*	NDOC - ALL PCNS
10.132	PSYCHOLOGIST II*	NDOC - ALL PCNS
10.139	MENTAL HEALTH COUNSELOR II*	NDOC - ALL PCNS
10.141	MENTAL HEALTH COUNSELOR I*	NDOC - ALL PCNS
10.143	PSYCHOLOGIST I*	NDOC - ALL PCNS
10.144	CLINICAL SOCIAL WORKER II*	NDOC - ALL PCNS
10.146	TREATMENT HOME SUPERVISOR	
10.148	TREATMENT HOME PROVIDER	
10.150	CLINICAL SOCIAL WORKER I*	NDOC - ALL PCNS
10.151	CLINICAL SOCIAL WORKER III*	NDOC - ALL PCNS
10.179	PSYCHOMETRIST *	NDOC - ALL PCNS
10.217	HEALTH PROGRAM MANAGER II*	DHHS PBH - PCN 0037
10.229	MID-LEVEL MEDICAL PRACTITIONER*	DHHS, NDOC - ALL PCNS
10.244	QUALITY ASSURANCE SPECIALIST I*	NDVS - ALL PCNS
10.260	DENTAL CLINIC SUPERVISOR*	UNLV - ALL PCNS
10.262	DENTAL ASSISTANT III*	NDOC, UNLV - ALL PCNS
10.263	DENTAL ASSISTANT II*	NDOC, UNLV - ALL PCNS
10.264	DENTAL ASSISTANT I*	NDOC, UNLV - ALL PCNS
10.300	DIRECTOR, NURSING SERVICES II*	DHHS, NDOC - ALL PCNS, NDVS - ALL PCNS
10.301	DIRECTOR, NURSING SERVICES I*	DHHS, NDOC - ALL PCNS
10.305	PSYCHIATRIC NURSE III*	DHHS, NDOC - ALL PCNS
10.306	PSYCHIATRIC NURSE IV*	DHHS, NDOC - ALL PCNS
10.307	PSYCHIATRIC NURSE II*	DHHS, NDOC - ALL PCNS
10.309	PSYCHIATRIC NURSE I*	DHHS, NDOC - ALL PCNS
10.310	CHIEF OF NURSING SERVICES*	NDOC - ALL PCNS
10.316	CORRECTIONAL NURSE III*	NDOC - ALL PCNS
10.318	CORRECTIONAL NURSE II*	DHHS, NDOC - ALL PCNS
10.319	CORRECTIONAL NURSE I*	DHHS, NDOC - ALL PCNS
10.338	MENTAL HEALTH TECHNICIAN IV*	DHHS - ALL PCNS
10.339	DEVELOPMENTAL SUPPORT TECH IV*	DHHS - ALL PCNS
10.346	MENTAL HEALTH TECHNICIAN III*	DHHS - ALL PCNS
10.347	DEVELOPMENTAL SUPPORT TECH III*	DHHS - ALL PCNS
10.352	REGISTERED NURSE V*	NDVS - ALL PCNS
10.354	REGISTERED NURSE IV*	NDVS - ALL PCNS
10.356	MENTAL HEALTH TECHNICIAN II*	DHHS - ALL PCNS
10.357	DEVELOPMENTAL SUPPORT TECH II*	DHHS - ALL PCNS
10.358	NURSE I*	DHHS, NDOC, NDVS - ALL PCNS

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
10.359	REGISTERED NURSE II*	NDVS - ALL PCNS
10.360	LICENSED PRACTICAL NURSE II*	DHHS, NDOC, NDVS - ALL PCNS
10.364	LICENSED PRACTICAL NURSE III*	DHHS, NDOC - ALL PCNS, NDVS – ALL PCNS
10.365	LICENSED PRACTICAL NURSE I*	DHHS, NDOC - ALL PCNS, NDVS – ALL PCNS
10.366	MENTAL HEALTH TECHNICIAN I*	DHHS - ALL PCNS
10.367	DEVELOPMENTAL SUPPORT TECH I*	DHHS - ALL PCNS
10.368	CERTIFIED NURSING ASSISTANT III*	NDVS – ALL PCNS
10.369	CERTIFIED NURSING ASSISTANT II*	NDOC, NDVS - ALL PCNS
10.370	NURSING ASSISTANT TRAINEE*	NDVS – ALL PCNS
10.371	CERTIFIED NURSING ASSISTANT I*	NDVS – ALL PCNS
10.375	COMMUNITY HEALTH NURSE IV*	DHHS - ALL PCNS
10.376	COMMUNITY HEALTH NURSE III*	DHHS - ALL PCNS
10.377	COMMUNITY HEALTH NURSE II*	DHHS - ALL PCNS
10.378	COMMUNITY HEALTH NURSE I*	DHHS - ALL PCNS
10.536	ENVIRONMENTAL SCIENTIST II*	NDOT - PCNS 018012, 018013
10.540	MARIJUANA PROGRAM SUPERVISOR	
10.541	MARIJUANA PROGRAM INSPECTOR II	
10.542	MARIJUANA PROGRAM INSPECTOR I	
10.545	ENVIRONMENTAL SCIENTIST IV*	NDOT - PCN 018011
10.707	CHEMIST V*	BCN - ALL PCNS
10.708	CHEMIST IV*	BCN - ALL PCNS
10.710	MICROBIOLOGIST V*	BCN - ALL PCNS
10.711	MICROBIOLOGIST IV*	BCN - ALL PCNS
10.712	CHEMIST III*	BCN - ALL PCNS
10.713	CHEMIST II*	BCN - ALL PCNS
10.715	MICROBIOLOGIST III*	BCN - ALL PCNS
10.717	MICROBIOLOGIST II*	BCN - ALL PCNS
10.721	MICROBIOLOGIST I*	BCN - ALL PCNS
10.724	CHEMIST I*	BCN - ALL PCNS
10.723	PHARMACY TECHNICIAN II*	DHHS, NDOC - ALL PCNS
10.726	LABORATORY TECHNICIAN II*	BCN - ALL PCNS
10.728	PHARMACY TECHNICIAN I*	DHHS, NDOC- ALL PCNS
10.729	LABORATORY ASSISTANT II*	BCN - ALL PCNS
10.733	LABORATORY TECHNICIAN I*	BCN - ALL PCNS
10.736	LABORATORY ASSISTANT I*	BCN - ALL PCNS
10.769	STAFF RESEARCH ASSOCIATE IV*	BCN - ALL PCNS
10.770	STAFF RESEARCH ASSOCIATE III*	BCN - ALL PCNS
10.771	STAFF RESEARCH ASSOCIATE II*	BCN - ALL PCNS
10.772	STAFF RESEARCH ASSOCIATE I*	BCN - ALL PCNS
11.117	PUBLIC SAFETY DISPATCHER VI	
11.118	PUBLIC SAFETY DISPATCHER V	
11.120	PUBLIC SAFETY DISPATCHER IV	
11.122	PUBLIC SAFETY DISPATCHER III	
11.124	PUBLIC SAFETY DISPATCHER II	
11.126	PUBLIC SAFETY DISPATCHER I	
11.128	N.C.J.I.S. PROGRAM SPECIALIST SUPERVISOR*	DPS - PCNS 4709-13, 4709-14

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
11.129	N.C.J.I.S. PROGRAM SPECIALIST*	DPS - PCNS 4709-41, 4709-63, 4709-74, 4709-600, 4709-615, 4709-650, 4709- 680, 4709-1005
11.130	N.C.J.I.S. PROGRAM SPECIALIST TRAINEE	
11.132	MANAGER, CRIMINAL JUSTICE RECORDS*	DPS - ALL PCNS
11.133	FINGERPRINT/RECORDS EXAMINER III*	DPS - PCNS 4709-201, 4709-8015
11.134	FINGERPRINT/RECORDS EXAMINER II*	DPS - PCNS 4709-6, 4709-7, 4709-33, 4709-59, 4709-61, 4709-202, 4709-590, 4709-8014
11.135	FINGERPRINT/RECORDS EXAMINER I	
11.144	FINGERPRINT/RECORDS SUPERVISOR*	DPS - PCNS 4709-4, 4709-5
11.239	MILITARY SECURITY OFFICER V	
11.240	MILITARY SECURITY OFFICER IV	
11.241	MILITARY SECURITY OFFICER III	
11.242	MILITARY SECURITY OFFICER II	
11.243	MILITARY SECURITY OFFICER I	
11.260	SECURITY OFFICER SUPERVISOR*	BCN
11.263	SECURITY OFFICER*	BCN, MILITARY
11.354	SUPERVISORY COMPLIANCE INVESTIGATOR*	DMV - PCN WF8508
11.358	COMPLIANCE INVESTIGATOR II*	DMV - PCNS RE4079, RE8018, RE8025, RE8026, RE8028
11.363	COMPLIANCE/AUDIT INVESTIGATOR III*	B&I-INSURANCE DIV - PCN 0072; SOS - PCNS 0030, 0031, 0035, 0062, 0063, 0066
11.365	COMPLIANCE/AUDIT INVESTIGATOR II*	B&I-INSURANCE DIV - ALL PCNS; SOS - PCNS 0022, 0028, 0068
11.424	DMV SERVICES TECHNICIAN III*	DMV - PCNS RE5324, RE5328
11.506	FIRE & LIFE SAFETY INSPECTOR I	
11.510	FIRE & LIFE SAFETY INSPECTOR II	
11.513	SAFETY REPRESENTATIVE, RAILWAY	
11.515	SAFETY SPECIALIST, RAILWAY	
11.550	TAXICAB VEHICLE INSPECTOR I	
11.552	TAXICAB VEHICLE INSPECTOR II	
11.560	MANUFACTURED HOUSING INSPECTOR II	
11.561	MANUFACTURED HOUSING INSPECTOR I	
11.565	AGENCY LOSS CONTROL COORDINATOR*	NDOT - PCN 078002
12.466	SUBSTANCE ABUSE COUNSELOR III	
12.469	SUBSTANCE ABUSE COUNSELOR II	
12.470	SUBSTANCE ABUSE COUNSELOR I	
12.501	WARDEN	
12.510	CORRECTIONAL MANAGER	
12.517	CORRECTIONAL ASSISTANT*	NDOC - ALL PCNS
12.523	ASSISTANT SUPERINTENDENT, YOUTH FACILITY	
12.532	HEAD GROUP SUPERVISOR	
12.534	ASSISTANT HEAD GROUP SUPERVISOR	
12.535	GROUP SUPERVISOR IV	
12.537	GROUP SUPERVISOR III	
12.538	GROUP SUPERVISOR II	
12.541	GROUP SUPERVISOR I	
12.553	ASSOCIATE WARDEN	

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
12.556	CORRECTIONAL CASEWORK SPECIALIST III	
12.559	CORRECTIONAL CASEWORK SPECIALIST II	
12.565	CORRECTIONAL CASEWORK SPECIALIST I	
12.571	CORRECTIONAL CASEWORK SPECIALIST TR	
12.616	PAROLE & PROBATION SPECIALIST III*	DPS - PCNS 3740-0564, 3740-1251, 3740-1439, 3740-1440, 3740-1441, 3740-1442
13.101	AGRICULTURE ENFORCEMENT OFFICER III	
13.102	AGRICULTURE ENFORCEMENT OFFICER II	
13.103	AGRICULTURE ENFORCEMENT OFFICER I	
13.111	DEPUTY BRAND INSPECTOR (COMMISSIONED)	
13.115	STAFF GAME WARDEN	
13.121	GAME WARDEN IV	
13.122	GAME WARDEN III	
13.123	GAME WARDEN II	
13.124	GAME WARDEN I	
13.131	PARKS REGIONAL MANAGER (COMMISSIONED)	
13.135	PARK SUPERVISOR III (COMMISSIONED)	
13.136	PARK SUPERVISOR II (COMMISSIONED)	
13.137	PARK SUPERVISOR I (COMMISSIONED)	
13.141	PARK RANGER III (COMMISSIONED)	
13.142	PARK RANGER II (COMMISSIONED)	
13.143	PARK RANGER I (COMMISSIONED)	
13.202	DPS MAJOR	
13.203	DPS CAPTAIN	
13.204	DPS LIEUTENANT	
13.205	DPS SERGEANT	
13.206	DPS OFFICER II	
13.207	DPS OFFICER I	
13.215	UNIVERSITY POLICE LIEUTENANT	
13.217	UNIVERSITY POLICE DETECTIVE	
13.221	UNIVERSITY POLICE SERGEANT	
13.222	UNIVERSITY POLICE OFFICER II	
13.223	UNIVERSITY POLICE OFFICER I	
13.234	SENIOR LAW ENFORCEMENT SPECIALIST	
13.237	AG CYBERCRIME INVESTIGATOR II	
13.238	AG CYBERCRIME INVESTIGATOR I	
13.241	SUPERVISORY CRIMINAL INVESTIGATOR II	
13.242	SUPERVISORY CRIMINAL INVESTIGATOR I	
13.243	CRIMINAL INVESTIGATOR III	
13.244	CRIMINAL INVESTIGATOR II	
13.245	CRIMINAL INVESTIGATOR I	
13.246	AG DEPUTY CHIEF INVESTIGATOR*	AG - ALL PCNS
13.247	AG CRIMINAL INVESTIGATOR, SUPERVISOR*	AG - ALL PCNS
13.248	AG CRIMINAL INVESTIGATOR II*	AG - ALL PCNS
13.249	AG CRIMINAL INVESTIGATOR I*	AG - ALL PCNS
13.251	CHIEF INVESTIGATOR, COMPLIANCE/ ENFORCEMENT	

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
13.255	SUPERVISORY COMPLIANCE/ENFORCEMENT INVESTIGATOR	
13.256	COMPLIANCE/ENFORCEMENT INVESTIGATOR III	
13.257	COMPLIANCE/ENFORCEMENT INVESTIGATOR II	
13.258	COMPLIANCE/ENFORCEMENT INVESTIGATOR I	
13.263	UNIT MANAGER, YOUTH PAROLE BUREAU	
13.265	YOUTH PAROLE COUNSELOR III	
13.266	YOUTH PAROLE COUNSELOR II	
13.267	YOUTH PAROLE COUNSELOR I	
13.301	INSPECTOR GENERAL	
13.309	CORRECTIONAL CAPTAIN	
13.310	CORRECTIONAL LIEUTENANT	
13.311	CORRECTIONAL SERGEANT	
13.312	SENIOR CORRECTIONAL OFFICER	
13.313	CORRECTIONAL OFFICER	
13.314	CORRECTIONAL OFFICER TRAINEE	
13.321	FORENSIC SPECIALIST IV	
13.322	FORENSIC SPECIALIST III	
13.323	FORENSIC SPECIALIST II	
13.324	FORENSIC SPECIALIST I	
U3720	DIVISION ADMINISTRATOR, RECORDS & TECHNOLOGY*	DPS - PCN 4709-1
U3916	PROGRAM MANAGER, OIL/GAS/GEOTHERMAL	MIN - PCN 0002
U3918	DEPUTY ADMINISTRATOR, MINERALS	MIN - PCN 0006
U3919	CHIEF FOR DANGEROUS MINES	MIN - PCN 0007
U3930	CHIEF FOR MINE REGULATION	MIN - PCN 0009
U3932	FIELD SPECIALIST, MINERALS	MIN - PCNS 0011, 0021, 0031
U4102	BUREAU CHIEF, YOUTH PAROLE	
U4103	DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	
U4141	DEPUTY DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	
U4706	ADMINISTRATOR, MINERALS	MIN - PCN 0001
U9005	DEPUTY ADMINISTRATOR, COMPLIANCE ENFORCEMENT DIVISION*	DMV – PCNS RE2013, WF2014
U9010	CHIEF, NEVADA HIGHWAY PATROL	
U9021	DIVISION ADMINISTRATOR, COMPLIANCE ENFORCEMENT DIVISION	
U9033	DEPUTY DIRECTOR, INDUSTRIAL PROGRAMS	
U9034	DEPUTY DIRECTOR, OPERATIONS SOUTH	
U9041	CHIEF GAME WARDEN	
U9074	PHARMACIST 1*	DHHS, NDOC - ALL PCNS
U9075	PHARMACIST 2*	DHHS - ALL EXCEPT PCN 3243-0014; NDOC - ALL PCNS
U9076	PHARMACIST 3*	DHHS, NDOC - ALL PCNS
U9085	SENIOR INSTITUTIONAL DENTIST (RANGE A)*	NDOC - ALL PCNS
U9086	SENIOR INSTITUTIONAL DENTIST (RANGE B)*	NDOC - ALL PCNS

<u>CLASS/TITLE CODE</u>	<u>TITLE</u>	<u>*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.</u>
U9087	SENIOR PHYSICIAN (RANGE C)*	DHHS, NDOC - ALL PCNS
U9088	SENIOR PSYCHIATRIST (RANGE C)*	DHHS, NDOC - ALL PCNS

## ACRONYMS

<u>Acronym</u>	<u>Agency</u>
AG	Office of the Attorney General
AGR	Department of Agriculture
BCN	(Nevada System of Higher Education) Business Center North
BCN UNR	(Nevada System of Higher Education) Business Center North, University of Nevada Reno
B&I	Department of Business & Industry
DCNR	Department of Conservation & Natural Resources
DHHS	Department of Health & Human Services
DHHS PBH	Department of Health & Human Services, Division of Public & Behavioral Health
DMV	Department of Motor Vehicles
D of A	Department of Administration
DPS	Department of Public Safety
ESD	Department of Employment, Training & Rehabilitation, Employment Security Division
MIN	Commission on Mineral Resources, Division of Minerals
NHP	Department of Public Safety, Nevada Highway Patrol
NDOC	Department of Corrections
NDOT	Department of Transportation
NDOW	Department of Wildlife
NDVS	Nevada Department of Veterans Services
SOS	Secretary of State
TAXI	Department of Business & Industry, Nevada Taxicab Authority
UNLV	(Nevada System of Higher Education) University of Nevada Las Vegas

**FOR DISCUSSION AND POSSIBLE ACTION**

NRS 284.4066 provides for the pre-employment testing for controlled substances of applicants for positions affecting public safety. This law requires the appointing authority to identify the specific positions that affect public safety, subject to the approval of the Personnel Commission.

The Department of Motor Vehicles (DMV) has requested the following positions be removed from the classes/positions approved for pre-employment screening for controlled substances for the provided reason(s):

<b>CLASS/ TITLE CODE</b>	<b>TITLE</b>	<b>POSITION CONTROL NUMBER</b>	<b>AGENCY'S BASIS FOR REQUEST</b>
7.647	Program Officer II	CC4019	Removal of job duty to work with confidential and sensitive information to conduct or process background information
11.354	Supervisory Compliance Investigator	WF8508	Removal of job duty to work with confidential and sensitive information to conduct or process background information
11.358	Compliance Investigator II	RE4079, RE8018, RE8025, RE8026, RE8028	Removal of job duty to work with confidential and sensitive information to conduct or process background information

DMV has indicated that they have removed the job duty of working with confidential and sensitive information to conduct or process background information from the above listed positions.

A representative of DMV has been requested to be available at the meeting to answer Commissioners' questions.



Department of Motor Vehicles  
555 Wright Way  
Carson City, Nevada 89711-0900  
Telephone (775) 684-4368

March 1, 2019

TO: Michelle Garton, Supervisory Personnel Analyst  
Consultation and Accountability, Department of Human Resource  
Management

FROM: Kimberly Eberly  
Personnel Officer 1

SUBJECT: Request to Remove Classes/Positions from the List of Classes/Positions  
Approved for Pre-Employment Controlled Substance Screening

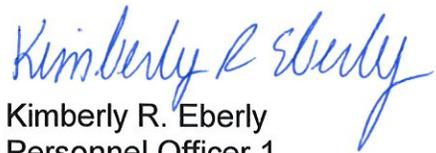
The Department of Motor Vehicles requests that the following positions be removed from the List of Classes/Positions Approved for Pre-Employment Controlled Substance Screening:

<u>Class/Code</u>	<u>Title</u>	<u>Position Control Number(s)</u>
11.358	Compliance Investigator II	RE4079, RE8018, RE8025 RE8026 & RE8028
11.354	Supervisory, Compliance Investigator	WF8508

These positions work in our Compliance Enforcement Division. Previously these positions were required to work with confidential and sensitive information to conduct or processing background information. This job duty has been removed from the Work Performance Standards, so the DMV is asking for the removal of these positions from the List of Classes/Positions Approved for Pre-Employment Controlled Substance Screening.

If there are any questions or concerns, please contact me at (775) 684-4951.

Sincerely,



Kimberly R. Eberly  
Personnel Officer 1



Department of Motor Vehicles  
555 Wright Way  
Carson City, Nevada 89711-0900  
Telephone (775) 684-4368

April 15, 2019

TO: Michelle Garton, Supervisory Personnel Analyst  
Consultation and Accountability, Department of Human Resource  
Management

FROM: Kimberly Eberly  
Personnel Officer 1

SUBJECT: Request to Remove Classes/Positions from the List of Classes/Positions  
Approved for Pre-Employment Controlled Substance Screening

The Department of Motor Vehicles requests that the following position be removed from the List of Classes/Positions Approved for Pre-Employment Controlled Substance Screening:

<u>Class/Code</u>	<u>Title</u>	<u>Position Control Number(s)</u>
07.647	Program Officer II	CC4019

This position works in our Compliance Enforcement Division. Previously this position was required to work with confidential and sensitive information to conduct or processing background information. This job duty has been removed from the Work Performance Standards, so the DMV is asking for the removal of these positions from the List of Classes/Positions Approved for Pre-Employment Controlled Substance Screening.

If there are any questions or concerns, please contact me at (775) 684-4951.

Sincerely,

A handwritten signature in blue ink that reads "Kimberly R. Eberly".

Kimberly R. Eberly  
Personnel Officer 1

**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:

**June 21, 2019.**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
07.815	Photographer II	31	B	<i>07.815</i>	<i>Photographer II</i>	<i>31</i>	<i>C</i>
07.827	Photographer I	29	B	<i>07.827</i>	<i>Photographer I</i>	<i>29</i>	<i>C</i>

**EXPLANATION OF CHANGE**

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Photographer series.

In consultation with Subject Matter Experts (SME) from the Nevada System of Higher Education, along with SME’s from DHRM, it was determined that the EEO-4 job code for both classifications be changed from B – Professionals to job code C – Technicians. Technicians are occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training and includes computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers) and kindred workers.

A minor revision was made to the class concept under the Photographer II to reflect the full title of the subordinate Photographer I position’s to be trained, supervised and evaluated.

Additional changes were made to the Education and Experience section of the Minimum Qualifications, to include a clarifying equivalency statement, as well as, to maintain consistency with formatting and structure.

Throughout the course of the study, management and agency staff participated in the review and they support this recommendation.

***Note: Changes, additions are noted in blue and 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>
<b>PHOTOGRAPHER II</b>	<b>31</b>	<b>[B]C</b>	<b>7.815</b>
<b>PHOTOGRAPHER I</b>	<b>29</b>	<b>[B]C</b>	<b>7.827</b>

**SERIES CONCEPT**

Photographers schedule and take photographs by assignment or by request from departmental staff or other agencies; process photographs digitally or through chemical laboratory processes; archive photographs with identifying caption information; and maintain photographic and peripheral equipment and supplies. Photographic products may include digital images (prepared for use on websites, in print, or for television content), and prints from chemistry based or digital sources in a variety of sizes.

Provide photo coverage of a wide variety of events, clients, dignitaries and the public, at the request of State agencies, departments, and the Governor’s Office; coordinate with requesting office/agency to ensure professional coverage of event with quality photographs and accurate captions.

Provide customer service to clients/or supervisors through scheduling, assigning and coordinating photo assignments; determine location, equipment and lighting needed; set up, operate, troubleshoot, take down, and ensure security of equipment.

Produce a variety of photographic products from images; organize, edit and archive images; make proofs or proof sheets and/or scan into computer.

Digitally restore historical images and pictures using scanners, digital cameras or film based large format copy cameras, and produce prints as requested.

Develop and maintain quality control procedures and standards for chemical and digital based processes including, but not limited to, black and white processing, color managed digital workflow including monitors, printers, scanners and digital cameras, and outsourced image production.

May oversee photo labs and adhere to laboratory procedures for chemical mixing and safety standards as required by OSHA; maintain and repair photographic equipment by cleaning and replacing parts or sending out for repair; ensure proper handling, transport, and storing of cameras, lenses and related accessories in order to keep equipment in good working order.

Establish and maintain stock level of photographic supplies; monitor materials on hand, research and order replacements in order to maintain sufficient levels of the various types of paper and camera supplies.

Establish and maintain a computerized photographic filing/archiving system; categorize; archive and store images using cross-reference indexes.

Establish and maintain a photographic work order control procedure to complete billing for each job; monitor status of work assignments and ensure work is done in a timely manner.

Perform related duties as assigned.

\*\*\*\*\*

### CLASS CONCEPTS

**Photographer II:** Under limited supervision, incumbents perform the full range of duties outlined in the series concept and either:

- 1) train, supervise and evaluate subordinate Photographer[s] *I positions*, or
- 2) independently perform all photographic assignments including those requiring specialized photographic techniques such as: restoration of delicate historical photographs; photo composition using advanced lighting techniques, shutter speeds, depth of field, and/or selective focusing.

**Photographer I:** Under supervision, incumbents perform the duties outlined in the series concept on a limited basis. Positions may be permanently allocated to this level, or incumbents may receive training and experience and progress to the next level upon meeting the minimum qualifications and with the approval of the hiring authority.

\*\*\*\*\*

### MINIMUM QUALIFICATIONS

#### PHOTOGRAPHER II

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university [~~with major coursework~~] in photography, journalism, art or related field, and one year of [~~progressively responsible~~] experience scheduling and directing photo assignments, taking photographs, developing or digitally processing pictures, maintaining a photo laboratory or automated processing software and associated photographic equipment, and developing and maintaining a photo filing system or automated photo gallery; *OR graduation from high school or equivalent education and three years of experience as described above;* **OR** one year of experience as a Photographer I 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:** advanced camera techniques including depth of field, shutter speeds, and selective focusing; camera operation and care. **Working knowledge of:** digital and laboratory color printing processes. **General knowledge of:** computer database management and spreadsheet programs; suppliers and availability of photo materials; photographic quality control procedures. **Ability to:** use and maintain automated print processing equipment and digital printers; plan and organize location and studio assignments with clients including estimates of time and materials; clean and maintain equipment; retouch photographic prints and electronic files; work effectively with coworkers, persons in other departments and clients; listen to client requirements and make appropriate recommendations; work independently and adapt to quickly changing situations. **Skill in:** photographic composition; proper image exposure and capture; studio and location lighting techniques; *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:** digital asset management systems. **Ability to:** supervise and evaluate the performance of subordinate staff; plan, organize and manage a photographic section.

#### PHOTOGRAPHER I

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university [~~with major coursework~~] in photography, journalism, art or related field; **OR** graduation from high school or equivalent education and two years of [~~progressively responsible~~] experience scheduling and directing photo assignments, taking photographs, [~~and~~] developing *or digitally processing* pictures, [~~or processing photos on a computer, maintaining a photo filing system or digital computer photo gallery~~] *maintaining a photo laboratory or automated processing software and associated photographic equipment, and developing and maintaining a photo filing system or automated photo gallery;* **OR** an equivalent combination of education and experience *as described above*.

MINIMUM QUALIFICATIONS (cont'd)

PHOTOGRAPHER I (cont'd)

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

**Working knowledge of:** a wide range of camera equipment and accessories including light meters, flash meters, and studio and on-camera strobes. **General knowledge of:** current photography methods and techniques; computer/database management; spreadsheet programs; photographic chemicals and film emulsions; photographic composition; measurements using the U.S. Customary System and Metric System.

**Ability to:** understand the principles of composition, lighting, color, texture and form to produce original, creative and technical photographic work; conceptualize visual images provided verbally or in written form; operate various types of cameras and related photographic equipment such as enlargers, processors, lighting, copy stand, and slide duplicators; perform photo laboratory work and develop various films and photographic papers; write concise, grammatically correct business correspondence; work independently and adapt to quickly changing situations.

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

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Photographer 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.

7.815                      7.827

ESTABLISHED:	1/1/61	1/1/61
REVISED:	4/1/67	12/1/65
REVISED:	12/19/85-12	4/1/67
REVISED:	7/1/89P	12/19/85-12
	8/19/88PC	
REVISED:	7/1/95P	7/1/89P
	9/16/94PC	8/19/88PC
REVISED:		7/1/95P
		9/16/94PC
REVISED:	5/12/06PC	5/12/06PC
<b>REVISED:</b>	<b>6/21/19PC</b>	<b>6/21/19PC</b>

**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:

**June 21, 2019.**

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CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.817	Publications Writer	31	B	<i>7.817</i>	<i>Publications Writer</i>	<i>31</i>	<i>B</i>

**EXPLANATION OF CHANGE**

The Nevada Department of Administration, Division of Human Resource Management, conducted a class specification maintenance review for the Publications Writer class specifications.

In coordination with Subject Matter Experts from the Department of Business and Industry and analysts from the Division of Human Resource Management (DHRM), it is recommended that revisions be made to the series concept to detail current responsibility for website development; as a result of this recommendation, the minimum qualifications were amended to reflect these changes. Additional minor modifications were made to the minimum qualifications to maintain consistency with formatting and structure.

Publications Writers, under general supervision, prepare, write and proofread brochures, articles, digital media, advertisements and promotional or informational publications; coordinate and review design, graphics and printing functions; and plan and implement publicity and promotion of events.

Throughout the process, management and staff within the Department of Business and Industry and analysts within DHRM 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 blue and 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>
<b>PUBLICATIONS WRITER</b>	<b>31</b>	<b>B</b>	<b>7.817</b>

Under general supervision, Publications Writers prepare, write<sup>[5]</sup> and proofread brochures, articles, digital media, *website content*; advertisements<sup>[5]</sup> and promotional or informational publications; coordinate and review design, graphics<sup>[5]</sup> and printing functions; and plan and implement publicity and promotion of events.

Write material for publications by receiving assignments and adhering to established deadlines for continuing publications; develop theme or subject matter; research information; consult with staff; coordinate assignments and time frames; organize reference materials; create original copy; take photographs or arrange for photography; proof, revise <sup>[and]</sup>, assemble *and provide website editing review for* all necessary materials in preparation for printing *or website deployment*.

Coordinate materials for publication, *including website development*, by providing specifications to graphics and/or printing; obtain and review cost estimates; make revisions necessary to comply with budgetary restraints; review design, content, layout<sup>[5]</sup> and photography work; check copy for accuracy; proof design elements and oversee printing and distribution to ensure quality of final product and conformity with plans.

Plan and implement distribution of materials to targeted populations; identify markets and compile lists of individuals within those markets; devise strategies for promoting information; contact organizations, clubs, firms, governmental and administrative agencies<sup>[5]</sup> and the news media by way of electronic dissemination of press materials, promotional items, press kits, photos <sup>[and]</sup>, publications *and website development and analytics*; and distribute materials to promote programs and create awareness; utilize Internet sites to research media outlets and resources<sup>[5]</sup> and track press coverage.

Write advertisements, press releases, public service announcements, *website content* and/or scripts for video production by gathering information from various sources and selecting graphic designers, people, props<sup>[5]</sup> or technical approaches; verify facts and write appropriate and effective material.

Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Bachelor’s degree from an accredited college or university ~~[with major coursework]~~ in *communications, English, journalism, public relations [English]* or closely related field and one year of experience writing, editing, ~~[or]~~ preparing and disseminating information for publication through print and/or digital media; *OR graduation from high school or equivalent education and three years of experience as described above; 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:** English grammar, syntax, spelling, punctuation, <sup>[and]</sup> style and persuasive writing techniques. **Ability to:** write and edit feature stories; write copy for publication in newspapers, newsletters, magazines, digital media and professional journals; *develop and implement web content*; translate complex or technical material into basic English suitable for a variety of audiences; adapt writing styles to suit a particular audience and/or publication; write professional, detailed and formal informational publications; proofread written materials and identify errors with a high degree of accuracy; communicate clearly and concisely; establish and

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)  
maintain cooperative working relationships with coworkers, faculty, public relations professionals at other agencies, clients and information sources; analyze information, problems, situations, practices and procedures to complete assignments accurately and on schedule; organize material, information<sup>[5]</sup> and graphics to ensure clarity; coordinate deadlines by determining the time frame and sequence of events necessary to complete assigned projects in a timely manner.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
**Working knowledge of:** federal copyright laws and journalistic code of ethics; acceptable writing style guidelines such as Associated Press Stylebook and Chicago Manual of Style; graphic arts and writing copy to specific design parameters; publications and information guidelines established by employing department; page layout software<sup>[5]</sup> and hardware used in the assigned office<sup>[5]</sup> and electronic dissemination of press materials, promotional items, press kits, photos and publications. **Ability to:** prioritize tasks based on deadlines, office procedures and changes in assignments; follow instructions, work independently and follow through on assignments with minimal directions; visualize final product; produce tailored publications for target audiences; size and crop photos and calculate percentages for production; apply cost-effective techniques in producing publications; implement marketing/public relations programs and plans.

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.

7.817

ESTABLISHED: 9/27/84  
REVISED: 7/1/89P  
8/19/88PC  
REVISED: 7/1/95P  
9/16/94PC  
REVISED: 5/12/06PC  
**REVISED:** 6/21/19PC

**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:

**June 21, 2019.**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
07.832	Exhibits Manager	35	B	<i>07.832</i>	<i>Exhibits Manager</i>	<i>35</i>	<i>B</i>
07.831	Exhibit Preparator II	32	B	<i>07.831</i>	<i>Exhibit Preparator II</i>	<i>32</i>	<i>B</i>
07.841	Exhibit Preparator I	30	B	<i>07.841</i>	<i>Exhibit Preparator I</i>	<i>30</i>	<i>B</i>

**EXPLANATION OF CHANGE**

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management (DHRM) has conducted a review of the Exhibits Manager/Preparator series.

In consultation with Subject Matter Experts from the Nevada Division of Museums & History, along with Recruitment experts from Human Resource Management, it was determined that minor revisions be made to the series and class concepts to better reflect common duties that may be performed by Exhibits Managers and Exhibit Preparators.

Additional changes were made to the Education and Experience section of the Minimum Qualifications, to include clarifying education and experience equivalency statements, as well as, to maintain consistency with formatting and structure.

Throughout the course of the study, management and agency staff participated in the review and they support this recommendation.

***Note: Changes, additions are noted in blue and 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>
<b>EXHIBITS MANAGER</b>	<b>35</b>	<b>B</b>	<b>7.832</b>
<b>EXHIBIT PREPARATOR II</b>	<b>32</b>	<b>B</b>	<b>7.831</b>
<b>EXHIBIT PREPARATOR I</b>	<b>30</b>	<b>B</b>	<b>7.841</b>

**SERIES CONCEPT**

Positions in this series perform a broad range of duties involving the research, design, construction, installation and maintenance of exhibits. Incumbents apply a variety of technical and professional level skills, methods and procedures and operate specialized equipment; fabricate and assemble displays; apply restoration and conservation techniques; create special audio and visual effects; incorporate security measures for collections; and ensure exhibits are in compliance with agency policy, procedure, and standards.

Design exhibits by reviewing objectives, researching historical and/or scientific information, and consulting with curators; plan layout within allotted space, with consideration for artifacts and materials available; coordinate activities with staff including education program coordinators, contractors, outside services, and the public in order to determine and plan criteria for displays.

Construct exhibits, displays and display scenes after reviewing plans and determining needed materials; utilize pictures or sketches to recreate specific scenes; build or reconstruct scenes or displays, ~~[silkscreen]~~ *apply surface treatment* and/or paint, and make necessary considerations or modifications to achieve proper color, perspectives, or layout; furnish scenes with artifacts and specimens in order to create a realistic and accurate display area.

Maintain exhibit area, artifacts, and specimens by implementing procedures for the preservation and security of artifacts; check periodically for wear or damage; ascertain and check for proper case light intensities, temperature, and humidity; ~~[utilize pesticides]~~ *implement pest control methods*; retouch or reconstruct items; replace artifacts or specimens in order to ensure exhibits and specimens are protected and retain an appropriate appearance.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Exhibits Manager:** Under general direction, incumbents are responsible for managing all aspects of complex exhibit programs including project funding and budget, staffing levels, work assignments and direction, and long and short-range planning of exhibit programs. Incumbents manage a staff of Exhibit Preparators and other staff *and volunteers* involved in the design, construction, installation and maintenance of exhibits. The exhibit programs cover a variety of specialized areas including Nevada, western *United States* and Great Basin prehistory, and history, natural history and/or art ~~[exhibitions]~~.

Positions at this level are responsible for directing a wide range of exhibit programs of considerable complexity and are accountable for directing major exhibit design and construction projects requiring the application of design concepts and practices, considerable judgment, and ingenuity. For example, a position at the State Museum in Carson City is responsible for a staff of Exhibit Preparators and exhibit programs covering the broad range of statewide topics involving Nevada and the Great Basin's natural and cultural heritage, *and by utilizing effective interpretive techniques*.

<b>EXHIBITS MANAGER</b>	<b>35</b>	<b>B</b>	<b>7.832</b>
<b>EXHIBIT PREPARATOR II</b>	<b>32</b>	<b>B</b>	<b>7.831</b>
<b>EXHIBIT PREPARATOR I</b>	<b>30</b>	<b>B</b>	<b>7.841</b>

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**CLASS CONCEPTS (cont'd)**

**Exhibits Manager:** (cont'd)

Projects are assigned in terms of general program goals and are not specified in detail. The level of work involves independent decision-making and accountability for the accuracy of the final work produced. These responsibilities reflect greater complexity in planning, organizing and directing personnel and agency resources and produce a significant impact on agency programs, budgets, policies and procedures. Duties require a breadth of knowledge and expertise to manage diverse exhibit programs.

**Exhibit Preparator II:** Under limited supervision, incumbents perform exhibit design, planning, construction and maintenance, applying specialized methods and techniques in order to construct unique and/or complex exhibits and displays requiring knowledge of an advanced nature. This is the advanced journey level in the series.

Duties cover a wide range of technical and skilled work assignments requiring the application of concepts, theories and practices as well as requiring technical expertise, judgment and ingenuity. Positions at this level are accountable for some or all aspects of a project and are expected to function independently within program guidelines. Project responsibility includes determining individual work priorities and applying established policy, procedures, techniques, standards and guidelines set forth by management.

Positions allocated to this level are distinguished from the Exhibit Preparator I by responsibility for specialized work of an advanced nature involving the research, design and fabrication of the most complex museum exhibits. Incumbents have technical, lead or supervisory responsibility for a project; and/or manage an exhibit program in a smaller, less diverse museum. Project and/or exhibit program management may also include staffing and budget responsibility.

**Exhibit Preparator I:** Under general supervision of an Exhibits Manager or Exhibit Preparator II, incumbents perform the full range of duties described in the series concept involving the design, fabrication, maintenance, and repair of museum exhibits. This is the journey level in the series.

\*\*\*\*\*

**MINIMUM QUALIFICATIONS**

**EXHIBITS MANAGER**

**EDUCATION AND EXPERIENCE:** Master's degree from an accredited college or university in museum studies, exhibition design, industrial arts, commercial arts, graphic design, graphic arts, or related field and ~~one~~ *two* years of professional experience in the design, development and operation of exhibits or exhibit programs in a museum, gallery or comparable setting; **OR** a Bachelor's degree from an accredited college ~~or~~ university ~~or technical school~~ in museum studies, exhibition design, industrial arts, commercial arts, graphic design, graphic arts or related field and three years of professional experience as described above; **OR** two years of experience as an Exhibit Preparator 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:** methods, materials and techniques used to design, construct and/or modify exhibits, scenes and displays; elements of graphic design and graphic arts. **Working knowledge of:** trends in exhibit design and display techniques; *museum environmental controls*, safety procedures and standards in the design and construction of exhibits; *State and agency policy regarding work unit operations*. **General knowledge of:** *supervisory techniques*. **Ability to:** determine the most cost effective and efficient method of exhibit design, construction, maintenance and repair; *estimate time and materials required to complete projects*; perform feasibility studies and estimating costs; ~~prepare budgets and production schedules~~; manage a variety of projects simultaneously; develop solutions to unique problems; communicate both orally and in writing with staff and the public; *and all knowledge, skills and abilities required at the lower levels*.

EXHIBITS MANAGER	35	B	7.832
EXHIBIT PREPARATOR II	32	B	7.831
EXHIBIT PREPARATOR I	30	B	7.841

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## MINIMUM QUALIFICATIONS (cont'd)

### EXHIBITS MANAGER (cont'd)

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

**Detailed knowledge of:** agency policies and procedures as applied to assigned projects. **Working knowledge of:** principles of personnel management including supervision, training and discipline; safety procedures, OSHA and ADA standards as they apply to supervising the design and construction of exhibits; functions of the divisions of the department to obtain needed information and/or direct questions. **Ability to:** effectively direct a staff performing a variety of specialized functions; resolve discrepancies found in the design and construction of exhibits and develop solutions to those problems; resolve problems diplomatically with agency staff, vendors and the general public; supervise the work of outside contractors; use computer assisted drafting for exhibit planning and design; *prepare budgets and production schedules*; and interpret and apply agency standards uniformly.

### EXHIBIT PREPARATOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college[,] *or* university [~~or technical school~~] in museum studies, exhibition design, industrial arts, commercial arts, graphic design, graphic arts, or a related field, and one year of professional experience designing and developing exhibits in a museum, gallery or comparable setting; **OR** an Associate's degree from an accredited college [~~or technical school~~] in museum studies, exhibition design, industrial arts, commercial arts, graphic design, graphic arts or related field and [~~three~~] *two* years of *professional* experience as described above; **OR** one year of experience as an Exhibit Preparator I 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):

**Working knowledge of:** two or more specialized areas such as *carpentry*, photography, *digital arts*, graphic arts, pictorial illustration, and/or representational sculpting; conservation and preservation techniques; preparation of scale models of exhibits; finishing techniques and proper application methods; temperature and humidity control; security systems and techniques; *exhibit design principles including color, lighting, visitor flow patterns and spatial awareness; State and local fire codes*; archival practices; curatorial practices in the handling, cleaning and display of artifacts to endure their protection; terminology used to describe various aspects of exhibit preparation and artifacts associated with exhibits *agency policy and procedure used in the construction and maintenance of exhibits*. **Ability to:** provide direction and training to lower level staff and volunteers; conceptualize ideas into three dimensional space without losing the intended theme; design, fabricate, repair and modify a broad range of complex and specialized exhibits; *develop and produce shop drawings, and detailed specifications; read and interpret blueprints, plans, specifications and schematics relevant to exhibit projects; write and edit text for exhibits; make subjective judgments regarding visual and spatial elements of exhibits; and conduct a variety of ongoing exhibit development tasks*. **Skilled in:** a wide variety of trades such as carpentry, painting, electrical systems, welding and metal fabrication; operating hand tools and power equipment used for exhibit construction; *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 Exhibit Manager.)*  
~~[Working knowledge of: State and agency policy regarding work unit operations. General knowledge of: supervisory techniques. Ability to: estimate time and materials required to complete projects.]~~

### EXHIBIT PREPARATOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college[,] *or* university [~~or technical school~~] in museum studies, exhibition design, industrial arts, commercial arts, graphic design, graphic arts or related field; **OR** an Associate's degree from an accredited college [~~or technical school~~] in museum studies, exhibition design, industrial arts, commercial arts, graphic design, graphic arts or related

EXHIBITS MANAGER	35	B	7.832
EXHIBIT PREPARATOR II	32	B	7.831
EXHIBIT PREPARATOR I	30	B	7.841

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### MINIMUM QUALIFICATIONS (cont'd)

#### EXHIBIT PREPARATOR I (cont'd)

##### EDUCATION AND EXPERIENCE: (cont'd)

field and ~~[two]~~ *one* year[s] of technical experience ~~[involving]~~ *assisting in the* planning and design, construction and maintenance of ~~[exhibits, artistic productions, or commercial or]~~ *art or commercial exhibit[ion]s, productions or displays*; **OR** graduation from high school or equivalent education and ~~[four]~~ *two* years of technical experience as described above; **OR** *one year of experience as an Exhibit Technician 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):

**Working knowledge of:** basic carpentry and building construction techniques; shop tools and graphic arts equipment required to fabricate exhibits; a variety of building materials; power supplies and electrical systems; electronic principles; graphic arts techniques. **General knowledge of:** shop mathematics, *shop safety*. **Ability to:** communicate effectively with others; *read and follow plans and directions*; adapt to changes in workload and adjust priorities quickly as circumstances dictate; perform general maintenance duties; work on ladders and scaffolding; establish and maintain effective working relationships with staff and museum/gallery patrons. **Skilled in:** operating hand tools and power equipment; proper lighting techniques; welding and metal fabrication; the natural sciences; Western American History; photographic principles; representational sculpting and mold-making; and basic recordkeeping techniques.

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

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Exhibit Preparator II.)*  
~~[Working knowledge of: museum terminology; exhibit design principles including color, lighting, visitor flow patterns and spatial awareness; State and local fire codes; archival practices; curatorial practices in the handling, cleaning and display of artifacts to ensure their protection; agency policy and procedure used in the construction and maintenance of exhibits. Ability to: develop and produce designs, shop drawings, and detailed specifications; read and interpret blueprints, plans, specifications and schematics relevant to exhibit projects; write and edit text for exhibits; make subjective judgments regarding visual and spatial elements of exhibits; and conduct a variety of ongoing exhibit development 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.

	<u>7.832</u>	<u>7.831</u>	<u>7.841</u>
ESTABLISHED:	10/16/75	6/29/73	7/1/95P 9/16/94PC
REVISED:	12/19/85-12	10/16/75	
REVISED:	7/1/89P 8/19/88PC	6/11/82	
REVISED:	7/1/95P 9/16/94PC	12/19/85-12	
REVISED:		11/13/87-3	
REVISED:		7/1/89P 8/19/88PC	
REVISED:		7/1/95P 9/16/94PC	
REVISED:	7/5/02UC	7/5/02UC	7/5/02UC
REVISED:	9/23/05PC	9/23/05PC	9/23/05PC
<b>REVISED:</b>	<b>06/21/19PC</b>	<b>06/21/19PC</b>	<b>06/21/19PC</b>

**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:

**June 21, 2019.**

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CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
09.491	Temporary Aid II	16	H	<i>09.491</i>	<i>Temporary Aid II</i>	<i>16</i>	<i>H</i>
09.492	Temporary Aid I	12	H	<i>09.492</i>	<i>Temporary Aid I</i>	<i>12</i>	<i>H</i>

**EXPLANATION OF CHANGE**

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management has conducted a review of the Temporary Aid series.

In consultation with management and agency Human Resource staff from agencies that utilize this series, it was determined that the concepts, minimum qualifications and knowledge, skills and abilities are consistent with current expectations. No changes to the class specification are necessary at this time.

Throughout the course of the study, management and agency staff participated in the review and they support this recommendation.



**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>
<b>TEMPORARY AID II</b>	<b>16</b>	<b>H</b>	<b>9.491</b>
<b>TEMPORARY AID I</b>	<b>12</b>	<b>H</b>	<b>9.492</b>

**SERIES CONCEPT**

Temporary Aids perform simple, routine, manual/clerical tasks on a temporary, seasonal, or intermittent short-term basis. Incumbents may work on a university or community college campus or in State agency.

Perform routine and repetitive tasks such as assisting students with completing registration forms, distributing registration packets, conducting surveys, gathering information, setting up chairs, washing laboratory glassware, conducting orientation tours, stocking shelves, pricing books, and other tasks of an unskilled nature requiring limited judgment or knowledge of the overall operations.

Perform related duties as assigned.

\*\*\*\*\*

**CLASS CONCEPTS**

**Temporary Aid II:** Under general supervision, incumbents perform a variety of unskilled manual and/or clerical tasks. This class is distinguished from the Temporary Aid I by more varied tasks, greater independence, and use of some judgment.

**Temporary Aid I:** Under close supervision, incumbents perform simple, single routine, and repetitive manual and/or clerical work requiring little judgment.

\*\*\*\*\*

**MINIMUM QUALIFICATIONS**

**TEMPORARY AID II**

**EDUCATION AND EXPERIENCE:** Six months of experience performing simple manual and/or clerical tasks.

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

**Ability to:** read, write and follow written and oral instructions and apply basic policies and procedures appropriate to the position.

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

**Ability to:** assist lower level staff in performing their duties.

**TEMPORARY AID I**

**EDUCATION AND EXPERIENCE:** Three months of experience performing simple manual and/or clerical tasks.

TEMPORARY AID II  
TEMPORARY AID I

16 H 9.491  
12 H 9.492

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### MINIMUM QUALIFICATIONS (cont'd)

#### TEMPORARY AID I (cont'd)

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

**Ability to:** read, write and follow simple directions; perform routine and repetitive tasks according to established procedures and instructions.

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

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Temporary Aid 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.

9.491

9.492

ESTABLISHED:	6/14/72	6/14/72
REVISED:	2/16/73	2/16/73
REVISED:	4/14/87	4/14/87
REVISED:	7/1/91P	7/1/91P
REVISED:	6/25/04PC	6/25/04PC
<b>REVISED:</b>	<b>6/21/19RNC</b>	<b>6/21/19RNC</b>

**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:

**June 21, 2019.**

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CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.722	Camera/Plate Processing Technician	27	H		<i>Abolished</i>		

**EXPLANATION OF CHANGE**

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management has conducted a review of the Camera/Plate Processing Technician classification.

In consultation with Subject Matter Experts, agency Human Resource staff and management from the Nevada System of Higher Education, DHRM Agency Human Resource Services, and Nevada Department of Transportation, it was determined that the classification is not currently being utilized, has not been recruited for since 2006, and is not expected to be used in the future.

It is therefore recommended that the Camera/Plate Processing Technician classification be abolished.

Throughout the course of the study, management and agency staff participated in the review 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>
<b>CAMERA/PLATE PROCESSING TECHNICIAN</b>	<b>27</b>	<b>H</b>	<b>9.722</b>

~~Under general supervision, Camera/Plate Processing Technicians operate process cameras and perform layout, stripping and platemaking duties to produce printing plates used for offset duplicating and printing in a facility primarily producing multi-color work.~~

~~Operate process cameras to photograph printed material and illustrations and produce file negatives used in the preparation of printing plates; focus camera and adjust the exposure time based on the quality of the copy, requirements for enlargement/reduction, color of the image, and the type of image (half tone or line); place screen over negatives to break up shadings for half tone printing; adjust lighting and expose film to the copy; and immerse film in chemicals to develop the image.~~

~~Position negative film on a layout sheet to assemble film flat in preparation for making printing plate which includes reviewing printing request for specifications; position and properly align negatives on a masking sheet placed over a layout sheet; trim and fit negatives together and secure negatives to masking sheet; opaque the negative to conceal imperfections; and cut exposure windows behind image areas.~~

~~Transfer negative images to plates to produce offset printing plates by positioning plate under a vacuum frame machine and expose plate to transfer image to plate; develop images on the plate by applying chemicals; and wash preserving plate.~~

~~Operate offset duplicating machines and bindery equipment to produce, assemble and bind printed materials and maintain cameras and platemaking equipment as required.~~

~~Serve as leadworker to Offset Machine Operators and student workers including training and assigning and reviewing work as assigned.~~

~~Perform related duties as assigned.~~

~~\*\*\*\*\*~~

**MINIMUM QUALIFICATIONS**

~~EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience which included responsibility for photographing copy, layout, stripping negatives and platemaking; **OR** an equivalent combination of education and experience.~~

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):  
**Working knowledge of:** methods, materials, and equipment used in process camera work and platemaking; maintenance requirements of cameras and platemaking equipment; safety hazards; safe working procedures and proper disposal of hazardous materials commonly found in a photography laboratory and print shop. **General knowledge of:** operating methods, procedures and limitations of offset duplicating equipment and offset presses; art as related to graphic displays and printing. **Ability to:** work independently and follow through on assignments with limited direction; establish priorities and coordinate activities with other personnel in the work unit to complete assignments within production deadlines; read and understand printing requests and equipment service manuals; and document work activities. **Skill in:** operating, adjusting, and maintaining process cameras and plate~~

~~MINIMUM QUALIFICATIONS (cont'd)~~

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)~~  
~~developers; photographing copy to be printed and making half tone negatives, making spreads and chokes and opaquing and aligning negatives on layout sheets.~~

~~FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):~~  
~~**Working knowledge of:** policies and procedures of the assigned work unit; printing terminology. **Ability to:** train staff and assign and review work.~~

~~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.~~

~~9.722~~

~~ESTABLISHED: 7/1/91P~~  
~~REVISED: 11/29/90PC~~  
~~REVISED: 3/19/04PC~~  
~~**ABOLISHED 6/21/19PC**~~

**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:

**June 21, 2019.**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.723	Photographic Lab Technician III	30	H		<i>Abolished</i>		
9.724	Photographic Lab Technician II	28	H		<i>Abolished</i>		
9.728	Photographic Lab Technician I	27	H		<i>Abolished</i>		

**EXPLANATION OF CHANGE**

As part of the biennial Class Specification Maintenance Review process, the Division of Human Resource Management has conducted a review of the Photographic Lab Technician series.

In consultation with Subject Matter Experts from the Nevada System of Higher Education, Nevada Department of Transportation, and the Division of Human Resource Management, it was determined that the series is not currently being utilized, has not been recruited for several years and is not expected to be utilized in the future.

It is therefore recommended that the Photographic Lab Technician series be abolished.

Throughout the course of the study, management and agency staff participated in the review 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>
<del>PHOTOGRAPHIC LAB TECHNICIAN III</del>	<del>30</del>	<del>H</del>	<del>9.723</del>
<del>PHOTOGRAPHIC LAB TECHNICIAN II</del>	<del>28</del>	<del>H</del>	<del>9.724</del>
<del>PHOTOGRAPHIC LAB TECHNICIAN I</del>	<del>27</del>	<del>H</del>	<del>9.728</del>

**SERIES CONCEPT**

~~Photographic Lab Technicians maintain effective and efficient laboratory operations in support of media technology academic programs; operate, maintain, inventory, secure and monitor the use of photographic and related equipment; ensure laboratories are open and fully operational during approved hours and maintained in compliance with OSHA guidelines and regulations.~~

~~Operate and demonstrate the use of photographic equipment such as enlargers, film and paper/print processing, contrast filters, automated processors and related equipment.~~

~~Maintain current knowledge of technological advances in equipment, software and systems used in photography, video production, graphics and animation.~~

~~Monitor student usage of photographic equipment to ensure safety and technical operating procedures are followed; secure and check out appropriate equipment to students and faculty; ensure compliance with rules, policies, and instructions concerning the use of photographic equipment; schedule studio and equipment usage by students in the college.~~

~~Order supplies to maintain an appropriate level of inventory; prepare supply and equipment orders for approval according to established policies and procedures.~~

~~Assemble, copy and distribute instructional materials, answer questions from students, and explain laboratory policies, procedures, processes and technical applications~~

~~Maintain equipment in proper working order by cleaning and lubricating; send out equipment for repairs covered under warranties.~~

~~Mix developer and photographic chemicals in accordance with instructions and guidelines; receive, record, store and dispose of chemicals and hazardous materials in accordance with established policies as well as State and federal regulations.~~

~~Provide technical guidance and training to students and other assigned staff.~~

~~Perform related duties as assigned.~~

\*\*\*\*\*

**CLASS CONCEPTS**

**Photographic Lab Technician III:** Under general supervision, incumbents perform the duties described in the series concept, and in addition, serve as team leaders in large cross-departmental projects. They also perform the most complex duties such as color processing using state-of-art photographic, video and graphics software and equipment. This is the advanced journey level in the series.

<del>PHOTOGRAPHIC LAB TECHNICIAN III</del>	<del>30</del>	<del>H</del>	<del>9.723</del>
<del>PHOTOGRAPHIC LAB TECHNICIAN II</del>	<del>28</del>	<del>H</del>	<del>9.724</del>
<del>PHOTOGRAPHIC LAB TECHNICIAN I</del>	<del>27</del>	<del>H</del>	<del>9.728</del>

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### ~~CLASS CONCEPTS (cont'd)~~

~~**Photographic Lab Technician II:** Under general supervision, incumbents perform the full range of duties described in the series concept at the journey level.~~

~~**Photographic Lab Technician I:** Under close supervision, incumbents receive training in the duties described in the series concept and may progress to Photographic Lab Technician II upon meeting the minimum qualifications and with the approval of the appointing authority. This is the entry level in the series.~~

\*\*\*\*\*

### ~~MINIMUM QUALIFICATIONS~~

#### ~~**SPECIAL REQUIREMENT:**~~

~~\* Incumbents are required to work different shifts including evenings, split shifts and weekends at various campuses of the community college. Schedules will change each semester.~~

#### ~~**PHOTOGRAPHIC LAB TECHNICIAN III**~~

~~EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of technical experience in photographic laboratory work to include operating, demonstrating and monitoring the use of photographic equipment; **OR** an equivalent combination of education and experience as described above; **OR** two years of experience as a Photographic Lab Technician II in Nevada State service. (See *Special Requirement*)~~

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** the methods, materials, and equipment used in photographic laboratory work; EPA and OSHA regulations pertaining to hazardous chemicals used in photo labs; commercial lighting setups to include portraiture and small product lighting; color processing using current industry equipment; digital processing including Photoshop; printer calibration equipment; studio equipment including strobe and tungsten lighting equipment, various light modifiers, set and grip equipment, and light meters. **Ability to:** recognize and distinguish true color characteristics; produce photographic materials of the quality required; maintain current knowledge of new photographic techniques; operate high end scanners and equipment. **Skill in:** repairing and maintaining photographic equipment; *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:** methods, materials, and equipment used in photography; applicable health and safety regulations. **Working knowledge of:** halftone screens, contact screens, and use of the gray scale. **Ability to:** recognize the percentage of dot pattern in a halftone negative in highlight and shadow areas of a photograph; perform a variety of photographic assignments in support of department and college wide activities including public relations and recruitment. **Skill in:** safely operating and maintaining photographic laboratory equipment including: enlargers, film processors, photographic analyzers, and photographic sensitometers; contact prints and enlargements.~~

#### ~~**PHOTOGRAPHIC LAB TECHNICIAN II**~~

~~EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of technical photographic experience, one year of which was in a laboratory and included operating, demonstrating and monitoring the use of photographic equipment; **OR** an equivalent combination of education and experience as described above; **OR** one year of experience as a Photographic Lab Technician I in Nevada State service. (See *Special Requirement*)~~

<del>PHOTOGRAPHIC LAB TECHNICIAN III</del>	<del>30</del>	<del>H</del>	<del>9.723</del>
<del>PHOTOGRAPHIC LAB TECHNICIAN II</del>	<del>28</del>	<del>H</del>	<del>9.724</del>
<del>PHOTOGRAPHIC LAB TECHNICIAN I</del>	<del>27</del>	<del>H</del>	<del>9.728</del>

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### MINIMUM QUALIFICATIONS (cont'd)

#### PHOTOGRAPHIC LAB TECHNICIAN II (cont'd)

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** equipment, processing and procedures used in a photographic laboratory; black and white and color chemistry mixing; black and white print processing; manual, automatic, and digital camera technology. **General knowledge of:** digital image capture, scanning, and output on high end equipment; assist students by answering questions, and trouble shooting equipment problems. **Ability to:** provide technical guidance and assistance to students in an academic lab environment; communicate effectively both orally and in writing. **Skill in:** safely operating and maintaining vacuum frames (diffused light and pin point light source) film processor, whirler, plate maker, and dry print machine; *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 Photographic Lab Technician III.)~~

#### PHOTOGRAPHIC LAB TECHNICIAN I

~~EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of technical experience in operating and adjusting process cameras, film processors, and contact printers; **OR** an equivalent combination of education and experience. (See Special Requirement)~~

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** methods, materials, and equipment used in process camera work; contact printing, film developing and processing. **General knowledge of:** safety hazards, safe working procedures and proper disposal of hazardous materials. **Ability to:** read and understand work orders, equipment manuals, and technical publications; prepare supply requisitions and billing records; perform basic mathematical calculations to lay out and set up jobs.~~

~~FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): (These are identical to the Entry Level Knowledge, Skills and Abilities required for Photographic Lab 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>9.723</u>	<u>9.724</u>	<u>9.728</u>
ESTABLISHED:	1/1/61	11/8/73	7/1/91P 11/29/90PC
REVISED:	4/1/67	4/11/79R 7/18/80PAC	
REVISED:	7/18/89		
REVISED:	12/19/85-12	12/19/85-12	
REVISED:	7/1/89P 9/27/88PC 7/1/91P 11/29/90PC	7/1/89P 9/27/88PC 7/1/91P 11/29/90PC	
REVISED:	12/17/04PC	12/17/04PC	12/17/04PC
<b>ABOLISHED</b>	<b>6/21/19PC</b>	<b>6/21/19PC</b>	<b>6/21/19PC</b>

To: Beverly Ghan  
Deputy Division Administrator  
209 East Musser Street, Suite 101  
Carson City, Nevada 89701-4204

RECEIVED  
Nevada Department of Administration

From: Elizabeth Walsh  
1733 Myles Way  
Carson City, Nevada 89701  
775-224-0321

MAY 13 2019

Division of Human Resource Management  
Compensation, Classification, and Recruitment  
Carson City, Nevada

Date: May 13, 2019

Subject: Proposed Classification Changes for Associate Warden

---

I object to the proposed classification change(s) for the Minimum Qualification for Associate Warden Number: #25-19.

I am currently an Associate Warden for the Department of Corrections and have been for approximately a decade with 20 years' experience in the NDOC. I was with the NDOC prior to the changes in classification for Associate Warden and since.

According to the posting, the human resource staff within the NDOC and analysts made the recommendations for the following changes:

1. To clarify that some positions may require specific operational and/or programmatic experience.
2. Amendments to the Educational and Experience section on the Minimum Qualifications to "clarify" experience.
3. To allow for a "larger pool of applicants" and will increase recruitment and retentions efforts.

**OBJECTION BASIS:**

1. Clarifications that some positions may require specific operational and/or programmatic experience.
2. Amendments to the Educational and Experience section on the Minimum Qualifications to "clarify" experience.

The first paragraph of the class specification states "plan, organize and direct the operations-related areas such as custody, and maintenance or programs related areas such as classification, medical, and education and rehabilitation".

Seventh paragraph states "serve as Acting Warden".

In order to be **proficient** in overseeing a correctional institution and serve as acting Warden, an Associate Warden **MUST** have experience, training and/or education in programs and custody.

This position is extremely important and if a person is selected that does not have ADEQUATE experience, training and/or education, decisions can, and will be made that will have legal ramifications and fiscal impacts on Nevada and the tax payers. Further, lack of training and experience in both custody and programs can have deadly ramifications. Both custody and programs are important. To minimize or decrease the experience, training and/or education to this position, minimizes the importance of the position.

The current requirements to qualify for the position as Associate Warden are minimal and below standard compared to the tremendous responsibilities and other state minimum qualification requirements. This position is responsible for the lives of all staff, inmates and the community. The requested decrease in experience, training and/or education also decreases the value of the position and the safety and the security of human lives.

The recommendation to change the experience of supervisor to include a correctional camp or correctional transitional facility also decreases the safety and security for staff, inmates and the community. There is a **tremendous difference** in making decisions at a minimum or community trustee facility versus a medium custody or higher facility. Again, a decrease in the requirement decreases the safety and security of human lives.

#### **OBJECTION BASIS:**

3. To allow for a “larger pool of applicants” and will increase recruitment and retentions efforts.

This is a false statement on behalf of the NDOC. Although Transparent Nevada may not be exactly accurate, I am not in the position to review personnel files throughout the state in order to precisely prove that there is a large/ample pool of qualified applicants. However, when comparing the individuals listed on Transparent Nevada today and four years ago, there are approximately 25 individuals that currently meet the experience qualification. Again, I do not have access to personnel files, however this number does not include individuals training, experience with other agencies or education; thus this **expands the pool** of qualified individuals. Also, this does not include individuals I personally know that have recently declined the interview or did not apply due to the lack of confidence in this current Administration.

The current Administration has selected Deputy Directors and Wardens that have little experience and no education because it is a non-classified position that does not require these qualifications. This is viewed as selections based on “friendships”. These selections only reinforced the staff’s perception of the Administration and now they (Administration) want to select less qualified individuals at the Associate Warden level.

I will testify in a court of law that I, and others, have observed a Deputy Director and a Warden state prior to interviews, which person would be selected. Never, have I heard from this Administration that a selection would be based on training, education or experience. I was an Acting Warden for over 7 months and have had “privileged and private” conversations with this Administration.

I could write a dissertation as to why the proposed classification changes for Associate Warden should not occur. I can provide testimony from prior Wardens and also prior and current Associate Wardens as to why this should not occur.

Please feel free to contact my pertaining to any questions you may have.

Thank you,

A handwritten signature in cursive script, appearing to read "Elizabeth Walsh".

Elizabeth (Lisa) Walsh

You may contact me at my home address, phone number or work. I am assigned to Norther Nevada Correctional Center – (775) 887-9220.

Steve Sisolak  
Governor



Deonne E. Contine  
Director

Peter Long  
Administrator

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

**MEMORANDUM**  
**HR#23-19**

April 12, 2019

**TO:** DHRM Listserv Recipients

**FROM:** Peter Long, Administrator *Peter Long*  
Division of Human Resource Management

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES – ASSOCIATE WARDEN CLASS

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Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Beverly Ghan at [bghan@admin.nv.gov](mailto:bghan@admin.nv.gov) no later than May 13, 2019.

If no written objections are received in this office by May 13, 2019, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

# NOTICE OF PROPOSED CLASSIFICATION CHANGES

**Number: Posting #25-19**  
**Posting Expires: May 13, 2019**

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.553	Associate Warden	43*	A	<i>12.553</i>	<i>Associate Warden</i>	<i>43*</i>	<i>A</i>

## ***Basis for Recommendation***

At the request of the Nevada Department of Corrections (NDOC), a review was completed of the Minimum Qualifications for the Associate Warden class.

In consultation with human resource staff within NDOC and analysts within the Division of Human Resource Management (DHRM) it is recommended that an Informational Note be added to the Minimum Qualifications to clarify that some positions may require specific operational and/or programmatic experience.

Furthermore, the Education and Experience section of the Minimum Qualifications was amended to clarify experience required and to maintain consistency with formatting and structure.

These changes will allow for a larger pool of applicants and will increase recruitment and retention efforts.

Throughout the review, management and human resource staff within NDOC and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

***Note: Changes to the class specifications are noted as follows: additions in blue and deletions in red.***

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. You may also view the recommendations and specifications online at [hr.nv.gov/Sections/Classification/Proposed\\_Classification\\_Changes/](http://hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/). For additional information call (775) 684-0130.

**Objections to the proposed change(s) must be received in writing by May 13, 2019.** Objections should be addressed to Beverly Ghan, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

**POSTING DATE: April 12, 2019**



**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>
<b>ASSOCIATE WARDEN</b>	<b>43*</b>	<b>A</b>	<b>12.553</b>

Under general direction of the Warden within an assigned correctional institution, plan, organize, and direct the operations-related areas such as custody, culinary, and maintenance or programs related areas such as classification, medical, and education and rehabilitation.

Perform fiscal tasks such as preparing budget proposals by identifying the institution's needs, evaluating previous year's expenditures, and conducting future needs analysis of the institution; control the institutional budget for assigned staff, activities, equipment, supplies, and structures.

Perform administrative management tasks such as preparing in-depth studies and reports; analyze legislatively approved staff levels, convert information into a master schedule, and calculate relief factors; act as a public relations liaison between the institution, other agencies, and the community.

Provide direction and oversight to assigned administrative units by developing short-range and long-range plans; develop and oversee the implementation of policies and procedures dealing with coordination of law enforcement measures involving the institution and other State, county, local, and federal law enforcement agencies; review concerns of staff and inmates related to the medical treatment, discipline, safety, security, and custodial measures provided by the institution; provide oversight for organizational compliance with laws, policies, and procedures of a variety of functions.

Coordinate activities with outside agencies through personal and/or in written communication to obtain resources not available within the institution.

Represent the institution on committees advocating for the institution and inmate population needs; chair or participate on institutional committees as assigned.

Serve as Acting Warden and review critical and unusual incidents reported by various institutions and take appropriate action or advise officers of the actions to be taken by applying knowledge of department rules and regulations and notifying the appropriate Deputy Director of Operations and the Director on critical incidents and the actions taken as assigned.

Perform supervisory tasks such as evaluating employee performance and prepare performance appraisals and promotional merit ratings; review, recommend, and/or take appropriate disciplinary action when employees fail to meet standards and/or to comply with department rules and regulations; participate in the screening process of applicants and recommend hiring of staff; assess staff development and training needs and provide advisement in work-related activities, professional growth, and career development by recommending appropriate training programs in consideration of the institution's current and future needs and resources.

Perform related duties as assigned.

\*\*\*\*\*

In addition to the fiscal, administrative, and supervisory duties assigned to all positions, incumbents perform the following Operations or Programs duties. Incumbents may be required to perform some duties outside of their assigned area or they may be completely reassigned to alternate duties to meet institutional needs.

*\* Reflects a 3-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention.*

OPERATIONS

Oversee the security of the institution; maintain and review all post orders and emergency and security procedures; conduct audits of custody staff to ensure adherence to security policies and procedures; ensure all staff is appropriately trained to use required equipment and weapons and are able to secure a post properly; ensure that all suspected violations of laws, regulations, and departmental and institutional policies and procedures are investigated appropriately.

Oversee visiting room operations, review visiting applications and requests for special visits, and approve or deny requests according to policies and procedures; oversee property, mail, and identification operations; oversee culinary operations and ensure culinary is appropriately staffed and that the quality and quantity of food and beverages are adequate; ensure inmates are searched thoroughly after completing culinary duties to reduce contraband; oversee gym operations and ensure that the quality and quantity of equipment is adequate; oversee laundry operations and ensure that inmate issued clothing and cloth items are issued and cleaned according to policies and procedures; ensure that all areas are appropriately staffed.

Oversee the general population and segregation units operations; ensure units are appropriately staffed and that inmates receive the required exercise time in compliance with laws, regulations, and departmental and institutional policies and procedures.

Oversee armory operations; ensure the armory is appropriately staffed; ensure all weapons, chemical agents, keys, tools, knives, hazardous equipment, and other security risk items are inventoried and audited regularly according to policies and procedures.

Oversee prison industries security; ensure all keys, tools, knives, hazardous equipment, and other security risk items are inventoried and audited regularly according to policies and procedures; ensure inmates are searched thoroughly after completing prison industries duties to reduce contraband.

Oversee maintenance operations; ensure maintenance is appropriately staffed; ensure all keys, tools, knives, hazardous equipment, and other security risk items are inventoried and audited regularly according to policies and procedures; ensure inmates are searched thoroughly after completing maintenance duties to reduce contraband.

PROGRAMS

Oversee the provision of programs, education, and treatment to inmates with mental health issues; resolve problems regarding services provided; coordinate supervision for special needs inmates; participate in coordination of efforts between mental health and medical staff.

Oversee the provision of programs, education, and treatment to inmates with medical issues; resolve problems regarding services provided; coordinate supervision for special needs inmates; participate in coordination of efforts between medical and mental health staff.

Oversee the approval and training of volunteers; monitor volunteers for compliance with laws, regulations, and departmental and institutional policies and procedures.

Supervise the chaplain to ensure that religious services are held to appropriately accommodate the different faith groups and/or practices.

Oversee the casework staff to ensure that decisions are within laws, regulations, and departmental and institutional policies and procedures; provide general oversight of caseworker/inmate interactions; monitor the appropriate usage of inmate records and informational systems; monitor the recording of credits such as work and merit; prepare various reports such as Parole Board and work reports.

Supervise the physical education and recreation staff to ensure recreation programs provide stimulating exercise for the different age groups; coordinate special events.

PROGRAMS (cont'd)

Oversee programs available to inmates to ensure approval and compliance with laws, regulations, and departmental and institutional policies and procedures; coordinate, facilitate, and delegate programs in cooperation with various staff; oversee enrollment guidelines so appropriate inmates participate; monitor and track the submission of merit credits and certificates of completion; maintain and distribute master program schedules.

Oversee education available to inmates to ensure compliance with laws, regulations, and departmental and institutional policies and procedures; coordinate, facilitate, and delegate education in cooperation with school districts, colleges, and various staff.

Supervise law library staff and ensure the law library complies with laws, regulations, and departmental and institutional policies and procedures; ensure legal materials are adequate in quantity and quality and available to all inmates.

Supervise clerical and records staff; ensure staff conduct file audits and maintain security and confidentiality of information.

\*\*\*\*\*

**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, positions in this class have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.

**INFORMATIONAL NOTE:**

- \* *Some positions may require specific operational and/or programmatic experience which will be identified at the time of recruitment.*

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in criminal justice, social work, public administration, psychology, or related field and ~~[three]~~ **two** years of experience as a supervisory correctional caseworker **or correctional lieutenant** in an institution consisting ~~[mostly]~~ **of inmates housed in a maximum and/or medium security facility, [inmates] correctional camp, or correctional transitional facility; [or as a correctional lieutenant];** **OR** Associate's degree from an accredited college or university in criminal justice, social work, public administration, psychology, or related field and ~~[four]~~ **three** years of experience as **described above;** ~~[a supervisory correctional caseworker in an institution consisting mostly of maximum and/or medium security inmates or as a correctional lieutenant];~~ **OR graduation from high school or equivalent education and four years of experience as described above;** **OR** ~~[five]~~ **two** years of experience as a supervisory Correctional Casework Specialist III or as a Correctional Lieutenant in Nevada State service; **OR** an equivalent combination of education and experience **as described above.** (See *Special Requirements and Informational Note*)

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

**Detailed knowledge of:** methods used and problems involved in supervision and adjustment of inmates. **Working knowledge of:** principles and practices of advisement and guidance; casework theory, practice, and the principles of individual and group behavior; theories, trends, and terminology used in the field of corrections; firearms, chemical agents, restraints, and other security devices; personnel management principles and practices required to hire, train, assign and review work, motivate, prepare performance evaluations, and handle disciplinary actions; security principles, practices, and tactics governing the use of physical and deadly force; staff roles as applied to administering the security of an institution. **General knowledge of:** principles and

### MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)  
practices of corrections as part of the criminal justice system; social and cultural aspects of a variety of ethnic and cultural groups; causes of crime, delinquency, and methods of rehabilitation. **Ability to:** analyze problems, situations, practices, and procedures to identify relevant concerns or factors, formulate logical and objective conclusions, and recognize alternatives and their implications; assess staff development needs; control, direct, and instruct inmates individually and in groups; delegate responsibility, recruit and train staff, evaluate effectiveness of subordinates, and administer necessary discipline; develop, write, and evaluate institutional policies, procedures, and post orders; enforce institutional rules and regulations; evaluate emergencies and take or recommend corrective measures; interpret and apply agency directives, procedures, and post orders; manage aggressive behavior and conflict situations; observe, understand, and interpret the habits, attitudes, behaviors, and activities of inmates; prioritize work by evaluating available staff and resources; write concise, logical, grammatically correct correspondence and analytical reports in developing and explaining institutional policies and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
**Detailed knowledge of:** institutional program goals, objectives, and content; State laws and regulations governing the department. **Working knowledge of:** State budget and accounting principles and practices. **Ability to:** deal with controversial issues which affect institutional public relations; manage space, equipment, and material resources including the development of utilization plans and justification of acquisitions; monitor and project budget based on existing resources and expenditures; prepare budget reports; properly interpret and implement court orders, consent decrees, and institutional procedures; function as the acting Warden.

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.

#### 12.553

ESTABLISHED: 7/1/75  
REVISED: 7/28/77  
REVISED: 9/27/84  
REVISED: 9/23/85R  
REVISED: 10/25/85-3  
REVISED: 5/19/88-3  
REVISED: 12/9/88-3  
REVISED: 3/3/89-12  
REVISED: 7/1/91P  
REVISED: 7/6/90PC  
REVISED: 11/15/91PC  
REVISED: 1/1/01LG  
REVISED: 7/1/01LG  
REVISED: 7/1/05LG  
REVISED: 12/17/09PC  
REVISED: 7/8/13UC  
**REVISED: 5/13/19UC**

## 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#: 18-19**  
**Effective: 02/05/19**

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
3.505	Driver – Shuttle Bus	24	H	<i>3.505</i>	<i>Driver – Shuttle Bus I</i>	<i>24</i>	<i>H</i>
3.506	Driver – Van/Automobile	22	H	<i>3.506</i>	<i>Driver – Van/Automobile</i>	<i>22</i>	<i>H</i>

### BASIS FOR RECOMMENDATION

The Nevada System of Higher Education (NSHE), Business Center North (BCN), has requested that an additional level be added to the class specification for the Driver – Shuttle Bus to account for lead-worker responsibilities.

Upon completion of the review, it was determined that a new level be created titled Driver – Shuttle Bus II and that the existing Driver – Shuttle Bus be retitled to Driver – Shuttle Bus I. The Driver – Shuttle Bus II, in addition to performing the full range of duties described in the series concept, will also function as a lead-worker for lower level Driver – Shuttle Bus I positions on a regular continuing basis by providing training and technical assistance, assigning and reviewing work, and providing input for performance evaluations.

In reviewing the job duties and responsibilities, it was determined that a grade 25 was warranted as the duties between the Driver – Shuttle Bus I and Driver – Shuttle Bus II are differentiated only by the lead-worker responsibilities. In addition, it is recommended that the new class be placed in the same 3.000 Domestic Services Occupational Group, Personal & Protective Services Sub-Group as the existing series. As this new level performs duties of a similar nature to the existing series, this class will be assigned to the EEO-4 category: H – Service Maintenance, which are occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property.

Minor modifications were made to the class concepts for the Driver – Shuttle Bus I and Driver – Van/Automobile to account for the addition of a new level to the series. Furthermore, minor changes were made to the series concept to account for additional duties and responsibilities. Additional changes were made to the Special Requirements and Informational Note to account for the two levels now titled as Driver – Shuttle Bus I and Driver – Shuttle Bus II. Lastly, minor changes were made to the Minimum Qualifications to maintain consistency with formatting and structure.

Throughout the review, management staff within NSHE – BCN and analysts within Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

**POSTING#: 19-19**

**Effective: 02/11/19**

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.631	Custodial Worker II	23	H	<b>9.631</b>	<i>No Change</i>		
9.634	Custodial Worker I	21	H	<b>9.634</b>	<i>Custodial Worker I</i>	<b>21</b>	<b>H</b>
9.636	Custodial Worker Trainee	20	H	<b>9.636</b>	<i>No Change</i>		

### **BASIS FOR RECOMMENDATION**

At the request of the Nevada System of Higher Education (NSHE), it is recommended that the Custodial Worker I class be amended to reflect the type of equivalent experience required when an applicant did not graduate from high school or have equivalent education. As such, the Education & Experience section of the Minimum Qualifications for the Custodial Worker I was modified to reflect “*custodial or janitorial*” experience.

This verbiage will maintain consistency with existing requirements at the Custodial Worker I and II. No other changes are required at this time.

**POSTING#: 20-19**  
**Effective: 03/22/19**

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
	<i>New</i>			<i>10.613</i>	<i>Therapeutic Recreation Specialist III</i>	<i>36</i>	<i>B</i>
10.614	Therapeutic Recreation Specialist II	34	B	<i>10.614</i>	<i>Therapeutic Recreation Specialist II</i>	<i>34</i>	<i>B</i>
10.621	Therapeutic Recreation Specialist I	32	B	<i>10.621</i>	<i>Therapeutic Recreation Specialist I</i>	<i>32</i>	<i>B</i>

### **BASIS FOR RECOMMENDATION**

As the result of an Individual Classification Study (NPD-19) and in partnership with Subject Matter Experts from the Department of Health & Human Services (DHHS), Division of Public & Behavioral Health (DPBH) and the Division of Human Resource Management (DHRM), it was determined that a new level in the Therapeutic Recreation Specialist series be created to account for duties and responsibilities not currently identified in the current class specification.

Therapeutic Recreation Specialist III positions, in addition to performing the full range of duties outlined in the series concept, plan, organize and direct therapeutic and occupational activity programs for inpatient/outpatient residential mental health and correctional (forensic) facilities; develop, implement, analyze and monitor a broad-based performance improvement plan; complete corrective action plans to meet requirements and regulations to improve quality of care outcomes; research and analyze best practices; develop therapeutic and occupational program protocols, goals and objectives; participate in the development of service delivery needs assessments and evaluations, policies and procedures; collaborate with clinical staff on delivery of care and services; assist in budget preparation and monitor expenditures and inventory. Positions supervise lower-level Therapeutic Recreation Specialists to include performance evaluations, work performance standards, scheduling, work assignment and review, training and discipline; and may supervise other professional, administrative, technical and contracted Occupational Therapist staff as assigned.

It is recommended that the series be placed in the 10.000 Medical, Health & Related Services Occupational Group, Allied Therapies sub group to maintain consistency with other levels in the series. Furthermore, it is recommended that the Therapeutic Recreation Specialist III be allocated at grade 36 to recognize the higher degree of complexity and knowledge, skills and abilities required of the class; a two-grade difference between levels is consistent with the majority of class specifications within State service. The EEO-4 job category for the Therapeutic Recreation Specialist has been determined as follows: category “B – Professional” which are occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.

In addition, minor changes were made to the Therapeutic Recreation Specialist II class concept to clarify duties and responsibilities. Also, changes were made to the Minimum Qualifications for the Therapeutic Recreation Specialist II and I to maintain consistency with formatting and structure.

Throughout the review, management staff within DHHS and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

**POSTING#: 21-19**  
**Effective: 04/08/19**

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.545	Environmental Scientist IV	38	B	<i>10.545</i>	<i>Environmental Scientist IV</i>	<i>38</i>	<i>B</i>
10.525	Environmental Scientist III	36	B	<i>10.525</i>	<i>Environmental Scientist III</i>	<i>36</i>	<i>B</i>
10.536	Environmental Scientist II	35	B	<i>10.536</i>	<i>Environmental Scientist II</i>	<i>35</i>	<i>B</i>
10.548	Environmental Scientist I	32	B	<i>10.548</i>	<i>Environmental Scientist I</i>	<i>32</i>	<i>B</i>

### **BASIS FOR RECOMMENDATION**

As a result of Individual Classification Studies (NPD-19) and at the request of the Department of Conservation and Natural Resources (DCNR), the Division of Human Resource Management (DHRM) conducted a review of the Environmental Scientist series. Analysts within the DHRM partnered with subject matter experts from DCNR, and as a result of this review, it is recommended that an additional option be added to the Environmental Scientist IV level to account for non-supervisory positions that perform duties above those of an advanced journey level and which function as a singular technical scientific expert for an assigned bureau.

As such, the secondary option for the Environmental Scientist IV, under general direction of the Bureau Chief, will perform the full range of duties described in the series concept; serve as the technical scientific expert for a bureau within the Department of Conservation and Natural Resources; assist and support bureau staff as technical advisor and subject matter expert; develop, organize and implement complex programs related to the control of biological and chemical agents, radioactive and/or hazardous waste and/or pollutants discharged into the environment; analyze information, technical data, problems, risks, situations, practices and procedures and define the problem or objective; make comprehensive recommendations on environmental problems; draft legislation; develop complex technical regulations, guidance, plans and procedures; develop and make formal presentations to the public, regulatory boards, commissions, natural resource agencies, scientific community and the legislature; negotiate with other federal, State and local entities concerning cases, incidents and other multi-jurisdictional issues; organize and/or participate in statewide, regional and national conferences and meetings; make decisions and judgments independently; and interpret and implement appropriate federal and State statutes and regulations. Incumbents may serve as lead worker and work is reviewed through progress reports and meetings. This is the non-supervisory, subject matter expert level class in the series and only one position per bureau may be allocated at this level.

In addition, minor revisions were made to the series concept to update verbiage and clarify representative duty statements. Furthermore, changes were made to the class concepts and minimum qualifications, at every level, to maintain consistency with formatting and structure.

The agency believes that the recommended changes will improve recruitment and retention efforts without reducing the quality of candidates.

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

**POSTING#: 22-19**  
**Effective: 04/04/19**

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
2.131	Student Worker	10	F	<i>2.131</i>	<i>Student Worker</i>	<i>10</i>	<i>F</i>

**BASIS FOR RECOMMENDATION**

At the request of the Division of Human Resource Management (DHRM), it is recommended that an Informational Note be added to the Student Worker series to be consistent with the Public Service Intern Series (7.653).

The Informational Note details that employment in this class will not lead to permanent status in State service.

**POSTING#: 23-19**

**Effective: 05/13/19**

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
6.343	Transportation GIS Manager	40	B	<b>6.343</b>	<b><i>GIS Analyst IV</i></b>	<b>40</b>	<b>B</b>
6.342	Transportation GIS Supervisor	38	B	<b>6.342</b>	<b><i>GIS Analyst III</i></b>	<b>38</b>	<b>B</b>
6.341	Transportation GIS Analyst II	36	B	<b>6.341</b>	<b><i>GIS Analyst II</i></b>	<b>36</b>	<b>B</b>
6.340	Transportation GIS Analyst I	33	B	<b>6.340</b>	<b><i>GIS Analyst I</i></b>	<b>33</b>	<b>B</b>
	<b><i>NEW</i></b>			<b>6.339</b>	<b><i>GIS Analyst Trainee</i></b>	<b>31</b>	<b>B</b>

### **BASIS FOR RECOMMENDATION**

At the request of the Nevada Department of Transportation (NDOT) a review of the Transportation GIS series was completed.

In consultation with subject matter experts from NDOT, the Division of Conservation and Natural Resources (DCNR) and analysts within the Division of Human Resource Management (DHRM) it was determined that the word Transportation be removed from the class code title and that the GIS Manager and GIS Supervisor be retitled GIS Analyst IV and GIS Analyst III respectively. These changes will allow other departments that utilize GIS technologies to classify positions within this series.

It is also recommended that an additional trainee level be added in the series to increase external/internal recruitment efforts and allow for upward progression of internal Photogrammetrist/Cartographer and Cartographic/Graphics Technician positions that perform GIS related duties.

Furthermore, the series and class concepts were amended, at every level, to clarify duties and responsibilities. In addition, an Informational Note was added to the Minimum Qualifications to indicate that certification as a Geographic Information Systems Professional would be equivalent to one year of work experience.

Lastly, the Education & Experience, Entry Level and Full Performance Knowledge, Skills and Abilities of the Minimum Qualifications were amended to reflect these changes, clarify experience required and to maintain consistency with formatting and structure.

Throughout the review, management and human resource staff within NDOT, DCNR and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

**POSTING#: 24-19**  
**Effective: 05/13/19**

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
7.605	Investment Analyst	43	B	7.605	<i>Investment Analyst III</i>	43	B
	<i>NEW</i>			7.604	<i>Investment Analyst II</i>	41	B
	<i>NEW</i>			7.603	<i>Investment Analyst I</i>	39	B

### **BASIS FOR RECOMMENDATION**

At the request of the Nevada State Treasurer’s Office a review of the Investment Analyst class was completed.

In consultation with subject matter experts from the State Treasurer’s Office and analysts within the Division of Human Resource Management (DHRM) it is recommended that the class be expanded to a three-level series, with the existing Investment Analyst being retitled, as follows:

- a) *Investment Analyst III, 7.605, grade 43 (current Investment Analyst) – Under administrative direction, the incumbent performs the full range of duties as described in the series concept. In addition, the incumbent supervises lower level Investment Analysts to include performance evaluations, work performance standards, scheduling, assigning and reviewing work, training and discipline and may supervise other professional, technical and administrative staff as assigned. This is the supervisory level in the series.*
- b) *Investment Analyst II, 7.604, grade 41 – Under general direction, incumbents perform the full range of duties as described in the series concept. This is the journey level in the series.*
- c) *Investment Analyst I, 7.603, grade 39 – Under general supervision, incumbents perform some of the duties described in the series concept on a more limited basis and may be permanently allocated at this level. This is the entry level in the series and does not provide for automatic progression to the next level in the series.*

Investment Analysts in the State Treasurer’s Office assist the Deputy Treasurer for Investments with executing and managing the State’s investment portfolio including the investment of funds over short and long-term periods; recommend asset allocation policies and changes; evaluate and report on external investment managers; analyze and monitor cash flow, cash allocation and asset distribution; and provide account reconciliation and prepare reports.

It is recommended that the series remain in the 7.000 Fiscal Management & Staff Services, Sub-Group G: Administrative & Budget Analysis. Furthermore, it is recommended that the Investment Analyst II and Investment Analyst I be allocated at grades 41 and 39 respectively; a two-grade differential between levels in a series is consistent with existing class specifications within State service. The EEO-4 job category for the Investment Analyst will remain in the “B – Professional” category which are occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.

In addition, an Information Note was added to the Minimum Qualifications to give individuals with a current certification as a Certified Government Investment Professional (CGIP) one year of experience towards the Education & Experience requirements.

Lastly, minor changes were made to existing Investment Analyst, now the Investment Analyst III, to allow for equivalencies, clarify education and experience and to maintain consistency with formatting and structure.

These changes will allow for a more robust pool of applicants and increase agency recruitment and retention efforts.

Throughout the review, management and human resource staff within the State Treasurer's Office and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

**POSTING#: 26-19**  
**Effective: 05/13/19**

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
12.346	Elder Rights Supervisor	35	B	<i>12.346</i>	<i>Adult Rights Supervisor</i>	<i>35</i>	<i>B</i>
12.347	Elder Rights Specialist II	33	B	<i>12.347</i>	<i>Adult Rights Specialist II</i>	<i>33</i>	<i>B</i>
12.348	Elder Rights Specialist I	32	B	<i>12.348</i>	<i>Adult Rights Specialist I</i>	<i>32</i>	<i>B</i>

**BASIS FOR RECOMMENDATION**

At the request of the Nevada Department of Health and Human Services (DHHS)/Aging and Disability Services Division (ADSD), the Division of Human Resource Management (DHRM) has conducted a review of the Elder Rights Specialist/Supervisor series. Personnel Analysts within the Division of Human Resource Management worked with subject matter experts from ADSD and, as a result of this review, it is recommended that changes to the titles, series concepts, class concepts, and minimum qualifications at all levels in the series be revised.

The Elder Protective Services (EPS) program within ADSD is legislatively authorized and required to receive and screen elder abuse reports, investigate those reports, and offer and arrange intervention services to older persons. During the 2017 State legislative session, Assembly Bill 31 was enacted which expanded EPS services to include adult vulnerable persons. (Please refer to Assembly Bill 31 and NRS 200.5092, section 8 for additional information).

EPS has worked to identify, develop and update areas of the formal service delivery model for its program and ADSD is working to expand EPS to a full Adult Protective Services (APS) program to provide protective services to persons under 60 with disabilities, as well as older persons. Revising this class specification will ensure that positions in the APS program are qualified to support this expansion.

It is therefore recommended that the title at all levels be changed from Elder Rights to Adult Rights to encompass duties related to providing assistance and advocacy for all adults from age 18 and up.

The series concept, the class concepts and the minimum qualifications have all been modified to reflect these changes in the EPS program.

Management within ADSD, as well as DHRM personnel, participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.