PERSONNEL COMMISSION

Meeting Notice

DATE: Friday, June 23, 2017
TIME: 9:00 a.m.
LOCATION: Gaming Control Board
1919 College Parkway
Carson City, Nevada 89701
Grant Sawyer State Building
555 East Washington Avenue
Suite 2450
Las Vegas, Nevada 89101

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

Notice: The Personnel Commission may address agenda items out of sequence to accommodate persons appearing before the Commission or to aid the efficiency or effectiveness of the meeting at the Chair’s discretion. The Commission may combine two or more agenda items for consideration, and the Commission may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Comments will be limited to three minutes per person and persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Commission Chair may elect to allow public comment on a specific agenda item when the item is being considered.

Agenda

I. Call To Order, Welcome, Roll Call, Announcements

II. Public Comment: No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

FOR POSSIBLE ACTION

III. Approval of Minutes of Previous Meeting dated March 10, 2017 ................................................................. 1-17
FOR POSSIBLE ACTION IV. Discussion and Approval of Addition of classes or positions approved for pre-employment screening for controlled substances and revisions to class specifications ........ 18-40

A. The Department of Agriculture requests the addition of positions to the list approved for pre-employment screening for controlled substances and requests approval of class specification amendments to include pre-employment screening for controlled substances:

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

   1.401 Weights and Measures Inspector IV, PCN: 4551-0011, 4551-0022
   1.404 Weights and Measures Inspector III, PCN: 4551-0013
   1.413 Weights and Measures Assistant (Seasonal), PCN: 4551-8911, 4551-8912, 4551-8913

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

   a. Weights and Measures Inspector Series
   b. Weights and Measures Assistant (Seasonal)

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

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

   2.210 Administrative Assistant IV, PCN: 4701-0106, 4701-0155, 4701-0706, 4701-0805, 4701-0870
   7.647 Program Officer II, PCN: 4701-0950

FOR POSSIBLE ACTION V. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions and Abolishment .......................... 41-62

A. Clerical & Related Services
1. Subgroup: Accounts Maintenance
   a. 2.300 Accounting Assistant Series

B. Medical, Health & Related Services
1. Subgroup: Psychology & Social Science
   a. 10.121 Clinical Program Manager Series
VI. Update Regarding March 10, 2017, Public Comment Addressing Accounting Technician Class Specification Minimum Qualifications Review and College Credits

VII. Report of Uncontested Classification Changes Not Requiring Personnel Commission Approval per NRS 284.160 ........................................................................................................ 63-75

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: #13-17
12.345 Social Work Supervisor II
12.352 Social Work Supervisor I
12.363 Social Worker III
12.361 Social Worker II
12.377 Social Worker I

Posting: #14-17
12.332 Health Care Coordinator IV – Nurse
12.351 Health Care Coordinator IV
12.333 Health Care Coordinator III – Nurse
12.330 Health Care Coordinator III
12.334 Health Care Coordinator II – Nurse
12.369 Health Care Coordinator II
12.335 Health Care Coordinator I – Nurse
12.373 Health Care Coordinator I

Posting: #15-17
11.405 Insurance Regulation Liaison

Posting: #16-17
7.103 Chief Accountant

Posting: #17-17
11.551 Commercial Vehicle Safety Inspector III
11.553 Commercial Vehicle Safety Inspector II
11.554 Commercial Vehicle Safety Inspector I

Posting: #18-17
12.402 Rehabilitation Chief II
12.404 Rehabilitation Chief I

Posting: #19-17
1.918 Lifeguard II (seasonal)
1.919 Lifeguard I (seasonal)

Posting: #20-17
7.706 Insurance Actuarial Analyst III
7.710 Insurance Actuarial Analyst II
7.712 Insurance Actuarial Analyst I

Posting: #21-17
10.373 Community Health Nursing Manager

Posting: #22-17
10.375 Community Health Nurse IV
10.376 Community Health Nurse III
10.377 Community Health Nurse II
10.378 Community Health Nurse I

Posting: #23-17
12.416 Rehabilitation Supervisor
12.421 Rehabilitation Counselor III
12.427 Rehabilitation Counselor II
12.431 Rehabilitation Counselor I
VIII. Report of 2017 Legislation Affecting State Employees and DHRM Budget .............................................................. 76-86

IX. Acknowledgement of Commissioner Read’s Service to the Personnel Commission

X. Discussion and Announcement of Dates for Upcoming Meetings. Next meeting scheduled for September 29, 2017. Selection of following meeting.

XI. Commission Comments

XII. 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)

XIII. Adjournment

Supporting material for this meeting is available at the Division of Human Resource Management, 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/. To obtain a copy of the supporting material, you may contact Carrie Lee at (775) 684-0131 or carrie.lee@admin.nv.gov.

Inquiries regarding the items scheduled for this Commission meeting may be made to Carrie Lee at (775) 684-0131 or carrie.lee@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/. 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 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 Building, 100 North Stewart Street
Nevada State Capitol, 101 North Carson Street

Las Vegas
Grant Sawyer Building, 555 East Washington Street

Internet
Nevada Public Notice website: http://notice.nv.gov
Division of Human Resource Management website: www.hr.nv.gov