

**STATE OF NEVADA
PERSONNEL COMMISSION**

Pursuant to Section 1 of Governor Sisolak's Emergency Directive 006, there was no physical location for this meeting.

**MEETING MINUTES
June 26, 2020
Subject to Commission Approval**

**COMMISSIONERS PRESENT
IN CARSON CITY:**

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

Ms. Mary Day, Alternate Commissioner, non-voting

**COMMISSIONERS PRESENT
IN LAS VEGAS:**

Mr. Mark Olson, Commissioner
Mr. Andreas Spurlock, Commissioner

Mr. Armen Asherian, Alternate Commissioner, non-voting

STAFF PRESENT IN CARSON CITY:

Mr. Peter Long, Administrator, Division of Human Resource Management (DHRM)
Ms. Michelle Garton, Deputy Administrator, DHRM
Ms. Beverly Ghan, Deputy Administrator, DHRM
Ms. Rachel Baker, Personnel Analyst, DHRM
Ms. Carrie Hughes, Personnel Analyst, DHRM
Ms. Tori Sundheim, Deputy Attorney General, Office of the Attorney General

STAFF PRESENT IN LAS VEGAS:

Ms. Heather Dapice, Supervisory Personnel Analyst, DHRM

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

Chairperson Fox: Called the meeting to order on Friday, June 26, 2020, at approximately 9:00 a.m. She welcomed everyone, noting Alternate Commissioners Mary Day and Armen Asherian were also in attendance.

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 MARCH 6, 2020 – Action Item

Chairperson Fox: Asked if there were any corrections or changes to be made on the minutes from March 6, 2020. There were none.

MOTION: Moved to approve minutes of the March 6, 2020, meeting.
BY: Commissioner Olson
SECOND: Commissioner Maloney
VOTE: The vote was unanimous in favor of the motion.

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

- A. LCB File No. R047-20
Section 1. NAC 284.589 Administrative leave with pay.

Michelle Garton: Deputy Administrator of DHRM’s Employee & Management Services section stated the proposed amendment to NAC 284.589 Administrative leave with pay is based on an Emergency Regulation signed by Governor Sisolak on March 15, 2020, that addresses the state of emergency he declared on March 12, 2020, due to the COVID-19 pandemic. The intent of the amendment is to expand the authorization of paid administrative leave for State employees in a state of emergency. This regulation includes more flexibility for state offices that did not close and is intended to provide an appointing authority with more flexibility to handle whatever circumstance may arise.

Chairperson Fox: Asked if there were any comments or questions from the Commissioners or the public.

Peter Long: DHRM Administrator clarified the regulation needed to be approved as written.

Michelle Garton: Added that since the Legislative Commission had already approved the regulation in this form, the regulation needed to move forward exactly as written.

MOTION: Moved to approve Item IV-A.
BY: Chairperson Fox
SECOND: Commissioner Olson
VOTE: The vote was unanimous in favor of the motion.

Tori Sundheim: Asked the Commissioners to please state their names for the record when voting.

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

- A. The Nevada System of Higher Education, Business Center North, requests the removal of the following classes/positions from the list approved for pre-employment screening for controlled substances:

9.534 Research Aid II; All Wolf Pack Meats PCNs
9.555 Research Aid I; All Wolf Pack Meats PCNs
9.580 Research Technician; All Wolf Pack Meats PCNs

Carrie Hughes: DHRM Personnel Analyst, stated the Nevada System of Higher Education, Business Center North (BCN) is requesting the removal of the requirement of pre-employment screening for controlled substances for the positions listed in Agenda Item V-A. The Department is requesting removal because the positions have been reclassified. Pre-employment screening has been approved for the positions in their new classes.

Chairperson Fox: Asked if there were any further comments or questions from Commissioners or the public. Hearing none, she entertained a motion.

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

- B. The Office of the Military requests the addition of the following position 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. Class and positions requested for approval of pre-employment screening for controlled substances:
 - 9.501 National Guard Range Specialist; PCN: 103
2. Request for approval of class specification changes to include pre-employment screening for controlled substances for below positions:
 - 9.501 National Guard Range Specialist

Carrie Hughes: The Office of the Military is requesting the addition of the requirement of pre-employment screening for controlled substances for the National Guard Range Specialist position, PCN: 103. The request indicated various reasons, including access to and use of firearms and explosives. If pre-employment screening for controlled substances is approved for this class, DHRM is requesting a change to the class series specification to reflect the approval of pre-employment screening for controlled substances in this class.

Chairperson Fox: Asked if there were any further comments or questions from Commissioners or the public. Hearing none, she entertained a motion.

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

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

- A. Library & Archives
 1. Subgroup: Archives & Records
 - a. 4.204 State Records Manager/Records Analyst Series
 - b. 4.220 State Archives Manager/Archivist Series
- B. Engineering & Allied
 1. Subgroup: Earth Science
 - a. 6.615 Seismic Data Technician Series
- C. Mechanical & Construction Trades
 1. Subgroup: Equipment Management, Maintenance & Repair
 - a. 9.303 Equipment Superintendent
 - b. 9.309 Equipment Operations Manager

Chairperson Fox: Indicated the Commissioners would hear Items VI-A, VI-B and VI-C and vote on all three together.

Rachel Baker: DHRM Personnel Analyst, Compensation, Classification and Recruitment section, presented recommended changes for the Library & Archives, Archives & Records Subgroup for the State Records Manager/Records Analyst and State Archives Manager/Archivist series. As part of the class specification maintenance review process and upon review by subject matter experts from the State Library, Archives and Public Records and analysts within DHRM, it has been recommended that revisions be made to the Series Concept for Item VI-A-1-a to remove duty statements no longer performed and Knowledge, Skills and Abilities accordingly. It is also recommended that revisions be made to the Minimum Qualifications to maintain consistency with verbiage, formatting and structure. For Item VI-A-1-b, subject matter experts from the State Library, Archives and Public Records and the Nevada System of Higher Education recommended that revisions be made to both the series and class concepts at every level to update duties and reflect technology and industry terms. It is also recommended that both an Informational Note be added and revisions be made to the Education and Experience section of the Minimum Qualifications at every level to allow for additional equivalencies and to maintain consistency with verbiage, formatting and structure.

Heather Dapice: DHRM Supervisory Personnel Analyst, Compensation, Classification and Recruitment section, presented recommended changes to Item VI-B-1-a, Engineering & Allied Occupational Group, Earth Science Subgroup for the Seismic Data Technician series. As part of the classification specification maintenance review process and upon review by subject matter experts from BCN, it was determined that the series and class concepts are consistent with current expectations and no

changes were required. It is recommended that minor revisions be made to the Special Requirements to clarify expectations in the event of an emergency response to an earthquake. In addition modifications were made to the Education and Experience section at every level to clarify experience, establish equivalencies and to maintain consistency with verbiage, formatting and structure.

Rachel Baker: Items VI-C-1-a and VI-C-1-b consist of the Equipment Superintendent and Equipment Operations Manager from the Mechanical & Construction Trades Occupational Group, Equipment Management, Maintenance & Repair Subgroup. Upon review from subject matter experts from the Department of Transportation, it was determined that the Class Concept, Minimum Qualifications, and Knowledge, Skills and Abilities for the Equipment Superintendent are consistent with current expectations; it is recommended that minor revisions be made to the series to maintain consistency with verbiage, formatting and structure. With regard to the Equipment Operations Manager, it is recommended that revisions be made to the Minimum Qualifications to maintain consistency with verbiage, formatting and structure, and to enhance recruitment efforts. We respectfully request the Personnel Commission to approve the recommended changes as presented effective this date.

Chairperson Fox: Hearing no questions entertained a motion.

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

VII. REPORT OF UNCONTESTED CLASSIFICATION PLAN CHANGES NOT REQUIRING PERSONNEL COMMISSION APPROVAL PER NRS 284.160 – Informational Item

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: #9-20
9.549 Meat Plant Manager/Supervisor/Technician Series
Posting: #10-20
10.540 Marijuana Program Inspector Series
Posting: #14-20
12.457 Disability Adjudicator Series
Posting: #15-20
9.501 National Guard Range Specialist
Posting: #16-20
12.416 Vocational Rehabilitation Supervisor/Counselor Series (formerly Rehabilitation Counselor Series)
Posting: #18-20
1.401 Weights & Measures Inspector Series
Posting: #19-20
10.540 Marijuana Program Inspector Series
Posting: #20-20
1.868 Conservation Camp Series
Posting: #21-20
12.378 Family Readiness Specialist Series
Posting: #22-20
12.535 Group Supervisor Series

VIII. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS

Chairperson Fox: Advised the next meeting is scheduled for September 18, 2020, and asked which date was better for DHRM.

Peter Long: Indicated the earlier date of December 4, 2020, would be better since employees may be in a use it or lose it leave situation.

Chairperson Fox: Indicated December 4, 2020, would be the next meeting.

IX. COMMISSION COMMENTS

Commissioner Maloney: Shared her appreciation of DHRM for being so nimble during this difficult time and for all the work they are doing to keep things going forward.

Chairperson Fox: Agreed and thanked the employees who work for the State during this time who were first responders in a variety of ways.

X. 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. There were no public comments.

Peter Long: Thanked the Commissioners for their willingness to be accommodating during this time of teleconferencing and non-face-to-face meetings; the Commissioners did a great job handling today's meeting.

Chairperson Fox: Thanked Mr. Long and added DHRM always does an extremely good job and is well organized.

XI. ADJOURNMENT

Chairperson Fox: Thanked everyone and adjourned the meeting.