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Governor

Patrick Cates
Director

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Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

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PERSONNEL COMMISSION

Meeting Notice

DATE: Friday, September 7, 2018

TIME: 9:00 a.m.

LOCATION:

Legislative Counsel Bureau 401 S. Carson St. Room 3138 Carson City, Nevada 89701	Grant Sawyer Building 555 E. Washington Ave. Room 4412 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 June 8, 2018 ..... 4-17**

INFORMATIONAL ITEM **IV.** **Department of Administration Hearings Division FY18 Hearing Officer Performance Survey Results 18-38**

FOR POSSIBLE ACTION **V.** **Discussion and Approval of Proposed Regulations Changes to Nevada Administrative Code, Chapter 284 ..... 39-65**

A. LCB File No. R118-17
- Sec. 1. Amends Chapter 284 of NAC to add Sections 2 and 3.
- Sec. 2. NEW Report of suspension, revocation or cancellation of a professional or occupational license, certificate or permit or driver's license.
- Sec. 3. NEW Report of arrest, charge or conviction of an offense.
- Sec. 4. NAC 284.646 Dismissals.
- Sec. 5. NAC 284.650 Causes for disciplinary action.
- Sec. 6. NAC 284.653 Driving under the influence; unlawful acts involving controlled substance.
- Sec. 7. NAC 284.890 Transportation of employee to and from location of screening test.

B. LCB File No. R063-18
- Sec. 1. NEW Refusal to submit to a screening test: Reasons an applicant or employee shall be deemed to have refused a test; potential consequences of a refusal to submit to a screening test by an applicant.
- Sec. 2. NAC 284.578 Leave of absence without pay.

FOR POSSIBLE ACTION **VI.** **Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revision 66-68**

A. Mechanical & Construction Trades
1. Subgroup: Semi-Skilled General Labor
   a. 9.490 Sign Fabricator

FOR POSSIBLE ACTION **VII.** **Discussion and Approval or Denial of Individual Classification Appeal 69-72**

Pauline Beigel, Administrative Services Officer II
Department of Transportation

VIII. **Report of Uncontested Classification Plan Changes Not Requiring Personnel Commission Approval per NRS 284.160 ..... 73-77**

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 #20-18
7.758 Energy Programs Manager
Posting: #21-18
12.455 Rehabilitation Manager II
12.409 Rehabilitation Manager I

Posting: #22-18
1.405 Metrologist III
1.403 Metrologist II
1.402 Metrologist I
Posting: #23-18
12.501 Warden

INFORMATIONAL ITEM **IX. Update Regarding the Elimination of Written Exams…78-79**

X. Discussion and Announcement of Dates for Upcoming Meetings. Next Meeting Scheduled for December 7, 2018.

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 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/. 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 Shelley Blotter at (775) 684-0105 or sblotter@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 Building, 101 North Carson Street
Nevada Public Notice website: http://notice.nv.gov
Division of Human Resource Management website: www.hr.nv.gov

Las Vegas
Grant Sawyer Building, 555 East Washington Street

STATE OF NEVADA
PERSONNEL COMMISSION

Held at the Legislative Counsel Bureau, 401 S. Carson Street, Room 3138, Carson City, Nevada 89701; and via video conference in Las Vegas at the Grant Sawyer Building, Room 4412, 555 East Washington Avenue

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MEETING MINUTES
Friday June 8, 2018
(Subject to Commission Approval)

COMMISSIONERS PRESENT IN CARSON CITY:
Ms. Katherine Fox, Chairperson
Ms. Patricia Knight, Commissioner
Ms. Mary Day, Commissioner

COMMISSIONERS PRESENT IN LAS VEGAS:
Mr. Gary Mauger, Commissioner
Mr. Andreas Spurlock, Commissioner

STAFF PRESENT IN CARSON CITY:
Mr. Peter Long, Administrator, Division of Human Resource Management (DHRM)
Ms. Shelley Blotter, Deputy Administrator, DHRM
Ms. Beverly Ghan, Deputy Administrator, DHRM
Ms. Carrie Hughes, Personnel Analyst, DHRM
Ms. Michelle Garton, Supervisory Personnel Analyst, DHRM
Ms. Carrie Lee, Executive Assistant, 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, noting that Alternate Commissioner Mary Day was seated for Commissioner David Sanchez in his absence. She indicated that newly appointed Alternate Commissioners Susana McCurdy and Dana Carvin were present but not serving. Chairperson Fox also welcomed Beverly Ghan, the newly appointed Deputy Administrator of the Compensation, Classification and Recruitment Section.

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. She asked if there were any public comments. Commissioner Spurlock stated that staff requested that he read some brief instructions about microphone etiquette for speakers. There were no public comments.

III. APPROVAL OF MINUTES OF PREVIOUS MEETING DATED MARCH 19, 2018 – Action Item

Chairperson Fox: Called for revisions or additions. **Commissioner Day:** Stated that on page 11 in the packet, page 7 of the minutes, there is an extra word and a missing word where Commissioner Spurlock asked, "…who the Audit Manager reports to who;" the second "who" shouldn't be there, and where Ms. Dapice responded, "I believe the Audit Manager reports to an ESD," there should be some title after "ESD." **Heather Dapice:** Answered it should read, "ESD Manager." **Chairperson Fox:** Inquired if there were any other edits for the minutes and there were none. Chairperson Fox wanted the record to indicate that Commissioner Day did serve as Commissioner at the March meeting so she was eligible to render a vote on this item.

Held March 19, 2018

MOTION: Moved to approve the minutes of the March 19, 2018, meeting with the changes noted.
BY: Commissioner Mauger
SECOND: Commissioner Spurlock
VOTE: The vote was unanimous in favor of the motion.

IV. DISCUSSION AND APPROVAL OF ADDITION OF POSITIONS AND TITLE CODES APPROVED FOR PRE-EMPLOYMENT SCREENING FOR CONTROLLED SUBSTANCES – Action Item

A. The Department of Motor Vehicles requests the addition of a classified position and two unclassified title codes to the list approved for pre-employment screening for controlled substances:

11.358 Compliance Investigator II, PCN: RE4079
U9005 Deputy Administrator, Compliance Enforcement Division, PCN: RE2013 and WF2014
U9021 Division Administrator, Compliance Enforcement Division, PCN: CC1003

Carrie Hughes: Personnel Analyst with the Division of Human Resource Management, advised NRS 284.4066 provides for the pre-employment screening for controlled substances of candidates for positions affecting public safety prior to hire. This statute requires an appointing authority to identify the specific positions that affect public safety subject to the approval of the Personnel Commission. Additionally, federal courts have indicated that pre-employment drug screening by public entities may constitute a search within the meaning of the Fourth Amendment, and if so, must be justified by a special need that outweighs the expectation of privacy.

The Department of Motor Vehicles has requested to add the requirement of pre-employment screening for controlled substances to the positions listed in Agenda Item IV. We are recommending approval of the Compliance Investigator position, as DMV has indicated that this position performs background checks on members of the public, and a candidate for this position would be subject to a background check and medical and psychological tests which may diminish an individual's expectation of privacy. Additionally, Department of Motor Vehicle positions in this class have previously been approved for pre-employment screening for controlled substances by the Commission. We are also recommending approval of the Compliance Enforcement Division's Division Administrator and Deputy Administrator, as these positions are required to obtain and maintain Peace Officer Standards and Training (POST) Category 2 certification, which requires a pre-employment drug screening test. My understanding is that there is a representative present from the Department of Motor Vehicles if there are any questions. Thank you.

Chairperson Fox: Asked if there were questions or public comment. Hearing none, she made a motion.

MOTION: Moved to approve the addition of positions with the Department of Motor Vehicles for pre-employment screening for controlled substances to include Compliance Investigator II, PCN RE4079; Deputy Administrator, Compliance Enforcement Division, PCNs RE2013 and WF2014; and Division Administrator, Compliance Enforcement Division, PCN CC1003.
BY: Chairperson Fox
SECOND: Commissioner Knight
VOTE: The vote was unanimous in favor of the motion.

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

A. LCB File No. R098-17
Sec. 1. NEW Letter of instruction: Use and administration.
Sec. 2. NAC 284.458 Rejection of probationary employees.
Sec. 3. NAC 284.692 Agreement for extension of time to file grievance or complaint, or take required action.
Sec. 4. Section 19 of LCB File No. R033-17, Removal of ineligible grievance or complaint from procedure.

Michelle Garton: Supervisory Personnel Analyst for the Division of Human Resource Management's Consultation and Accountability Unit, presented the regulation amendments contained in LCB File No. R098-17, Agenda Item V-A beginning with Section 1, Letter of instruction: Use and administration. This amendment places into regulation the use and administration of Letters of Instruction, which many agencies currently use as a coaching or performance management tool when areas of deficiency and the need for correction must be addressed and documented. A Letter of Instruction is not part of the disciplinary process, and no threat of discipline should be included. This regulation specifies the contents that must be included in the Letter of Instruction and what it must not contain. The requirement of a meeting between the supervisor and the employee is included in the regulation, and the retention of the letter is also addressed.

In Section 2, NAC 284.458 the amendments in subsections 1 and 2 of this regulation do not make a change to the current process and are meant to make clarifications. Subsection 1 clarifies that an employee who is rejected from his or her initial probationary period and State service may not submit an appeal or a grievance as a result of the decision by the appointing authority. Subsection 2 clarifies that a permanent employee serving in a trial period in a new position and is rejected from that trial period may also not submit an appeal or file a grievance as a result of the decision by the appointing authority. The new subsection 3 in this regulation does make a change to the current process and will allow the Division of Human Resource Management to remove a grievance or an appeal from the process when either is filed as a result of a rejection from probation or trial period. Removing appeals and grievances from the process that have been inappropriately filed will improve efficiency in both processes. There are times when an employee who has filed a grievance is out of the office for an extended period of time and is unavailable to enter into an agreement for the extension of time to file the grievance or take required action. This amendment will allow for an exception to the agreement in certain documented situations which would be determined by the appointing authority or his or her designated representative. The amendment also allows an appointing authority or his or her designated representative to make an exception to the agreement for an extension of time to file a grievance or take required action when there is an investigation pending that is related to a reported allegation of unlawful discrimination.

In Section 4, the amendments to Section 19 of LCB File No. R033-17 make conforming changes consistent with the amendments to NAC 284.458. As noted in the explanation of change for this regulation and highlighted in the regulation, during the drafting process the Legislative Counsel Bureau incorrectly referenced NAC 284.384 in subsection 1. The reference should have been to NAC 284.458, as it is in subsection 2, and the Division requests that this LCB file be adopted with that change.

Chairperson Fox: Thanked Ms. Garton and asked if the Commissioners had any questions.

Commissioner Spurlock: Asked if on page 45, Section 1, he was missing something. On number 5 it says, "The supervisor of the employee shall retain a copy of the Letter of Instruction in the supervisor's working file for the employee." Working file, Commissioner Spurlock assumed, is not the formal employee file. "The supervisor must attach any written response by the employee to the Letter of Instruction." So, if the employee has some response regarding the instruction, it could be included. "These documents must not be retained in the permanent personnel file of the employee unless they are attached to documentation of a subsequent disciplinary action taken against the employee as documentation of a non-disciplinary action that was taken before a specified disciplinary action was taken against the employee." So, they've done this. There's a Letter of Instruction; it's in this temporary file. Now something more serious happens and it's somehow loosely related to something that was mentioned in the initial Letter of Instruction. So, the supervisor now has the right to take that Letter of Instruction and attach it as maybe more evidence of this behavior or something that's part of the formal action. How formal of a document is a Letter of Instruction, and is it something that's discoverable if there's ever litigation?

Michelle Garton: Stated the intent of the regulation here is to say it wouldn't be necessarily on a formal form prescribed by the Division of Human Resource Management; it could be a memorandum. It's to document that the employee was made aware of the deficiency or the need for coaching when it's happening to prove that they were told that. **Chairperson Fox:** Questioned if this would also provide documentation that the supervisor, prior to taking a formal disciplinary action, attempted to remediate or correct the performance issue. **Michelle Garton:** Answered in the affirmative. **Chairperson Fox:** Asked if the Commissioners had any other questions, and there were none. She asked if there were public comments related to this item.

Eddie Bowers: Stated I am a supervisor and have been for the State of Nevada in one area for about eight years. I have used Letters of Instruction in the past. I love this new regulation obsessively; it's brilliant and has been needed for a long time. The only thing I don't see that would help is a strong assertion as to its retention, how long we should

keep it, because this has always been an issue if I gave somebody a Letter of Instruction, I maintain that in my employee file, not their official one. If that employee demonstrates a propensity to continue to transgress in the future -- and they always do at maybe a year-and-a-half, two years out. There's no real clear guidance as to how long I can retain such a document. The *State Records and Retention Schedule*, which is not, from my lay understanding, in the Administrative Code or NRS, has a bit of a conflict. I always look to it, though, for some sort of guidance. When you go into Section 1998157 of the *Retention Schedule* where it talks about supervisor review records, it mentions Letters of Instruction in the narration; it also says that these records should not be retained for more than one review period, so that's like a year, for an annual evaluation, whereas Section 2004233 of the same *Schedule* also references Letters of Instruction and indicates these records should be retained for a period of three calendar years from the final action in this case. But then it doesn't make any strong statement about you have to get rid of them. I don't think HR is getting rid of anything relevant to a termination, like a specificity of charges or anything like that, but I would just comment that a supervisor should have the ability to retain that Letter of Instruction in their supervisor's file as long as the supervisor determined it to be relevant.

Shelley Blotter: Noted DHRM is currently working with the Archives Librarian and the State Records Committee to review all of our records retention schedules, and that was one of the issues that came up during one of the workshops. The plan is to remove the period of time that is specified as one year from the *Schedule* so the Letter of Instruction can remain in the supervisor's file.

Mavis Affo: Human Resource Manager for the Department of Public Safety (DPS) commented that this is a wonderful tool for the Department. It has been much needed and provides some guidance that they have not had in a long time. In her capacity, she has seen different versions of Letters of Instruction; some have included a warning or a statement of what will be done if you don't behave a certain way. This really provides some clarity and guidance to all the agencies, and I think it's a wonderful step in the right direction. Thank you.

Kevin Ranft: AFSCME Local 4041 representative, stated representative Jeanine Lake could not be present, so my comments are on her behalf as well. AFSCME Local 4041 represents State employees in numerous aspects for various agencies. We always like to work with both Peter Long and Shelley Blotter and DHRM employees. Sometimes we agree to disagree, but when it comes down to it they have done a really good job reaching out and providing direction to some of the concerns that we've had. Letters of Instruction, for example, has been a contention for years for State employees. Appeal hearing officers for years would not even allow them as part of evidence because it was a corrective act. Another concern we had is the fact that a Letter of Instruction could be in any type of format. Some agencies have a prescribed format for them, others use just a memorandum or an email, but there is no area where an employee would sign. If we're going to utilize it for a future process like a potential discipline, that's a huge concern when an employee may have never seen the memorandum. We're asking that this Letter of Instruction document has an opportunity for an employee to sign it. I appreciate Shelley Blotter for including in the regulation the opportunity for employees to write a letter in response to Letter of Instruction and have that attached, but if the employee doesn't see it, that's going to be a problem if they're utilizing the Letter of Instruction in a disciplinary process. We are against the process of the Letters of Instruction being used during the phase of any type of disciplinary actions.

With that being said, Letters of Instruction are often done with a purpose of trying to correct something, notify an employee of policy, re-encouraging them to take some training to improve. For those reasons, we're really excited to have something on the record through regulation, but we want to make sure we get it right, and we're hoping that some potential changes come. Things are always advancing, but Letters of Instruction are our concern; is that the first document that we should be using when it comes to assisting in the disciplinary process? Employers, supervisors, and managers have a great opportunity to utilize the progressive discipline process, and an oral written warning, we feel, could be the first one to utilize if it was disciplinary. My last statement would be regarding retention. I think agencies have demonstrated that it's up to a director to make a decision regarding their employees if they would like to move it into six months, a year, three years upon the employee's request. I think we could work offline on that. Shelley mentioned that she potentially wanted to change the procedure to one year, but I do think that directors need clarification that they also have the ability, through discretion, to remove Letters of Instruction from their employee files.

Shelley Blotter: Thanked Mr. Ranft and stated this was the first time we had heard from you regarding a form to be signed. I'm not prepared at this moment to say yes, we're going to be using a form, because we haven't workshopped that idea or talked to our agency personnel liaisons. Because this has been an informal document, that signature hasn't been a requirement. A Letter of Instruction doesn't do any good unless the employee receives it. The idea that an employee doesn't see it is a little bit surprising to me, because they can't change their behavior unless they see it.

I know we disagree on whether or not this could be used for future documentation for an appeal hearing if there was suspension or demotion or termination. We feel that it is appropriate because of progressive discipline, as you said, that some initial measures were taken informally of coaching and training prior to moving on to discipline. I'm a little worried about that the first documentation would be an oral warning, a documented oral warning, because that's actually discipline. So, you would hope to take lesser measures first, which would be the Letter of Instruction, and hopefully, before that, informal conversations would happen. I would anticipate that being first and then the Letter of Instruction, if necessary, documenting a discussion, and then going into actual discipline; that was our thought process.

Peter Long: Responded so that I understand, Kevin, you appreciate that we're putting something forward, and I don't want to put words in your mouth, but it would be okay for the Commission to approve this as written today with our promise to work with you to get it revised in the future to try to address your issues, or are you wanting to try to revise it today, which I don't think we could do without workshops and getting input?

Kevin Ranft: Answered our intent today is to bring some clarification, and Shelley, just to answer your quick question regarding the oral written document, absolutely, I would like to have Letters of Instruction, any type of training, any type of other action prior to any discipline. I'm just talking for purposes of going through a disciplinary or an appeal process, the first document that should be used is an oral written warning, not a Letter of Instruction, to be consistent with past practice. If an employee is going to continuously to have problems, that oral written warning or multiple oral written warnings or letter of written reprimand and so forth should be enough evidence to show a hearing officer that there's a problem with an employee. So, the Letter of Instruction, again, is a corrective act, and we are concerned that that is not a grievable document by an employee. Say an employee has a conflict with a supervisor. An employee sees a Letter of Instruction, but may not have an ability to challenge that. That's kind of why we knew this would pass, so we just ask for it to be put in for the Letter of Instruction, the employee's response letter to be attached to it. We're okay with that, there's always room for improvement, and we're happy to see that there's a start. This is the Letter of Instruction process for supervisors to have. Maybe even if a new policy needs to be written, the Letters of Instruction are intended for the purposes of use. That's the biggest thing, that supervisors may use it as more of an, "I got you," type of situation, not as a corrective act. We're neutral on this today, but we're always happy to work with DHRM and this body to ensure success for State employees.

Mr. Ranft continued, addressing Item V-A, Section 2, rejection from probation. I get the content of what's being done here today. It's actually adding not only can an employee not file an appeal, that's already cited in the NAC, when it comes to being rejected from a probationary status or a trial period status, they cannot now file a grievance. Of course, they've never been able to file a grievance. The Grievance Committee has slowly taken away, we feel, employees' rights to be heard at that phase of the Employee-Management Committee; we are concerned with that. We're going the opposite direction we feel we need to go, because there's a broken process when it comes to employees being rejected from probation or trial status without being given the opportunity to have that additional training, to have documented mandatory 3-, 7- and 11-month evaluations. Some management, some supervisors, not all, are waiting until the last minute and then letting these employees go with no recourse, but also with no training or guidance. There's no accountability for these supervisors or management. It says "law" for a reason, not because of a personality conflict, but there's no way for that employee to really bring their information to the table other than to say, "I disagree with this," and maybe write a letter to the director asking for reconsideration; there's no process for the employee. So, yes, we're taking away the grievance process that really was never utilized. We're really not fixing the process, and the process needs to cite accountability and needs to be held and reviewed by DHRM if a 3-, 7-, and 11-month evaluation was not completed on that employee. We're asking for different things out of employees to hold them accountable, but we need to hold supervisors and management equally accountable, and it's not all supervisors. There's a lot of great ones out there, but there are some that misuse this process because of personality conflicts. I feel that this process cites appeals. This NAC, where it says appeals, does not preclude whistleblower appeals. I believe that's a whole other avenue of recourse and due process, but I just want to make it known. I appreciate your time on that item. I do have one last item under V-A, Section 3; and that's for extension of time. We are concerned with NAC 284.692, Section 3, of the proposed language where the appointing authority may unilaterally extend the time. We absolutely 100% support a lot of these reasons behind the reason and need for the extension and why the appointing authority would need to do that. However, when it comes to an investigation or an EEOC complaint, we just want to make sure that, especially under 4, where the Committee has the right to review and extend the time provided pursuant to Section 3, we do not want a generic cutoff to say a grievance has been filed and an investigation or EEOC has been filed, but if they're not similar, a grievance shouldn't just automatically be put on hold for an extended period of time. It has to be a similar subject matter, and we're asking for that to be clarified or changed, but ultimately, clarification would be okay. And with that being said, we would have no problem with this proposal today. I appreciate your time; thank you.

Shelley Blotter: Clarified that if employees are in a probationary or trial status, they have not been able to grieve or appeal their rejection from probation. In Section 2, subsections 1 and 2, there is wordsmithing going on; it looks like a lot of new language and strikeouts but no changes are being made to the rights of employees. The actual changes occur in subsection 3.

Kevin Ranft: Asked for clarification on the whistleblower, that is a separate process; is that's not intended?

Shelley Blotter: Confirmed that to be correct.

Michelle Garton: Also confirmed that to be correct.

Chairperson Fox: Stated I believe I'm hearing that the concern for these changes to LCB File No. R098-17 that you have identified it would be a good idea for the Division to work on a standard form that could be used for a Letter of Instruction and that most certainly we would want the employee to sign that they've been informed about this Letter of Instruction to improve performance or change a certain behavior. I also heard you say that AFSCME has a problem with the rejection from probation of a probationary employee if no performance evaluations have been done on that employee, and I can't agree with you more on that. I think that's what I consider to be not a good supervisory practice, for someone to be employed in any organization to believe that they're a standard performer or better, and then at the 11th month, they get rejected from probation. I hesitate, but I do believe that the Division would provide guidance counsel to any department and say, it's not appropriate for you two weeks before these employees get off probation to then reject them from probation. I do believe we as professionals all believe that to be an unacceptable practice to reject someone like that, and I do believe that it was just clarifying language within Section 2 that does not change management's right to reject someone from probation or a trial period. I think that summarizes how I see things based upon the comments provided. She asked if the Commissioners had any questions regarding LCB File R098-17. Chairperson Fox asked if a workshop was held involving these changes.

Shelley Blotter: Confirmed there was.

Commissioner Mauger: Asked if a representative from AFSCME attended.

Shelley Blotter: Responded Mr. Ranft had provided comment. He wasn't present, but I read the comments into the record, and some of these issues are new today.

Commissioner Mauger: Continued, they did not come up at your workshop, because a lot of this could have probably been done if the changes were discussed in depth as they are today. I'm just curious, one, did it come up, and two, was there a representative there?

Shelley Blotter: Answered Mr. Ranft was occupied elsewhere that day, and he had given me comments to read into the record, which I did, and they were considered. I believe that we made a change based on a part of that. Some of these comments are new to me today.

Tom Donaldson: Came forward for public comment and introduced himself as one of the law partners with the Dyer-Lawrence law firm in Carson City, and legal counsel for both the Nevada Highway Patrol Association (NHPA) and the Nevada Corrections Association (NCA). Regarding the Letter of Instruction addition to NAC 284, I have seen these many times over the years; some agencies use them, some don't. Some have written policies on them, some don't as well. I commend the Commissioners and staff for preparing a section of NAC to formalize this and to clarify that it's not part of the formal disciplinary process; however, I believe that consistent with the *Records Retention Schedule*, there should be a 1-year limitation at most, or the annual review period, as indicated by Lieutenant Bowers with DPS. DPS does have the practice of removing the Letters of Instruction within a year, or with a review period, on a regular basis. I think if any change is going to be made to the *Retention Schedule*, it should be that the three calendar years be taken out, because it is clarified that the LOI, or Letter of Instruction, is not discipline. The section related to the discipline and a Letter of Instruction in the *Retention Schedule* is the part that should be revised, frankly, and I guess that's for a later date. But at this point, given the current retention schedule, I would request on behalf of NHPA and NCA that a 1-year limit on a Letter of Instruction in the working file be added to the language, or for the Letter of Instruction to be removed upon the anniversary date of the evaluation date of the employee.

Chairperson Fox: Thanked Mr. Donaldson and asked if there was any additional public comment related to this item.

Eddie Bowers: Responded to something that Mr. Donaldson said about Letters of Instruction being used in furtherance of discipline. There have been many occasions where I've used my role as a supervisor, as a coach, and as a mentor to document and try to go out of my way to help an employee succeed. There doesn't have to be a certain nefariousness attached to somebody's behavior; I just didn't want it to escape your glance as you vote that there are many times when performance simply becomes misconduct because nothing gets traction. No help you try to give, no mentoring you try to give hits the point or hits somebody to where a division needs them to be. So I absolutely support the way the language is written now with respect to any type of these mentorings in the form of a Letter of Instruction being attached to discipline, because it provides a reasonable historical picture of what has been done to help those employees.

Chairperson Fox: Thanked Mr. Bowers for his comments and asked the Commissioners if there were any additional questions related to this item.

MOTION: Moved to approve changes to Nevada Administrative Code Chapter 284, specifically: LCB File No. R098-17, Section 1, NEW Letter of instruction; Section 2, language changes for rejection of probationary employees; Section 3, Agreement for extension of time to file grievance or complaint, or take required action; and Section 4, to clearly identify that the citation should be NAC 284.458.
BY: Chairperson Fox
SECOND: Commissioner Knight

DISCUSSION: **Commissioner Mauger:** Said he had a question on the motion and needed some clarification. He asked if a recommendation that these changes that were brought to our attention today that were not presented in the workshop could be and would be discussed between the parties at a mutually agreed to time would happen or is that just a suggestion? **Peter Long:** Answered that will happen at the discretion of the parties that came forward this morning. DHRM will commit to work with them if they make themselves available. **Chairperson Fox:** Thanked Commissioner Mauger.

VOTE: Motion passed unanimously.

V-B. LCB File No. R119-17
Sec. 1. NAC 284.888 Request for employee to submit to screening test: Interpretation of grounds; completion of required form.

Carrie Hughes: Presented the regulation amendments proposed for permanent adoption in LCB File No. R119-17. This amendment removes language from subsection 3 to make the regulation consistent with NRS 284.4065, clarifying that when an appointing authority requests an employee to submit to an alcohol and/or controlled substance test due to one of the reasons outlined in subsection 2 of NRS 284.4065, the form referenced in subsection 2 of this regulation is not required. Additionally, the amendment changes the word "accident" to "crash" based on statutory amendments made during the 2015 State Legislative Session.

Chairperson Fox: Thanked Ms. Hughes and asked if there were any questions from the Commissioners.

Commissioner Spurlock: Stated on page 51, Section 1, subsection 4(a), 1 and 2, it says, " "Substantial damage to property" includes, but is not limited to: 1. The operation of a motor vehicle in such a manner as to cause more than $500 worth of property damage," that can be done multiple ways. I think I understand that, "or; 2. The operation of a motor vehicle in such a manner as to cause two crashes which cause damage to property within a 1-year period." Do we mean it has to be two vehicles? I'm not sure what that means. You could spin out a State vehicle in the desert and cause damage to the underside just from gravel. I'm not really sure what the intent is of "crash" versus "accident" language and the "two."

Shelley Blotter: Responded it could be a single vehicle crash. It could be you're in a snow plow and you crash it against a guardrail or it could be any interaction with two vehicles. The two is referring to two incidences.

Chairperson Fox: Thanked Ms. Blotter for her comments and asked the Commissioners if there were any additional questions related to this item. Hearing none, she entertained a motion.

MOTION: Moved to approve Item V-B, LCB File No. R119-17, Section 1, NAC 284.888 Request for employee to submit to screening test: Interpretation of grounds; completion of required form.
BY: Commissioner Mauger
SECOND: Commissioner Day
VOTE: Motion passed unanimously.

V-C. LCB File No. R121-17
Sec. 1. NAC 284.358 Types of lists and priority for use.
Sec. 2. NAC 284.360 Reemployment lists; certification or waiver of lists.
Sec. 3. NAC 284.361 Use of lists and consideration of eligible persons.
Sec. 4. NAC 284.618 Layoffs: Voluntary demotions.

Beverly Ghan: Introduced herself as Deputy Administrator with the Division of Human Resource Management Compensation, Classification, and Recruitment Section. She presented the regulation amendments proposed for permanent adoption in LCB File No. R121-17. In Section 1, the proposed amendment to NAC 284.358 requires the appointing authority to recognize the reassignment list as a priority list which should be used after the reemployment list when available. It also requires the appointing authority to follow the order listed in the regulation when using the priority list. Additionally, the amendment requires agencies to contact the Division of Human Resource Management to determine if such a priority list exists before proceeding to other available eligible lists and/or recruitment. In Section 2, the proposed amendment to NAC 284.360 revises procedures to clarify the order that the Division of Human Resource Management must follow when certifying and providing eligible lists to the appointing authority as established in NAC 284.358. There are also some conforming changes made to subsection numbers. In Section 3, the proposed amendments to NAC 284.361 requires the integration of names of eligible persons for reassignment onto the reassignment list. There are also some conforming changes made to subsection numbers here. In Section 4, the amendment made to NAC 284.618 changes the reference made from subsection 3 to subsection 4 to accommodate the change made in NAC 284.361.

Chairperson Fox: Thanked Ms. Ghan and asked for questions or comments.

Molly Koch: Introduced herself as being with the Department of Employment, Training and Rehabilitation. She commented in regard to subsection 3, mandating or requiring that the appointing authority contact DHRM by phone or by email to determine if the priority list process has been used. My concern with that is it seems redundant because as the person certifying the list they must follow that priority list process in order to certify a list. It seems redundant because once we certify that list, we certify that we checked all those lists before we made that certification. I just had some concern in regard to that language. As a delegated agency with a large number of delegated classifications, we run into this quite a bit, and our recruitment techs are trained to go through that process in order to process and certify that list.

Beverly Ghan: Responded it's a little bit different with delegation agreements, because you have the authority as a delegated agency to do those steps yourself. Other agencies who have to come to us directly to check all those things, this is where that emphasis is important for us, that it happens before they do anything else. **Molly Koch:** Responded, the DHRM staff member who is certifying those lists would have to follow those same processes before they certify a list anyway. For someone who is going through and certifying all those lists, for them to go back and say, yes, I checked these lists before I certified this list, it seems like an extra step and redundant, which is my concern. **Beverly Ghan:** Replied she appreciated that, but again, it's really important for us to make sure this happens to agencies who would jump to try to fill a vacancy and we're trying to make sure that everybody knows and is in the same place before they do anything. We have to be aware, so we can be checking all the steps.

Chairperson Fox: Asked for additional public comment. Hearing none, she entertained a motion.

MOTION: Moved to approve Item V-C, LCB File No. R121-17, Section 1, NAC 284.358, Types of lists and priority for use; Section 2, NAC 284.360, Reemployment lists; certification or waiver of lists; Section 3, NAC 284.361, Use of lists and consideration of eligible persons; and Section 4, NAC 284.618, Layoffs: voluntary demotions.
BY: Commissioner Mauger
SECOND: Commissioner Knight
VOTE: Motion passed unanimously.

V-D LCB File No. R150-17

Sec. 1. NEW Procedure to request hearing to determine reasonableness of dismissal, demotion or suspension.
Sec. 2. NAC 284.589 Administrative leave with pay.
Sec. 3. NAC 284.642 Suspensions and demotions.
Sec. 4. NAC 284.656 Notice.
Sec. 5. NAC 284.6561 Pre-disciplinary review.
Sec. 6. NAC 284.778 Request for hearing and other communications.

Michelle Garton: Stated Section 1, Procedure to request hearing to determine reasonableness of dismissal, demotion, or suspension, is a newly proposed regulation that moves the procedures for an employee who is dismissed, demoted, or suspended to request a hearing by a hearing officer into a separate regulation. This will serve to distinguish the hearing that may be requested after disciplinary action has been taken from the hearing that occurs prior to disciplinary action, now referred to as a pre-disciplinary review which will be presented in a moment. Also included in this new regulation is the effective date of a dismissal, demotion, or suspension is the first day that the disciplinary action takes effect. In the case of a 5-day suspension, for example, the effective date of the discipline is the first day and not any other day after that up to the fifth day. Finally, if the appointing authority's final determination of discipline is provided to the employee, he or she must include that documentation along with his or her appeal. The amendments to Section 2, NAC 284.589, specify that the provisions requiring an appointing authority to grant administrative leave with pay pertain to an employee to prepare for, and appear at, his or her pre-disciplinary review. As noted in the explanation of change for this regulation on page 60 of your binders and highlighted on page 61, the Division is recommending the adoption of this regulation with the word "and" rather than "or." The highlighted language provided on page 2 of the handout in the front of your binders, and available in the back of the room for the public today, is the language the Division is recommending. This will ensure that up to eight hours of administrative leave will be granted to an employee for each type of meeting rather than a combination of up to eight hours for both types of meetings. Section 3, NAC 284.642 simply makes a conforming change to incorporate the new regulation presented in Section 1 of this LCB file into regulation. Section 4, NAC 284.656 of this regulation makes a conforming change to replace "hearing" with "pre-disciplinary review," because the requirement for the pre-disciplinary review pursuant to NAC 284.6561 is being described here. Section 5, NAC 284.6561. The amendments to this regulation replace the term "hearing" with the term "pre-disciplinary review" to describe the meeting that is required prior to disciplinary action being taken. The amendment to subsection 5 will include that an employee will have the opportunity to rebut allegations made against them and provide mitigating information. This will assist an employee in preparation for the pre-disciplinary review. Also included in the amendments to this regulation is that the effective date of the dismissal, demotion, or suspension is the first day that the disciplinary action takes effect. Finally, subsection 9 has been removed from this regulation because it provides the basis for the new regulation presented in Section 1 of this LCB file. Section 6, NAC 284.778, provides the manner in which a request for a hearing after disciplinary action has been taken must be made. The amendment specifies that such a request be made for a hearing on the appeal rather than a request for an appeal.

Chairperson Fox: Stated because I can be a process person sometimes, an investigation is conducted, and a decision is made, let's say, to suspend an employee for 10 days. Prior to meting out that discipline, there's a pre-disciplinary review process where the employee has the opportunity to rebut, clarify the results of the investigation and the proposed disciplinary action. That's a whole separate process from, "I'm suspended for 10 days and now I want to go to a hearing." That 10 days would commence at the first day of the suspension, is that correct? **Michelle Garton:** Confirmed this was correct.

Chairperson Fox: Asked if there were questions or comments.

Kevin Ranft: Stated he was appreciative of the opportunity to speak on behalf of State employees' concerns. He said AFSCME is actually very grateful for clarifying language throughout these sections. A lot of concerns over the years with State employees not understanding the clarification when the hearing comes forward or they file an appeal; this really just provides a lot of great detail for clarification. I do have a concern on Section 5, and I ask DHRM and this body to consider another clarification change or maybe what the intent of the purpose is. Often, representatives like myself or an individual of the employee's choosing will attend these pre-disciplinary hearings; there's just no consistency. Agencies often will allow us to speak on behalf of the employee that's really nervous or who doesn't understand the process. This is their opportunity to really be given a chance to fix any concerns prior to the formal disciplinary action taking place, but there's also a lot of agencies that don't allow the person of their choosing or the representative to speak. The employee goes in there, or they don't have the words to express, and the decision is

upheld by the appointing authority. We're sitting there with our hands tied. I'm not going to call out the agencies, but some even go as far as putting in their letter that they read to the employee, specifically saying, "Your representative cannot speak today. I want to hear from you only." We don't feel that that's what the intent is of this. So, we feel this is a great opportunity to simply add under NAC 284.6561, Section 5, where the new language says, "The employee will be given an opportunity to rebut the allegations against the employee and provide mitigating information," to also say an employee "and/or an employee's representative." I think with those simple terms, it could allow an opportunity or even prevent an appeal hearing from going forward, saving the State a lot of money. There's a couple different sections that can be processed. If it's not done through change today, I think it can be done through DHRM notifying agencies, saying allow the employee's representative or the person of their choosing to be a part of the process during the pre-disciplinary hearings.

Shelley Blotter: Responded we haven't had an opportunity to discuss this ahead of the meeting today; I don't have any objections to that language. I believe that's the intent, that it would be an informal process. **Peter Long:** Responded I think that that may be the intent. I'm not sure, but currently, the regulation is specific to the appointing authority and/or his or her designated representative and the employee. So, I think that since the first section talks about a designated representative and it's specific to employee only, that I'm unsure that we would have the authority to tell an agency that they have to allow a representative there. I'm certainly willing to discuss that as we move forward, but I don't want to put something in place or suggest something be put in place without agencies having the opportunity to weigh in on this.

Kevin Ranft: Replied there's already a regulation that allows us as representatives to be present at the hearing, so we already attend these. We just want to make sure that we have a voice to ensure that the employee is successful. We're missing an opportunity here, and I think that if an employee could show through their representatives that the agency missed something, rather than providing a 10-day, a 5-day suspension, or maybe even a termination, if it could be discussed through means of testimony or providing necessary documents or explaining those necessary documents. Often these employees will provide a document, but they don't get the message across of what it is intended for and how it's to be used for the recommendation when they go back to the agency. I get that, and going back to the regulation which is already there, agencies use it or interpret it differently. If we don't correct it today offline, we could look at the intent of the original NAC and maybe advise these agencies to allow the prevention of potentially unnecessary suspensions, demotions, or terminations. I thought maybe this would be a good avenue to put that in there to ensure success for the employee. **Peter Long:** Responded I don't disagree with you that that might be beneficial. All I'm saying is that the way the reg is written now, I can't commit to that without us going back and seeing what the intent was when the reg passed and then I would be more comfortable providing that direction if that was the intent, or to suggest a change by the Commission to the verbiage absent input from agencies on that. So, I'm not disagreeing with you. That wasn't what I wanted to represent.

Chairperson Fox: Asked once these changes to the Nevada Administrative Code occur, is there training sessions or information provided to division HR representatives about the use of these items, and could there be some narrative that says departments are encouraged to have the employee bring a representative of their choosing to this informal meeting so that somehow we can get employees feeling comfortable if they need to have a representative with them at the informal piece? They can do so and that representative can speak for that employee.

Peter Long: Added I won't say that there's training provided to agencies for every new regulation that passes, but we do send out all new regulations and amended regulations once approved, usually with an explanation, and we are there to answer any questions. If the determination is that that was the intent of this, we could certainly include that in the handouts that we provide the agencies.

Commissioner Mauger: Stated a lot of my questions in these hearings is when they hold workshops, that was there a labor representative present, and to my knowledge, I don't remember ever hearing "yes." It's frustrating to me to sit here and listen to all these questions come up that could have been done in the workshop. There's a lot of questions here that, to me, should have come up in the workshop, and I think the representative should make more of an effort to participate in those workshops to help alleviate what we're now going through.

MOTION: Moved to approve LCB File No. R150-17 for changes to the Nevada Administrative Code, Section 1, NEW Procedure to request hearing to determine reasonableness of dismissal, demotion, or suspension; Section 2, NAC 284.589, Administrative leave with pay; Section 3, NAC 284.642, Suspensions and demotions; Section 4, NAC 284.656; Section 5, NAC 284.6561; and Section 6, NAC 284.778, with the language that was provided to the

Commissioners in their packet that says under NAC 284.589, Administrative leave with pay, up to 8 hours for preparation for any pre-disciplinary review and up to 8 hours for preparation for any hearing described in paragraph 6(e).

BY: Chairperson Fox
SECOND: Commissioner Knight
VOTE: Motion passed unanimously.

Chairperson Fox: Requested if we could have an update in December or 2019 about how the pre-disciplinary review process is going; is it found to be an effective mechanism, and additionally, if employees are bringing a representative with them and does that representative have an opportunity to speak.

V-E LCB File No. R151-17

Sec. 1. NAC 284.5385 Annual leave: Leave without pay; catastrophic leave; receipt of benefits for temporary total disability.
Sec. 2. NAC 284.544 Sick leave: Leave without pay; catastrophic leave; receipt of benefits for temporary total disability; computation.
Sec. 3. NAC 284.5775 Temporary total disability: Use of sick leave, compensatory time, annual leave and catastrophic leave; leave of absence without pay.
Sec. 4. NAC 284.882 Administration of screening tests.

Carrie Hughes: Presented the regulation amendments proposed for permanent adoption in LCB File No. R151-17. The amendments to Sections 1, 2, and 3 bring into agreement the provisions relating to sick and annual leave when used in combination with the temporary total disability benefit under the Workers' Compensation Program. The amendments standardize the language "leave of absence without pay" across the three regulations. Finally, the Legislative Counsel Bureau has replaced references to statutes with references directing to NAC 284.5775, removed provisions in NAC 284.5385 and 284.544 that are addressed in NAC 284.5775, and consolidated similar provisions in NAC 284.5385 and 284.544 to a single provision in NAC 284.5775. The amendment in Section 4 addresses the breath alcohol testing equipment standard. As of January 1, 2018, alcohol breath testing regulated by the U.S. Department of Transportation may be performed on equipment approved by the National Highway Traffic Safety Administration, but not yet published on their conforming products list. This amendment is intended to conform NAC 284.882 to the new U.S. Department of Transportation standard. Matching equipment standard for testing that is and is not federally regulated will prevent the need to identify or track which collection sites can be utilized for testing that are and are not subject to US Department of Transportation regulation.

Chairperson Fox: Thanked Ms. Hughes and asked if there were questions or comments. Hearing none, she entertained a motion.

MOTION: Moved to approve Item V-E, LCB File No. R151-17, Section 1, NAC 284.5385, Annual leave: Leave without pay; catastrophic leave; receipt of benefits for temporary total disability; Section 2, NAC 284.544, Sick leave: Leave without pay; catastrophic leave; receipt of benefits for temporary total disability; computation; Section 3, NAC 284.5775, Temporary total disability: Use of sick leave, compensatory time, annual leave and catastrophic leave; leave of absence without pay; and Section 4, NAC 284.882, Administration of screening tests.
BY: Commissioner Knight
SECOND: Commissioner Day
VOTE: Motion passed unanimously.

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

A. Fiscal Management & Staff Services
1. Subgroup: Actuarial/Research/Grants Analysis
a. 7.711 Insurance and Loss Prevention Specialist
2. Subgroup: Public Information
a. 7.814 Geologic Information Specialist
b. 7.849 Publications Editor Series

Heather Dapice: Supervisory Personnel Analyst for the State of Nevada's Division of Human Resource Management, Classification Unit, presented the recommendation for changes to the Fiscal Management & Staff Services, Subgroups: Actuarial/Research/Grants Analysis, and Public Information, as part of the biennial class specification review process. These are Items VI-A-1-a, VI-A-2-a, and VI-A-2-b on the agenda. Beginning with Item VI-A-1-a, Insurance and Loss Prevention Specialist, in consultation with subject matter experts from the Department of Administration and the Department of Transportation, it is recommended that minor revisions be made to the series concept to clarify duties and responsibilities and to update verbiage. Also, minor changes were made to the minimum qualifications in order to maintain consistency with formatting and structure. Moving on to Item VI-A-2-a, Geologic Information Specialist, in consultation with subject matter experts from the Nevada System of Higher Education, University of Nevada, Reno, it was determined that the class concepts, minimum qualifications, and knowledge, skills and abilities were currently consistent with expectations and required no changes at this time; however, minor changes were made to the minimum qualifications, again, to maintain consistency with formatting and structure.

Lastly, Item VI-A-2-b, Publications Editor. In consultation with subject matter experts from the State Controller's Office, it is recommended that minor changes be made to the series concepts and minimum qualifications to refresh language and to better reflect current methods and practices utilized in the field. Minor changes were also made to the minimum qualifications to maintain consistency with formatting and structure. Through the course of these studies, management, agency staff, and analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed, and they support these recommendations.

Chairperson Fox: Thanked Ms. Dapice and asked if there were any questions or comments; there were none. She entertained a motion.

MOTION: Moved to approve changes to the class specifications for the Fiscal Management & Staff Services group, Subgroup: Actuarial/Research/Grants analysts, Class Code 7.711, Insurance and Loss Prevention Specialist; Subgroup 2, Public Information, Class Codes 7.814 and 7.849, Geologic Information Specialist and Publications Editor Series.
BY: Commissioner Day
SECOND: Chairperson Fox
VOTE: Motion passed unanimously.

B. Mechanical & Construction Trades
1. Subgroup: Graphics, Printing & Reproduction
a. 9.715 Offset Press Operator
b. 9.731 Offset Machine Operator Series
c. 9.739 Silk Screen Printer

Heather Dapice: Presented the recommendation for changes to the Mechanical & Construction Trades, Subgroup: Graphics, Printing & Reproduction as part of the biennial class specification review process, Items VI-B-1-a, VI-B-1-b, and VI-B-1-c on the agenda. Beginning with Item VI-B-1-a, Offset Press Operator, in consultation with subject matter experts from the College of Southern Nevada, it is recommended that the revisions be made to the series concept and minimum qualifications to update occupational language, reflect current methods and practices being used and to maintain consistency with formatting and structure. Item VI-B-1-b, Offset Machine Operator, in consultation with subject matter experts it is determined that the class concepts, minimum qualifications, and knowledge, skills and abilities are consistent with current expectations and require no changes at this time; however, minor revisions were made to maintain consistency with formatting and structure to the minimum qualifications. Lastly, Item VI-B-1-c, Silk Screen Printer, in consultation with subject matter experts from the Department of Transportation, it is recommended that revisions be made to the series concepts and minimum qualifications to update occupational language, reflect current methods and practices being used, and to maintain consistency with formatting and structure. Through the course of these studies, management, agency staff, and analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed, and they support these recommendations. We respectfully request that the Personnel Commission approve the recommended changes to the Offset Press Operator, Offset Machine Operator, and Silk Screen Printer series effective this date.

Chairperson Fox: Thanked Ms. Dapice and asked if there were any questions or comments; there were none. She entertained a motion.

MOTION: Moved to approve VI-B-1-a, Class Specification Maintenance Review, Mechanical and Construction Trades, Subgroup: Graphics, Printing, & Reproduction, 9.715, Offset Press Operator; VI-B-1-b, 9.731, Offset Machine Operator Series; and VI-B-1-c, 9.739, Silk Screen Printer.
BY: Commissioner Mauger
SECOND: Commissioner Day
VOTE: Motion passed unanimously.

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

Posting #13-18
- 6.208 Professional Land Surveyor II
- 6.210 Professional Land Surveyor I

Posting #14-18
- 7.634 Executive Branch Budget Officer II
- 7.632 Executive Branch Budget Officer I

Posting #15-18
- 3.530 Transportation & Safety Attendant III
- 3.535 Transportation & Safety Attendant II
- 3.540 Transportation & Safety Attendant I

Posting #16-18
- 12.392 Casework Management Specialist Supervisor
- 12.393 Casework Management Specialist IV
- 12.394 Casework Management Specialist III
- 12.395 Casework Management Specialist II
- 12.396 Casework Management Specialist I

Posting #17-18
- 10.306 Psychiatric Nurse IV
- 10.305 Psychiatric Nurse III
- 10.307 Psychiatric Nurse II
- 10.309 Psychiatric Nurse I

Posting #18-18
- 10.540 Marijuana Program Supervisor
- 10.541 Marijuana Program Inspector II
- 10.542 Marijuana Program Inspector I

Posting #19-18
- 10.352 Registered Nurse V
- 10.354 Registered Nurse IV
- 10.355 Registered Nurse III
- 10.359 Registered Nurse II
- 10.358 Nurse I

Chairperson Fox: Asked if there were questions. There were none.

VIII. SPECIAL REPORT – PRESENTATION OF HEARING OFFICER CASE HANDLING STATISTICS

Shelley Blotter: Stated at the last Personnel Commission Meeting, Commissioner Mauger had some questions regarding our Hearing Officers and their case handling statistics, and I wanted to make certain that we brought that information to this meeting. The information that we capture is related to the cost, the average length of cases and outcomes. The Division relies upon the Hearings Division to conduct the Customer Satisfaction Survey. The Hearings Division conducted a survey last year, but unfortunately, it went to a small group of individuals that were involved in cases, and they only received one response. They created a more robust survey group this year and they indicated that they will have survey results for us that could be available at the next meeting. I'd like to go ahead and discuss what we have before us. As a reminder, the Hearings Division is our primary contractor for providing the service, and Mr. Charles Cockerill is the independent contractor that also provides services. So you see two lines of statistics for the

average number of days from appeal to outcome. Both entities are well within the average number of days that are expected, under 6 months.

On the second page, the average cost per appeal; again it's within a reasonable tolerance, what we would expect to see and not significantly higher or lower than when we had all independent contractors. I would say for the record for FY15 it looks like Mr. Cockerill had a significantly higher charge rate, but that was really due to him taking on two cases that required him to travel, and so those per diem rates were included, and the Hearings Division asked him to take those on. So, it was an extraordinary circumstance and not something that should be held against him for future consideration. As far as the outcomes, they're well within reason of what we saw historically for both the Hearings Division as well as Mr. Cockerill. We're not at a place where the Commission needs to consider renewing their contracts; this is an update of information, and we're generally satisfied with both entities at this time.

Commissioner Mauger: Stated I have a question on the amount of hearings in the first year, 15, versus the amount of hearings that we are now hearing, which is considerably less. Is there some indicator as to why? **Shelley Blotter:** Replied I didn't bring the statistics along with me, but I believe there are a lower number of appeals, generally; there are fewer appeals being filed at this point. **Commissioner Mauger:** Responded I did receive the outcomes of hearings from the last meeting to this meeting, and I appreciate it and thank you very much. I personally would prefer to see it once a year rather than once every three years; it gives me a better perspective. **Shelley Blotter:** Stated we'll make a note of that, to provide it on an annual basis, and in my wishful thinking, I'm hoping that managers and employees are doing a better job of resolving these types of things at an earlier stage.

Chairperson Fox: Asked if there were any additional questions or comments.

Kevin Ranft: Appreciated the opportunity to really look at this data; State employees often go to hearing as a last resort. There's a handful of hearing officers out there that are very fair on both sides, but there's a lot of them out there that we feel are not as objective as we would like. So we really look forward to participating in this survey that's just been released. I also want to let you know that there's a lot of settlements that our organization and State employees in general agree to, and I think sometimes it's even before it gets filed through the appeal process. Maybe we don't always see those stats and sometimes the Deputy Attorney Generals will reach out to us before an appeal is even filed. The process, I think, has some room for improvement, and we're looking forward to not only doing the survey, but hopefully a survey on how to improve the process in the future.

Chairperson Fox: Noted it will be interesting to see those results when they come in, but I do echo what you had to say. I think in particularly in the last five years, the Division has really strived to have processes in place that, in some ways, demand a better dialogue between managers and employees hoping to remediate the situation at the lowest level, improve performance prior to a formal disciplinary process. I think it's a vision, a commitment that the Division has to employees of State service; thank you.

IX. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS. NEXT MEETING SCHEDULED FOR SEPTEMBER 7, 2018.

Chairperson Fox: After deliberation advised the Commission that the next meeting is scheduled for Friday, December 7, 2018.

X. COMMISSION COMMENTS

No comments were put forth.

XI. 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. She asked if there were any public comments. None were put forth.

XII. ADJOURNMENT

Chairperson Fox: Adjourned the meeting.

DEPARTMENT OF ADMINISTRATION

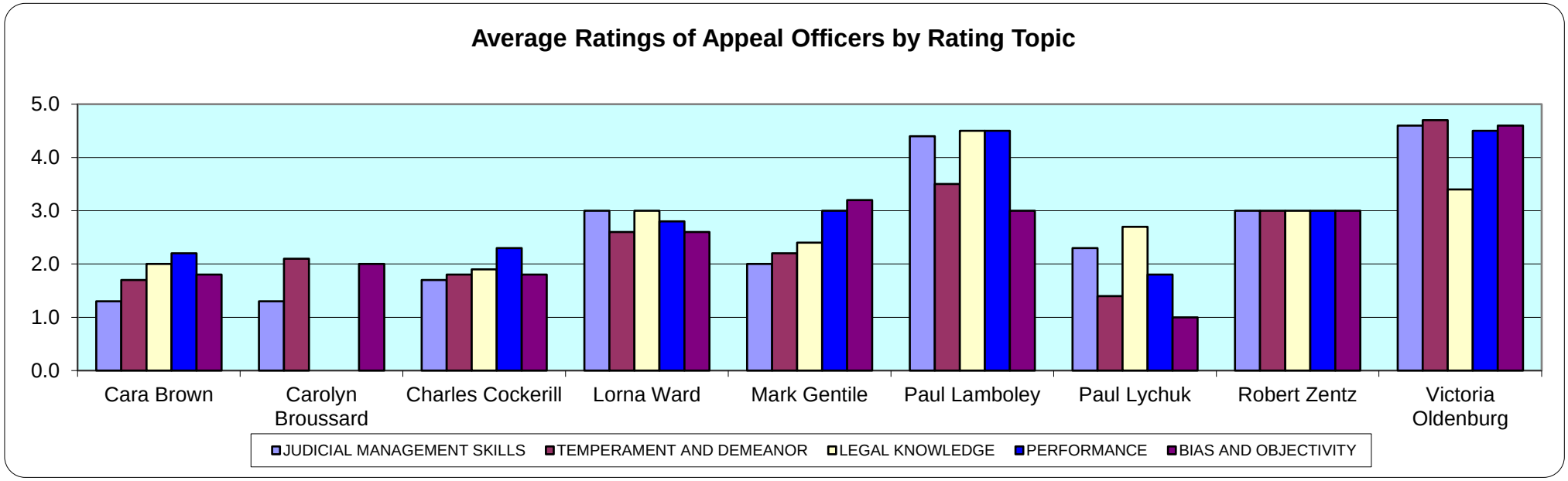
HEARINGS DIVISION

Report to the Personnel Commission of Hearing Officer Performance Survey Results

* * *

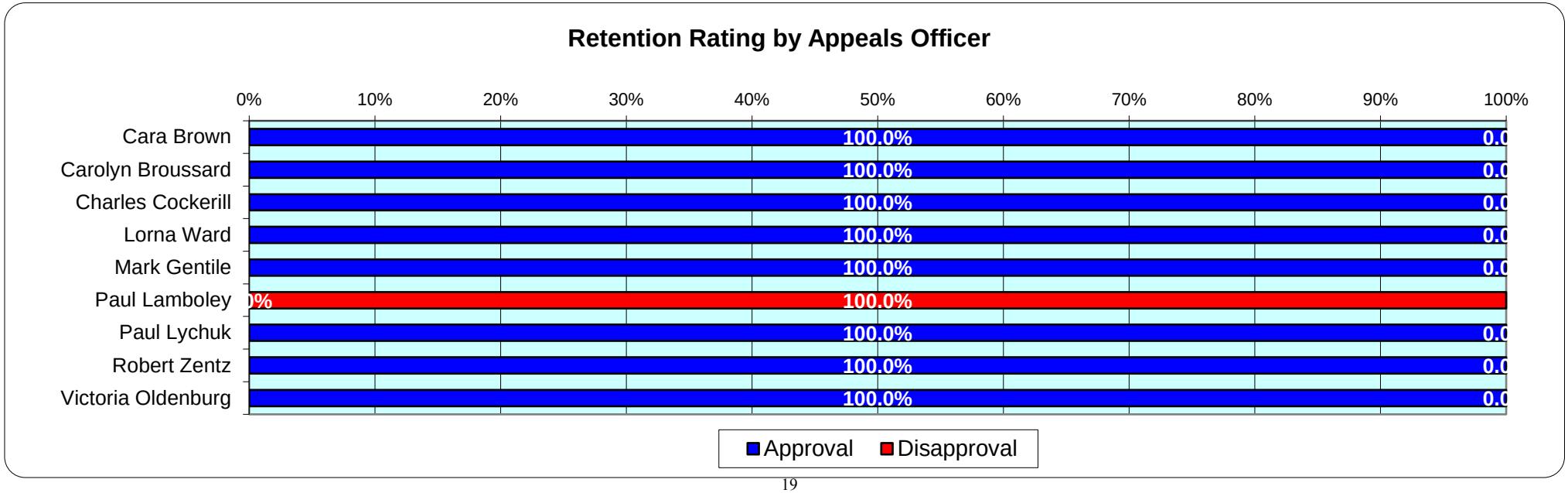
Fiscal Year 2018

HEARING OFFICER PERFORMANCE
FY18 SURVEY RESULTS



RATING SCALE:

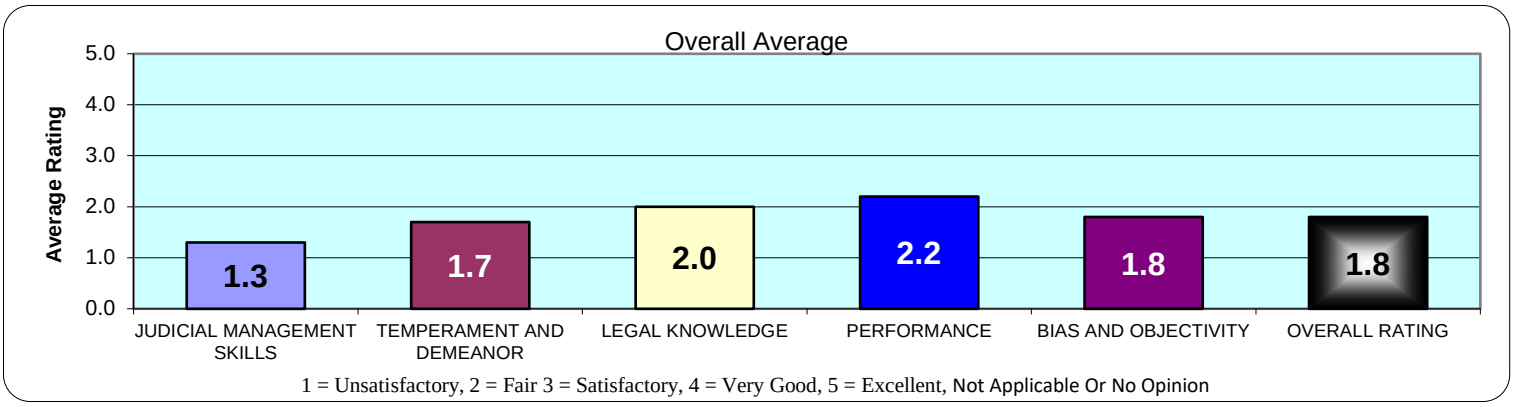
1-Unsatisfactory, 2-Fair, 3-Satisfactory, 4-Very Good, 5-Excellent, N/A-Not Applicable or Unknown



FY18 PERFORMANCE SURVEY RESULTS OF HEARING OFFICER CARA BROWN, ESQ.

Mrs. Brown's contract began on September 1, 2017 with the Las Vegas Appeals Office. She has been assigned 5 cases and as of June 28, 2018 her current caseload was 5 cases.

1 survey was received from representatives.



1. JUDICIAL MANAGEMENT SKILLS

	Rating
The Appeals Officer conducts proceedings punctually and timely.	1.0
The Appeals Officer maintains order and appropriate control over the proceeding.	1.0
The Appeals Officer demonstrates the ability to move the proceeding in an appropriately expeditious manner.	1.0
The Appeals Officer allows adequate time for presentation of the case in light of existing time constraints.	1.0
The Appeals Officer demonstrates the ability to promote issue resolution and settlement.	2.0
The Appeals Officer renders rulings, decisions and orders without unnecessary delay.	1.0
The Appeals Officer re-schedules continuances punctually and timely.	2.0
Average Rating:	**1.3**

2. TEMPERAMENT AND DEMEANOR

	Rating
The Appeals Officer demonstrates a general sense of fairness.	2.0
The Appeals Officer demonstrates open-mindedness.	2.0
The Appeals Officer demonstrates courtesy to all participants.	1.0
The Appeals Officer demonstrates absence of arrogance.	2.0
The Appeals Officer demonstrates attentiveness	2.0
The Appeals Officer demonstrates ability to really listen.	2.0
The Appeals Officer demonstrates professionalism and expertise.	1.0
Average Rating:	**1.7**

3. LEGAL KNOWLEDGE

	Rating
Knowledge of relevant substantive law.	2.0
Knowledge of rules and procedure.	2.0
Knowledge of rules of evidence.	2.0
Current on developments in law, procedure, and evidence.	2.0
Average Rating:	**2.0**

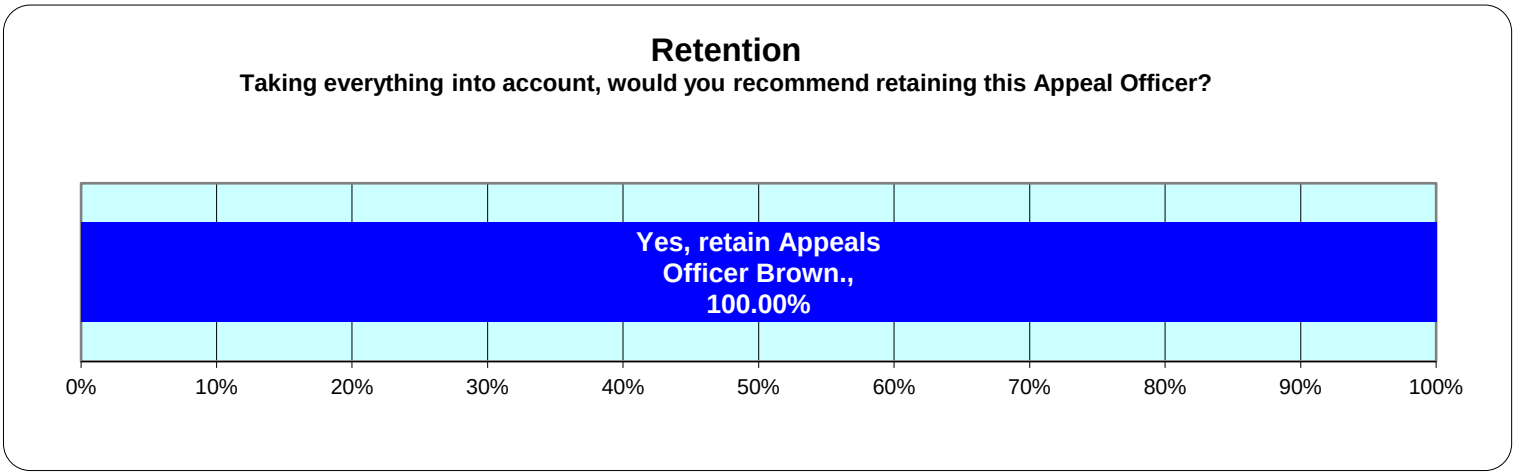
4. PERFORMANCE

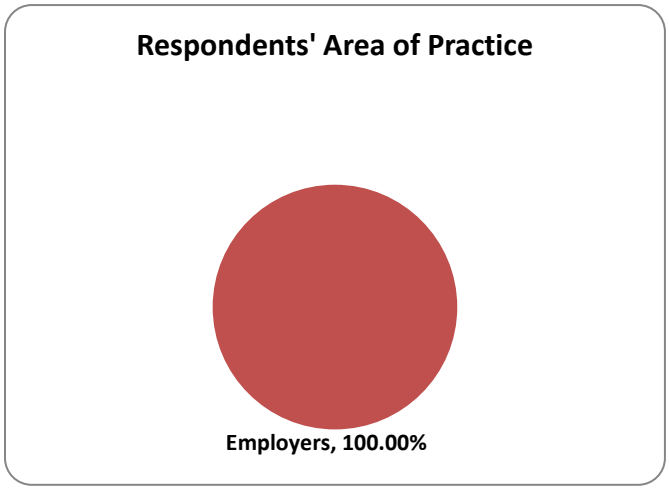
	Rating
The Appeals Officer demonstrates the ability to identify and analyze relevant issues.	2.0
The Appeals Officer demonstrates sound judgment in the application of relevant laws and rules.	3.0
The Appeals Officer demonstrates a resourcefulness and common sense in resolving problems arising during the proceeding.	2.0
The Appeals Officer demonstrates familiarity with the case record and documents and fairly weighs all evidence and arguments before rendering a decision.	2.0
The Appeals Officer demonstrates decisiveness.	2.0
The Appeals Officer conducts the proceeding without ex-parte communications or off the record proceedings.	2.0
Average Rating:	**2.2**

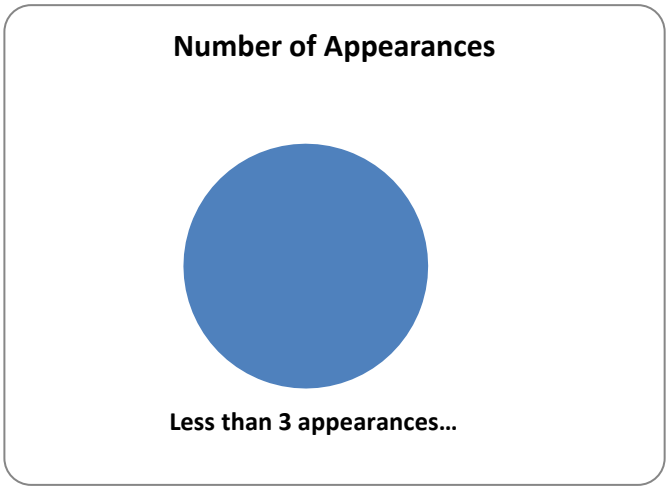
FY18 SURVEY OF CARA BROWN, ESQ. CONTINUED

5. BIAS AND OBJECTIVITY

	Rating
The Appeals Officer demonstrates an absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor.	2.0
The Appeals Officer demonstrates an even-handed treatment of litigants.	2.0
The Appeals Officer demonstrates an even-handed treatment of attorneys.	2.0
The Appeals Officer demonstrates showing consideration of both sides of an argument before rendering a decision.	2.0
The Appeals Officer demonstrates basing decisions on the law and the facts without regard to the identity of the parties or counsel.	2.0
The Appeals Officer demonstrates the ability to make difficult or unpopular decisions.	2.0
The Appeals Officer demonstrates the avoidance of impropriety and the appearance of impropriety.	1.0
The Appeals Officer treats all people with dignity and respect.	1.0
Average Rating:	**1.8**



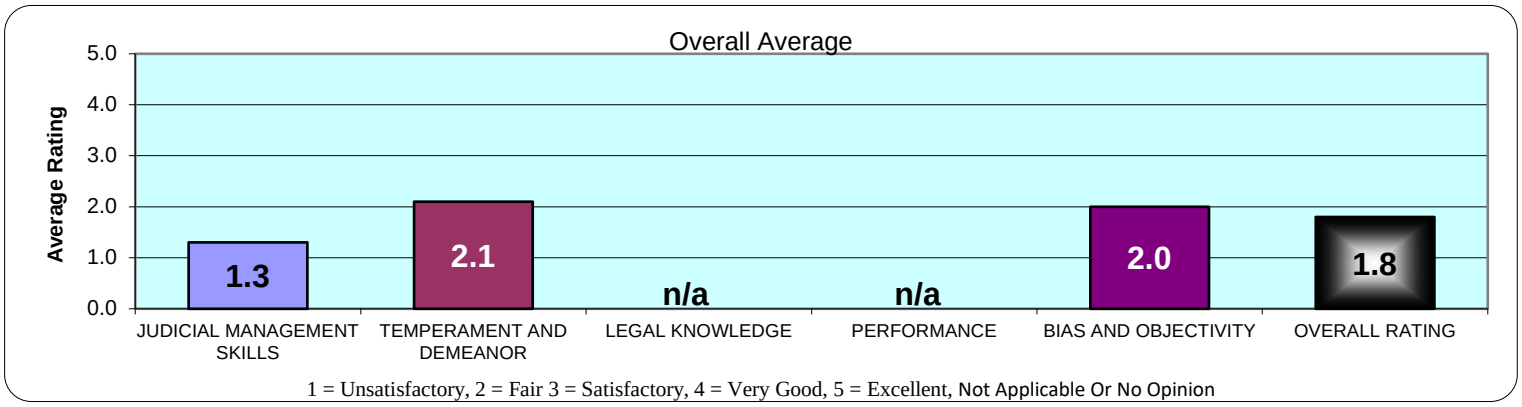




FY18 PERFORMANCE SURVEY RESULTS OF HEARING OFFICER CAROLYN BROUSSARD, ESQ.

Mrs. Broussard's contract began on September 1, 2017 with the Las Vegas Appeals Office. She has been assigned 5 cases and as of June 28, 2018 her current caseload was 5 cases.

1 survey was received from representatives.



1. JUDICIAL MANAGEMENT SKILLS

	Rating
The Appeals Officer conducts proceedings punctually and timely.	4.0
The Appeals Officer maintains order and appropriate control over the proceeding.	2.0
The Appeals Officer demonstrates the ability to move the proceeding in an appropriately expeditious manner.	2.0
The Appeals Officer allows adequate time for presentation of the case in light of existing time constraints.	n/a
The Appeals Officer demonstrates the ability to promote issue resolution and settlement.	2.0
The Appeals Officer renders rulings, decisions and orders without unnecessary delay.	n/a
The Appeals Officer re-schedules continuances punctually and timely.	n/a
Average Rating:	**1.3**

2. TEMPERAMENT AND DEMEANOR

	Rating
The Appeals Officer demonstrates a general sense of fairness.	2.0
The Appeals Officer demonstrates open-mindedness.	2.0
The Appeals Officer demonstrates courtesy to all participants.	3.0
The Appeals Officer demonstrates absence of arrogance.	2.0
The Appeals Officer demonstrates attentiveness	2.0
The Appeals Officer demonstrates ability to really listen.	2.0
The Appeals Officer demonstrates professionalism and expertise.	2.0
Average Rating:	**2.1**

3. LEGAL KNOWLEDGE

	Rating
Knowledge of relevant substantive law.	n/a
Knowledge of rules and procedure.	n/a
Knowledge of rules of evidence.	n/a
Current on developments in law, procedure, and evidence.	n/a
Average Rating:	**n/a**

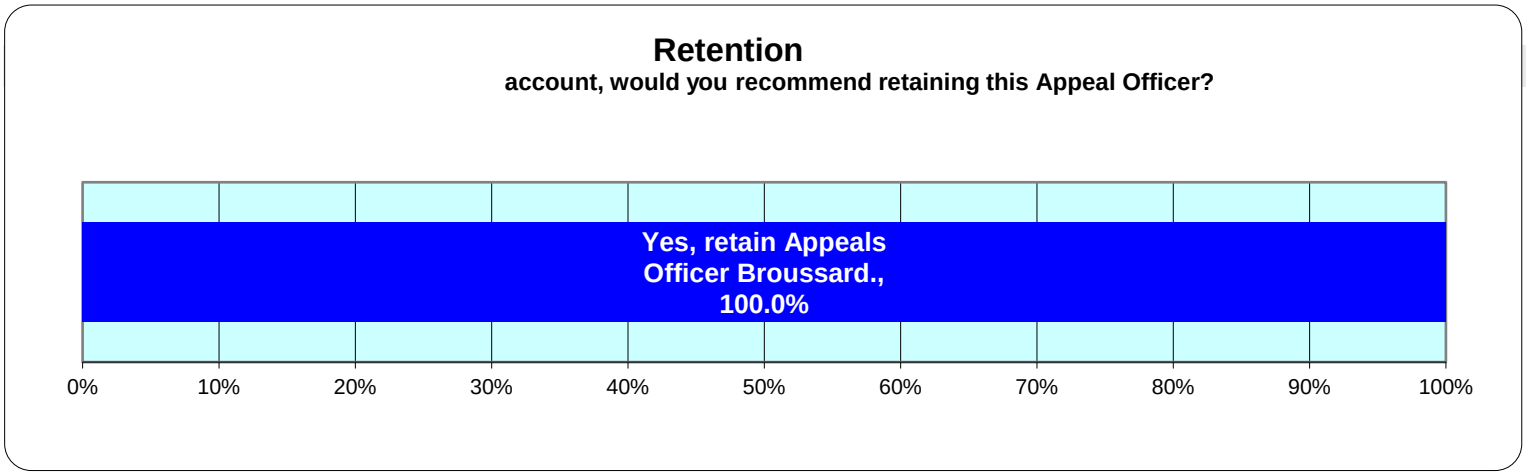
4. PERFORMANCE

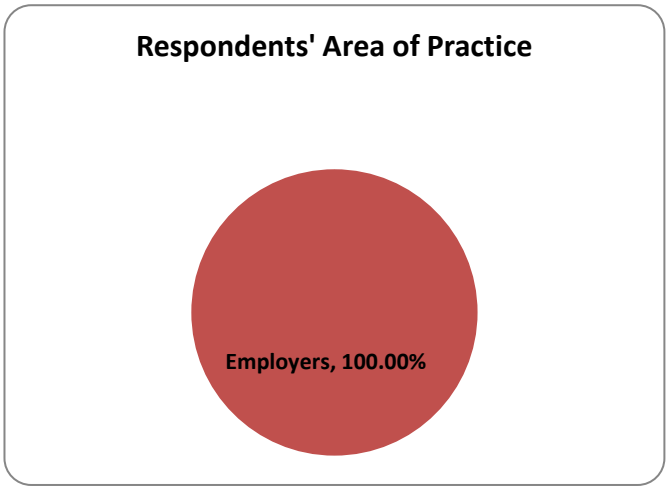
	Rating
The Appeals Officer demonstrates the ability to identify and analyze relevant issues.	n/a
The Appeals Officer demonstrates sound judgment in the application of relevant laws and rules.	n/a
The Appeals Officer demonstrates a resourcefulness and common sense in resolving problems arising during the proceeding.	n/a
The Appeals Officer demonstrates familiarity with the case record and documents and fairly weighs all evidence and arguments before rendering a decision.	n/a
The Appeals Officer demonstrates decisiveness.	n/a
The Appeals Officer conducts the proceeding without ex-parte communications or off the record proceedings.	n/a
Average Rating:	**n/a**

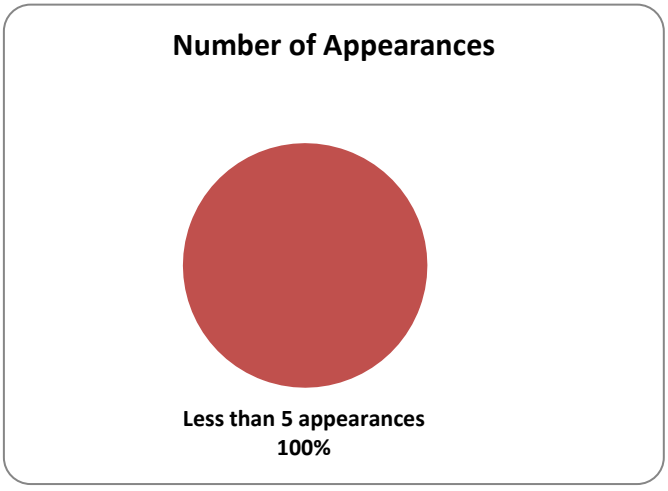
2018 SURVEY OF CAROLYN BROUSSARD, ESQ. CONTINUED

5. BIAS AND OBJECTIVITY

	Rating
The Appeals Officer demonstrates an absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor.	2.0
The Appeals Officer demonstrates an even-handed treatment of litigants.	2.0
The Appeals Officer demonstrates an even-handed treatment of attorneys.	2.0
The Appeals Officer demonstrates showing consideration of both sides of an argument before rendering a decision.	n/a
The Appeals Officer demonstrates basing decisions on the law and the facts without regard to the identity of the parties or counsel.	n/a
The Appeals Officer demonstrates the ability to make difficult or unpopular decisions.	n/a
The Appeals Officer demonstrates the avoidance of impropriety and the appearance of impropriety.	2.0
The Appeals Officer treats all people with dignity and respect.	2.0
Average Rating:	**2.0**



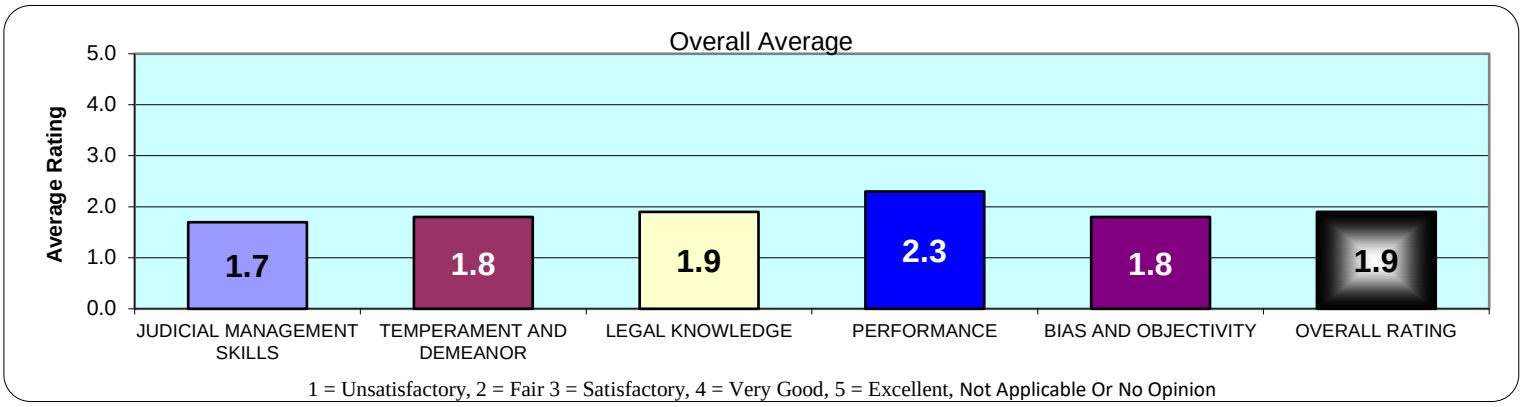




FY18 PERFORMANCE SURVEY RESULTS OF HEARING OFFICER CHARLES COCKERILL, ESQ.

Mr. Cockerill is contracted directly with DHRM. Since September 1, 2017 he has been assigned 12 cases and as of June 28, 2018 his current caseload was 2 cases with the Carson City Appeals Office.

3 surveys were received from representatives.



1. JUDICIAL MANAGEMENT SKILLS

	Rating
The Appeals Officer conducts proceedings punctually and timely.	1.7
The Appeals Officer maintains order and appropriate control over the proceeding.	1.7
The Appeals Officer demonstrates the ability to move the proceeding in an appropriately expeditious manner.	1.7
The Appeals Officer allows adequate time for presentation of the case in light of existing time constraints.	1.7
The Appeals Officer demonstrates the ability to promote issue resolution and settlement.	1.7
The Appeals Officer renders rulings, decisions and orders without unnecessary delay.	1.7
The Appeals Officer re-schedules continuances punctually and timely.	2.0
Average Rating:	**1.7**

2. TEMPERAMENT AND DEMEANOR

	Rating
The Appeals Officer demonstrates a general sense of fairness.	1.7
The Appeals Officer demonstrates open-mindedness.	2.0
The Appeals Officer demonstrates courtesy to all participants.	1.7
The Appeals Officer demonstrates absence of arrogance.	2.0
The Appeals Officer demonstrates attentiveness	2.0
The Appeals Officer demonstrates ability to really listen.	1.0
The Appeals Officer demonstrates professionalism and expertise.	1.7
Average Rating:	**1.8**

3. LEGAL KNOWLEDGE

	Rating
Knowledge of relevant substantive law.	2.0
Knowledge of rules and procedure.	1.7
Knowledge of rules of evidence.	2.0
Current on developments in law, procedure, and evidence.	2.0
Average Rating:	**1.9**

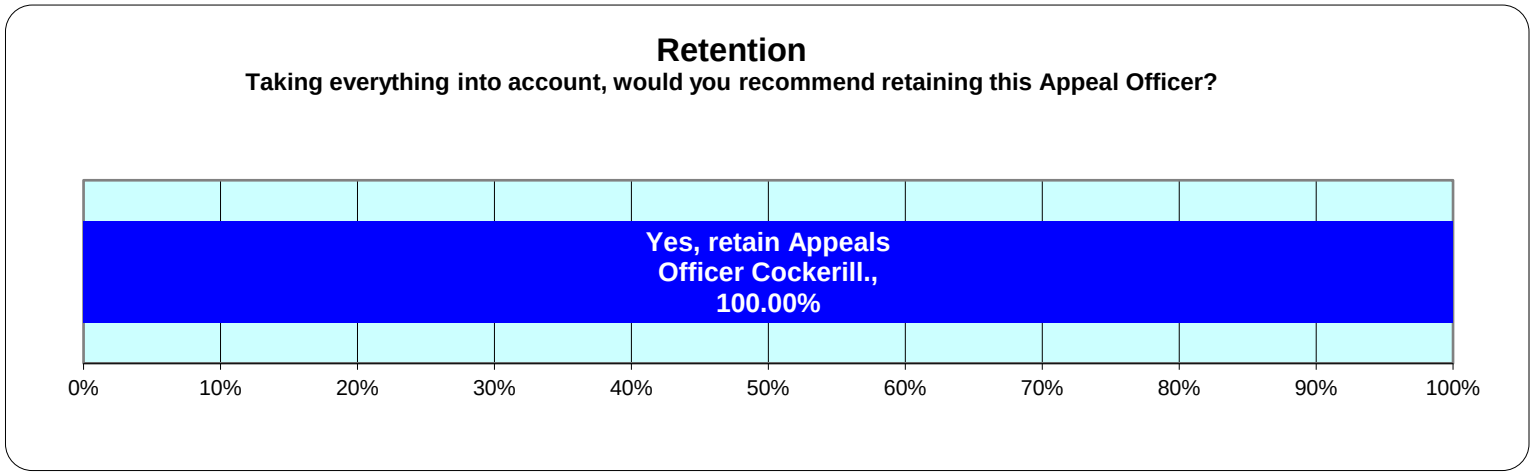
4. PERFORMANCE

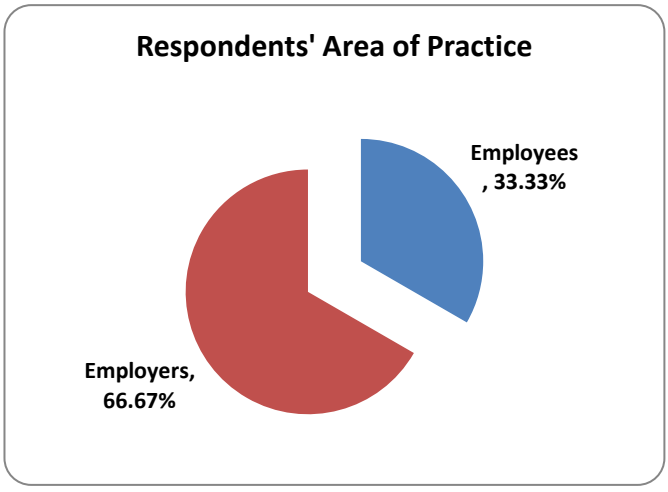
	Rating
The Appeals Officer demonstrates the ability to identify and analyze relevant issues.	2.0
The Appeals Officer demonstrates sound judgment in the application of relevant laws and rules.	2.7
The Appeals Officer demonstrates a resourcefulness and common sense in resolving problems arising during the proceeding.	1.0
The Appeals Officer demonstrates familiarity with the case record and documents and fairly weighs all evidence and arguments before rendering a decision.	2.7
The Appeals Officer demonstrates decisiveness.	2.0
The Appeals Officer conducts the proceeding without ex-parte communications or off the record proceedings.	2.5
Average Rating:	**2.3**

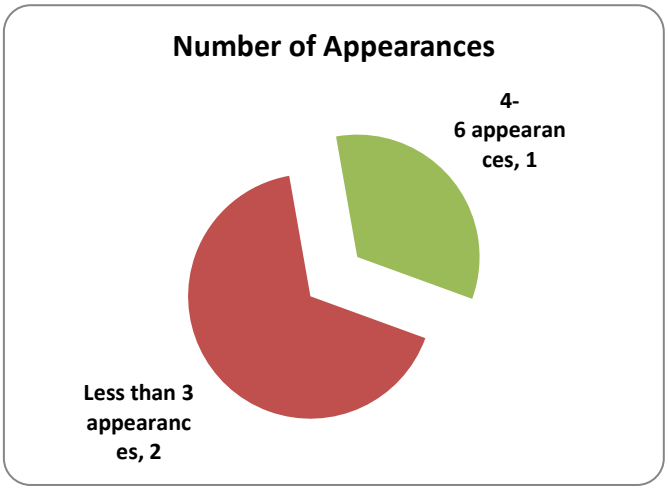
2018 SURVEY OF CHARLES COCKERILL, ESQ. CONTINUED

5. BIAS AND OBJECTIVITY

	Rating
The Appeals Officer demonstrates an absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor.	1.7
The Appeals Officer demonstrates an even-handed treatment of litigants.	1.7
The Appeals Officer demonstrates an even-handed treatment of attorneys.	1.7
The Appeals Officer demonstrates showing consideration of both sides of an argument before rendering a decision.	2.3
The Appeals Officer demonstrates basing decisions on the law and the facts without regard to the identity of the parties or counsel.	1.7
The Appeals Officer demonstrates the ability to make difficult or unpopular decisions.	1.7
The Appeals Officer demonstrates the avoidance of impropriety and the appearance of impropriety.	1.7
The Appeals Officer treats all people with dignity and respect.	1.7
Average Rating:	**1.8**



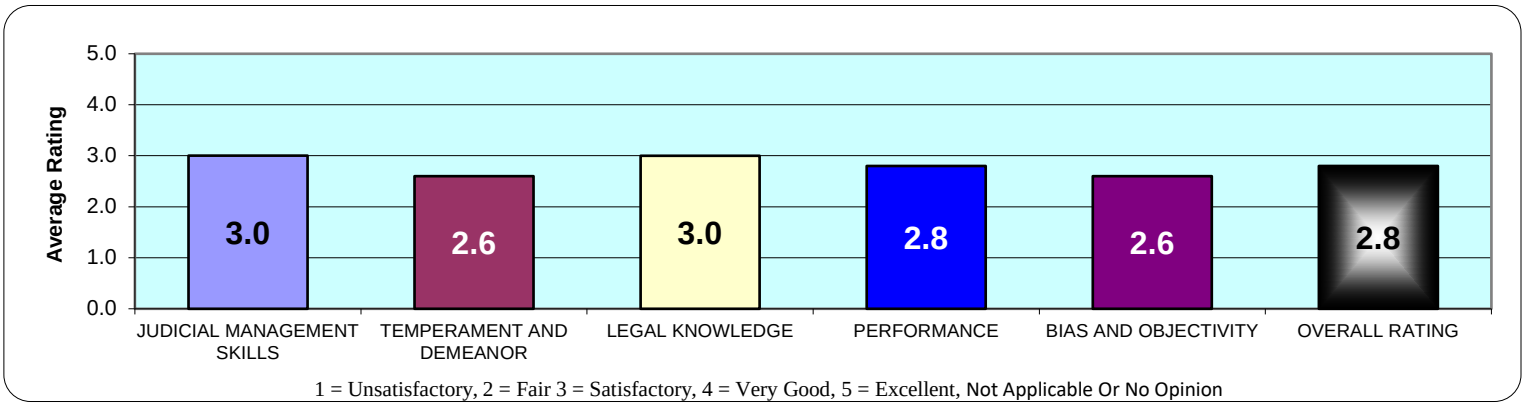




FY18 PERFORMANCE SURVEY RESULTS OF HEARING OFFICER LORNA WARD, ESQ.

Mrs. Ward's contract began on October 1, 2017 with the Carson City Appeals Office. She has been assigned 5 cases and as of June 28, 2018 her current caseload was 4 cases.

1 survey was received from representatives.



1. JUDICIAL MANAGEMENT SKILLS

	Rating
The Appeals Officer conducts proceedings punctually and timely.	3.0
The Appeals Officer maintains order and appropriate control over the proceeding.	3.0
The Appeals Officer demonstrates the ability to move the proceeding in an appropriately expeditious manner.	3.0
The Appeals Officer allows adequate time for presentation of the case in light of existing time constraints.	3.0
The Appeals Officer demonstrates the ability to promote issue resolution and settlement.	3.0
The Appeals Officer renders rulings, decisions and orders without unnecessary delay.	3.0
The Appeals Officer re-schedules continuances punctually and timely.	3.0
Average Rating:	**3.0**

2. TEMPERAMENT AND DEMEANOR

	Rating
The Appeals Officer demonstrates a general sense of fairness.	3.0
The Appeals Officer demonstrates open-mindedness.	3.0
The Appeals Officer demonstrates courtesy to all participants.	2.0
The Appeals Officer demonstrates absence of arrogance.	2.0
The Appeals Officer demonstrates attentiveness	2.0
The Appeals Officer demonstrates ability to really listen.	3.0
The Appeals Officer demonstrates professionalism and expertise.	3.0
Average Rating:	**2.6**

3. LEGAL KNOWLEDGE

	Rating
Knowledge of relevant substantive law.	3.0
Knowledge of rules and procedure.	3.0
Knowledge of rules of evidence.	3.0
Current on developments in law, procedure, and evidence.	3.0
Average Rating:	**3.0**

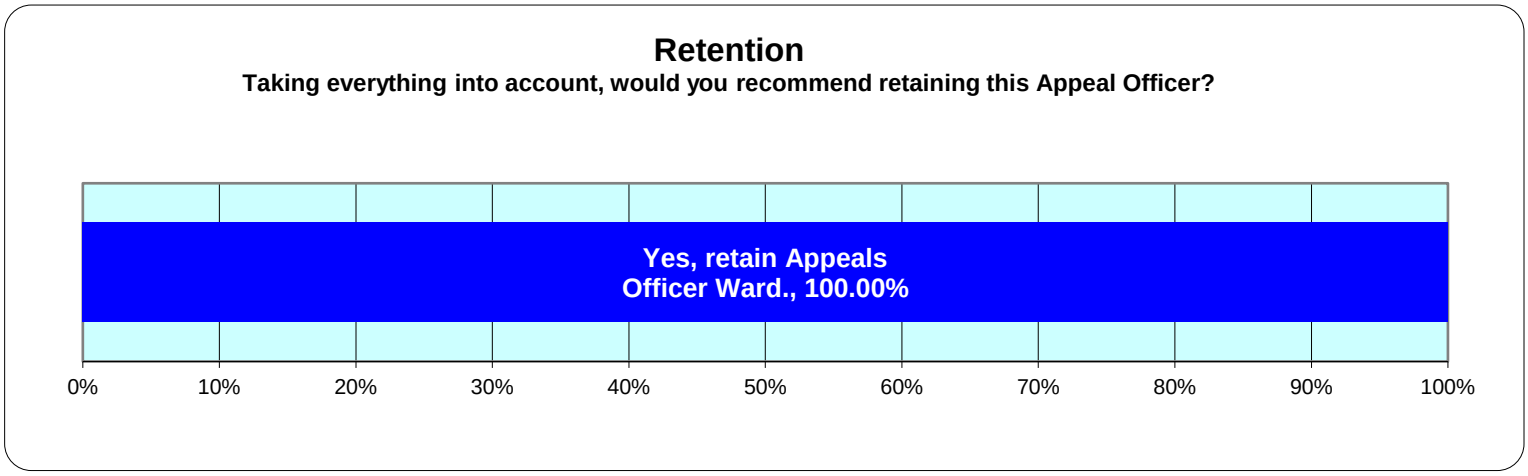
4. PERFORMANCE

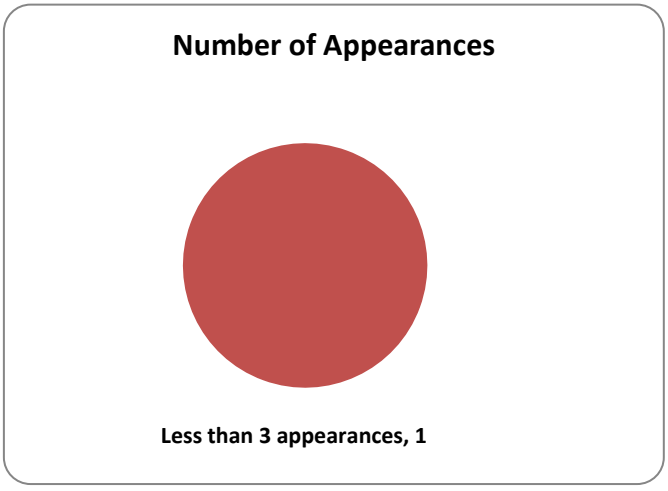
	Rating
The Appeals Officer demonstrates the ability to identify and analyze relevant issues.	3.0
The Appeals Officer demonstrates sound judgment in the application of relevant laws and rules.	5.0
The Appeals Officer demonstrates a resourcefulness and common sense in resolving problems arising during the proceeding.	0.0
The Appeals Officer demonstrates familiarity with the case record and documents and fairly weighs all evidence and arguments before rendering a decision.	3.0
The Appeals Officer demonstrates decisiveness.	3.0
The Appeals Officer conducts the proceeding without ex-parte communications or off the record proceedings.	3.0
Average Rating:	**2.8**

2018 SURVEY OF LORNA WARD, ESQ. CONTINUED

5. BIAS AND OBJECTIVITY

	Rating
The Appeals Officer demonstrates an absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor.	2.0
The Appeals Officer demonstrates an even-handed treatment of litigants.	3.0
The Appeals Officer demonstrates an even-handed treatment of attorneys.	3.0
The Appeals Officer demonstrates showing consideration of both sides of an argument before rendering a decision.	4.0
The Appeals Officer demonstrates basing decisions on the law and the facts without regard to the identity of the parties or counsel.	2.0
The Appeals Officer demonstrates the ability to make difficult or unpopular decisions.	3.0
The Appeals Officer demonstrates the avoidance of impropriety and the appearance of impropriety.	2.0
The Appeals Officer treats all people with dignity and respect.	2.0
Average Rating:	**2.6**

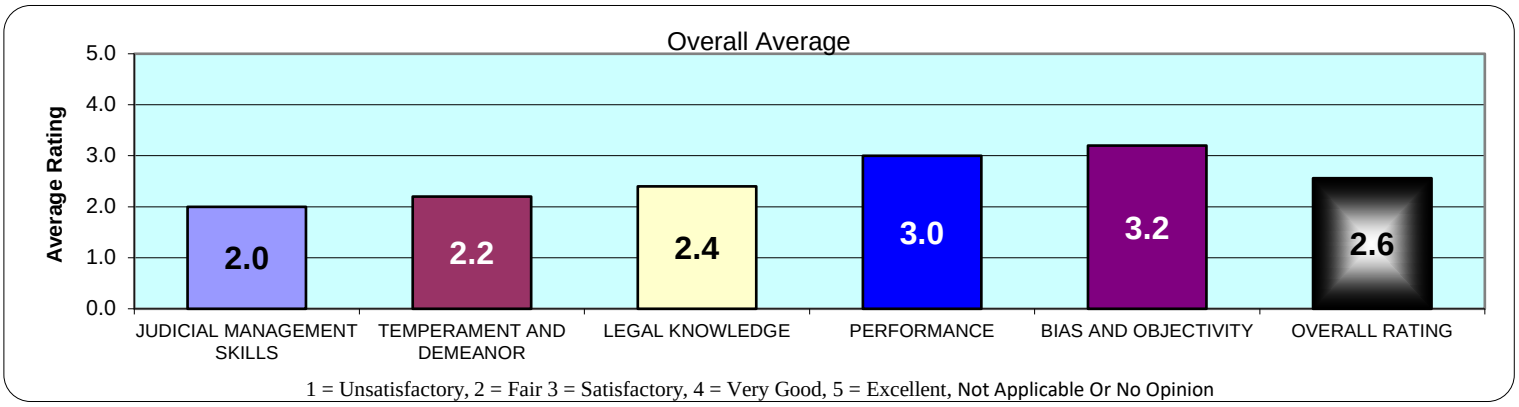




FY18 PERFORMANCE SURVEY RESULTS OF HEARING OFFICER MARK GENTILE, ESQ.

Mr. Gentile's contract began on September 1, 2017 with the Las Vegas Appeals Office. Hhe has been assigned 13 cases and as of June 28, 2018 his current caseload was 8 cases.

3 surveys were received from representatives.



1. JUDICIAL MANAGEMENT SKILLS

	Rating
The Appeals Officer conducts proceedings punctually and timely.	1.7
The Appeals Officer maintains order and appropriate control over the proceeding.	2.7
The Appeals Officer demonstrates the ability to move the proceeding in an appropriately expeditious manner.	2.0
The Appeals Officer allows adequate time for presentation of the case in light of existing time constraints.	1.7
The Appeals Officer demonstrates the ability to promote issue resolution and settlement.	1.7
The Appeals Officer renders rulings, decisions and orders without unnecessary delay.	2.0
The Appeals Officer re-schedules continuances punctually and timely.	1.7
Average Rating:	**2.0**

2. TEMPERAMENT AND DEMEANOR

	Rating
The Appeals Officer demonstrates a general sense of fairness.	2.0
The Appeals Officer demonstrates open-mindedness.	2.3
The Appeals Officer demonstrates courtesy to all participants.	1.7
The Appeals Officer demonstrates absence of arrogance.	2.3
The Appeals Officer demonstrates attentiveness	2.3
The Appeals Officer demonstrates ability to really listen.	2.7
The Appeals Officer demonstrates professionalism and expertise.	2.0
Average Rating:	**2.2**

3. LEGAL KNOWLEDGE

	Rating
Knowledge of relevant substantive law.	2.7
Knowledge of rules and procedure.	2.3
Knowledge of rules of evidence.	2.3
Current on developments in law, procedure, and evidence.	2.3
Average Rating:	**2.4**

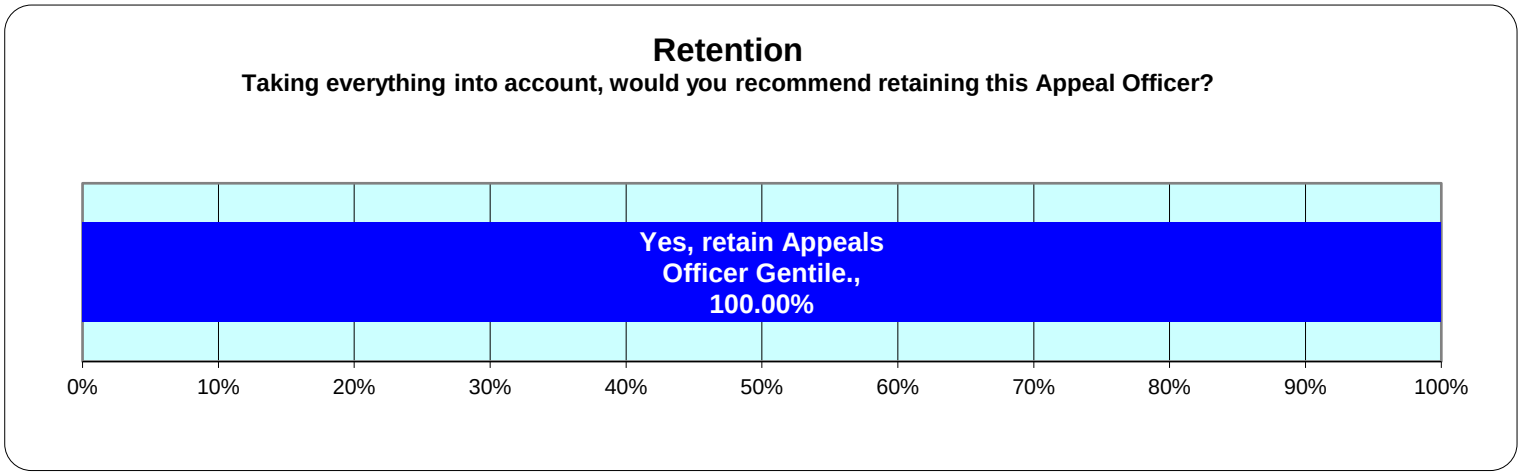
4. PERFORMANCE

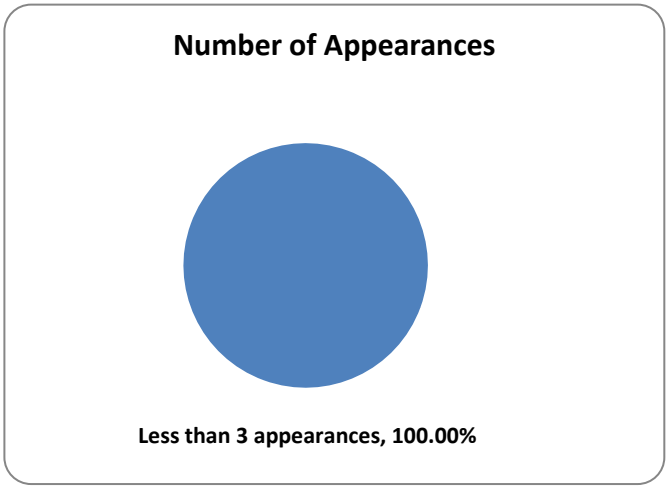
	Rating
The Appeals Officer demonstrates the ability to identify and analyze relevant issues.	2.5
The Appeals Officer demonstrates sound judgment in the application of relevant laws and rules.	3.5
The Appeals Officer demonstrates a resourcefulness and common sense in resolving problems arising during the proceeding.	2.0
The Appeals Officer demonstrates familiarity with the case record and documents and fairly weighs all evidence and arguments before rendering a decision.	4.0
The Appeals Officer demonstrates decisiveness.	3.0
The Appeals Officer conducts the proceeding without ex-parte communications or off the record proceedings.	2.0
Average Rating:	**3.0**

2018 SURVEY OF MARK GENTILE, ESQ. CONTINUED

5. BIAS AND OBJECTIVITY

	Rating
The Appeals Officer demonstrates an absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor.	2.5
The Appeals Officer demonstrates an even-handed treatment of litigants.	2.5
The Appeals Officer demonstrates an even-handed treatment of attorneys.	2.5
The Appeals Officer demonstrates showing consideration of both sides of an argument before rendering a decision.	7.0
The Appeals Officer demonstrates basing decisions on the law and the facts without regard to the identity of the parties or counsel.	2.5
The Appeals Officer demonstrates the ability to make difficult or unpopular decisions.	8.0
The Appeals Officer demonstrates the avoidance of impropriety and the appearance of impropriety.	2.5
The Appeals Officer treats all people with dignity and respect.	2.0
Average Rating:	**3.2**

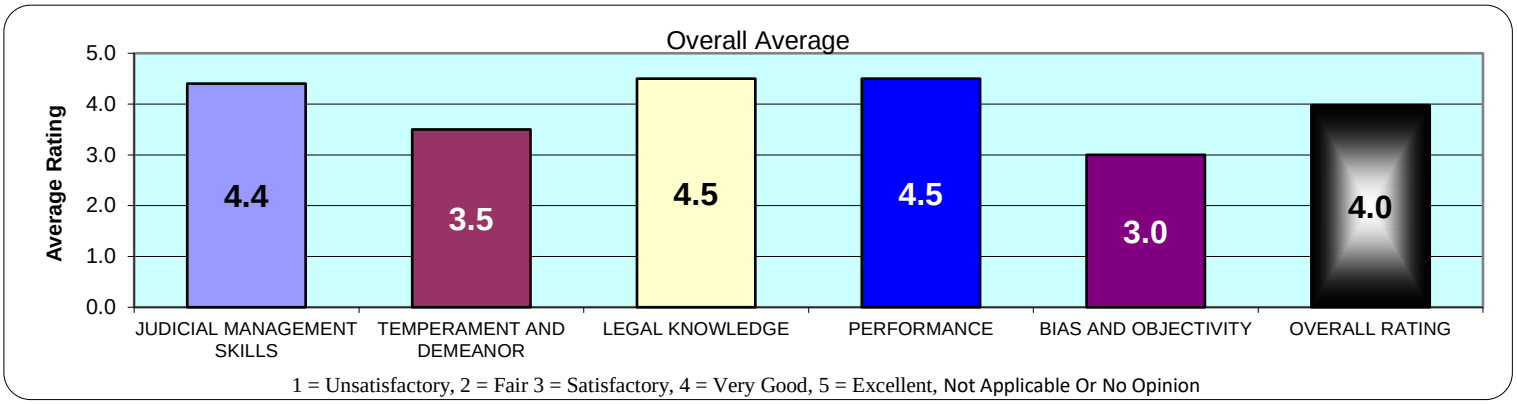




FY18 PERFORMANCE SURVEY RESULTS OF HEARING OFFICER PAUL LAMBOLEY, ESQ.

Mr. Lamboley's contract began on September 1, 2017 with the Carson City Appeals Office. He has been assigned 2 cases and as of June 28, 2018 his current caseload was 1 case.

1 survey was received from representatives.



1. JUDICIAL MANAGEMENT SKILLS

	Rating
The Appeals Officer conducts proceedings punctually and timely.	4.0
The Appeals Officer maintains order and appropriate control over the proceeding.	n/a
The Appeals Officer demonstrates the ability to move the proceeding in an appropriately expeditious manner.	5.0
The Appeals Officer allows adequate time for presentation of the case in light of existing time constraints.	n/a
The Appeals Officer demonstrates the ability to promote issue resolution and settlement.	4.0
The Appeals Officer renders rulings, decisions and orders without unnecessary delay.	5.0
The Appeals Officer re-schedules continuances punctually and timely.	4.0
Average Rating:	**4.4**

2. TEMPERAMENT AND DEMEANOR

	Rating
The Appeals Officer demonstrates a general sense of fairness.	3.0
The Appeals Officer demonstrates open-mindedness.	3.0
The Appeals Officer demonstrates courtesy to all participants.	3.0
The Appeals Officer demonstrates absence of arrogance.	n/a
The Appeals Officer demonstrates attentiveness	4.0
The Appeals Officer demonstrates ability to really listen.	4.0
The Appeals Officer demonstrates professionalism and expertise.	4.0
Average Rating:	**3.5**

3. LEGAL KNOWLEDGE

	Rating
Knowledge of relevant substantive law.	n/a
Knowledge of rules and procedure.	5.0
Knowledge of rules of evidence.	4.0
Current on developments in law, procedure, and evidence.	n/a
Average Rating:	**4.5**

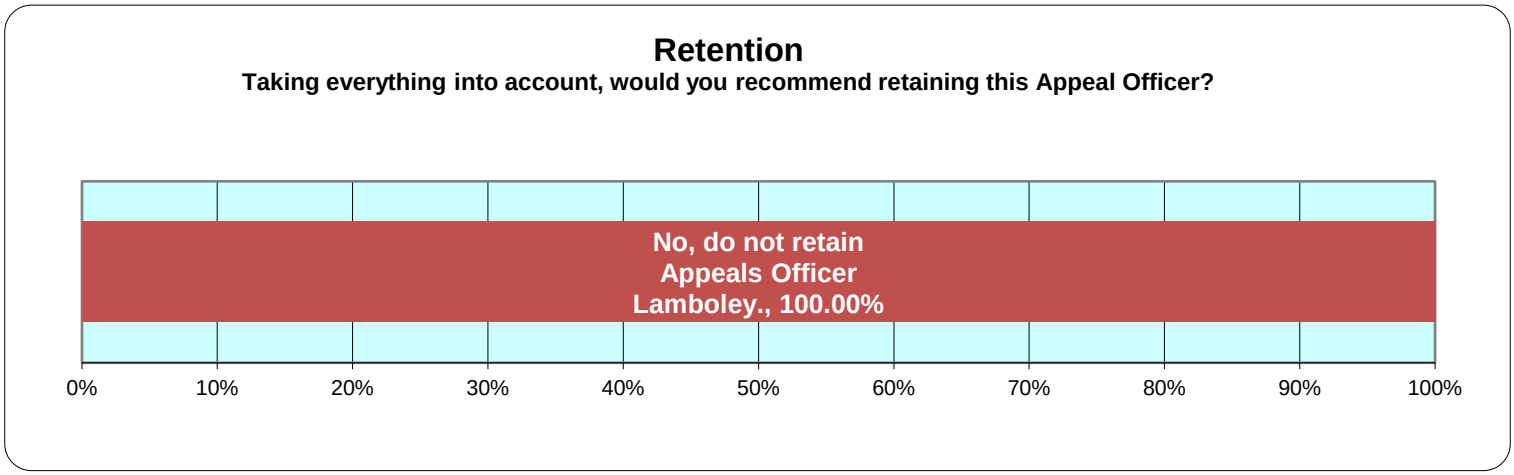
4. PERFORMANCE

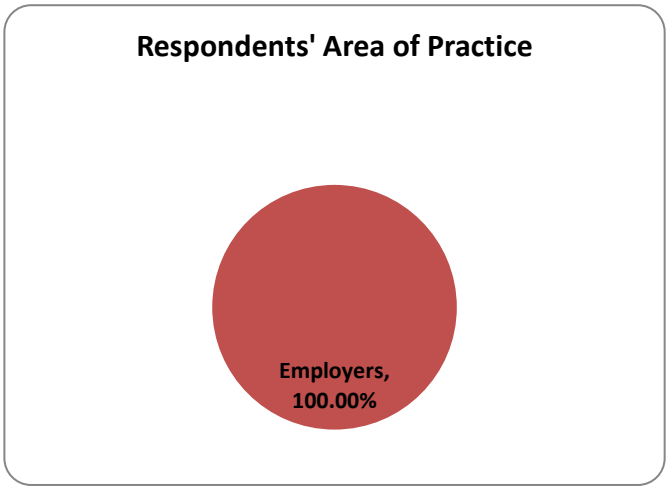
	Rating
The Appeals Officer demonstrates the ability to identify and analyze relevant issues.	4.0
The Appeals Officer demonstrates sound judgment in the application of relevant laws and rules.	5.0
The Appeals Officer demonstrates a resourcefulness and common sense in resolving problems arising during the proceeding.	n/a
The Appeals Officer demonstrates familiarity with the case record and documents and fairly weighs all evidence and arguments before rendering a decision.	n/a
The Appeals Officer demonstrates decisiveness.	5.0
The Appeals Officer conducts the proceeding without ex-parte communications or off the record proceedings.	4.0
Average Rating:	**4.5**

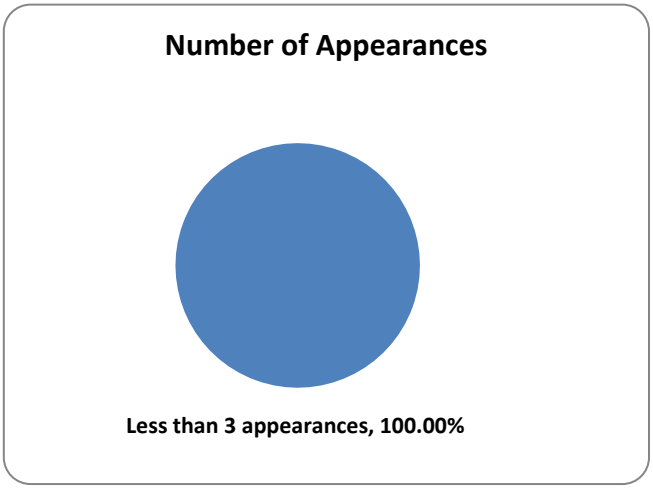
2018 SURVEY OF PAUL LAMBOLEY, ESQ. CONTINUED

5. BIAS AND OBJECTIVITY

	Rating
The Appeals Officer demonstrates an absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor.	n/a
The Appeals Officer demonstrates an even-handed treatment of litigants.	n/a
The Appeals Officer demonstrates an even-handed treatment of attorneys.	n/a
The Appeals Officer demonstrates showing consideration of both sides of an argument before rendering a decision.	n/a
The Appeals Officer demonstrates basing decisions on the law and the facts without regard to the identity of the parties or counsel.	n/a
The Appeals Officer demonstrates the ability to make difficult or unpopular decisions.	n/a
The Appeals Officer demonstrates the avoidance of impropriety and the appearance of impropriety.	n/a
The Appeals Officer treats all people with dignity and respect.	3.0
Average Rating:	**3.0**



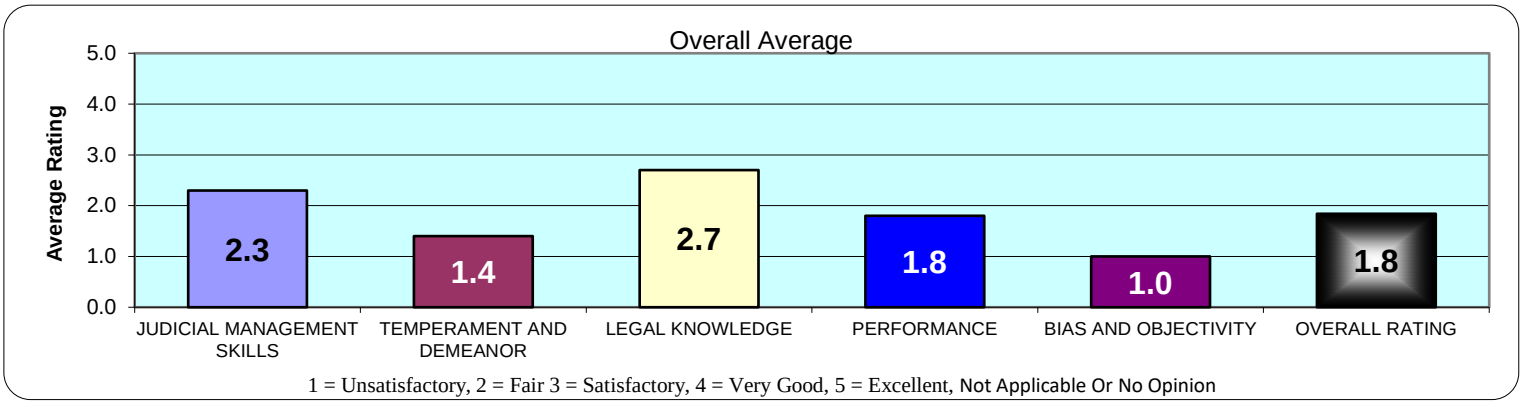




FY18 PERFORMANCE SURVEY RESULTS OF APPEALS OFFICER PAUL LYCHUK, ESQ.

Mr. Lychuk's contract began on September 1, 2017 with the Las Vegas Appeals Office. He has been assigned 1 case and as of June 28, 2018 his current caseload was 0 cases.

1 survey was received from representatives.



1. JUDICIAL MANAGEMENT SKILLS

	Rating
The Appeals Officer conducts proceedings punctually and timely.	3.0
The Appeals Officer maintains order and appropriate control over the proceeding.	2.0
The Appeals Officer demonstrates the ability to move the proceeding in an appropriately expeditious manner.	3.0
The Appeals Officer allows adequate time for presentation of the case in light of existing time constraints.	1.0
The Appeals Officer demonstrates the ability to promote issue resolution and settlement.	1.0
The Appeals Officer renders rulings, decisions and orders without unnecessary delay.	3.0
The Appeals Officer re-schedules continuances punctually and timely.	3.0
Average Rating:	**2.3**

2. TEMPERAMENT AND DEMEANOR

	Rating
The Appeals Officer demonstrates a general sense of fairness.	2.0
The Appeals Officer demonstrates open-mindedness.	2.0
The Appeals Officer demonstrates courtesy to all participants.	1.0
The Appeals Officer demonstrates absence of arrogance.	1.0
The Appeals Officer demonstrates attentiveness	1.0
The Appeals Officer demonstrates ability to really listen.	2.0
The Appeals Officer demonstrates professionalism and expertise.	1.0
Average Rating:	**1.4**

3. LEGAL KNOWLEDGE

	Rating
Knowledge of relevant substantive law.	3.0
Knowledge of rules and procedure.	2.0
Knowledge of rules of evidence.	n/a
Current on developments in law, procedure, and evidence.	3.0
Average Rating:	**2.7**

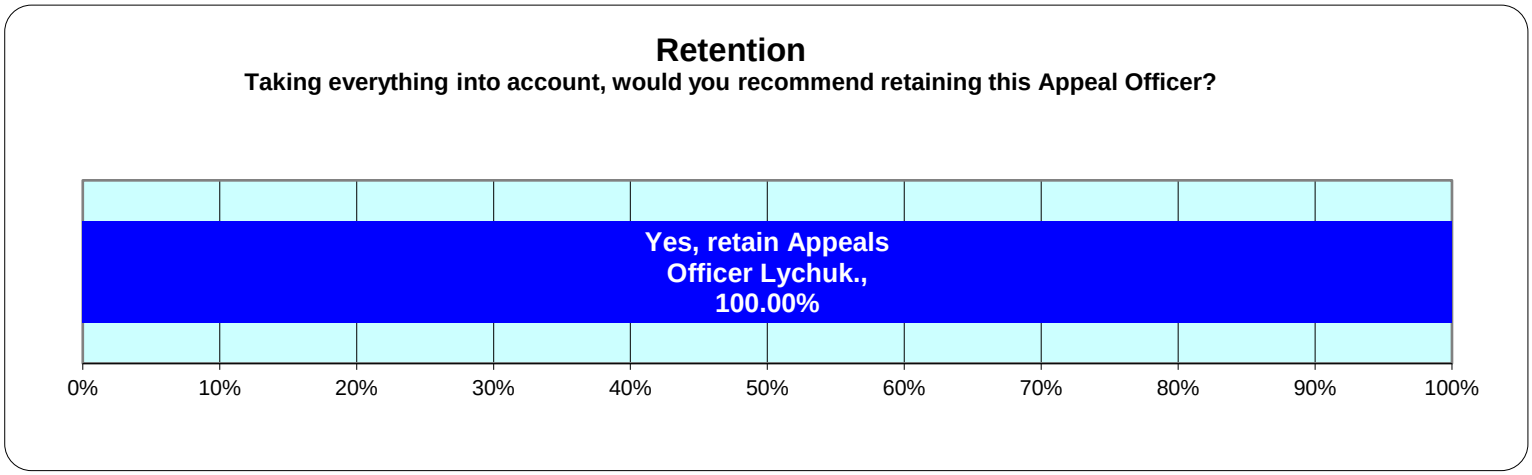
4. PERFORMANCE

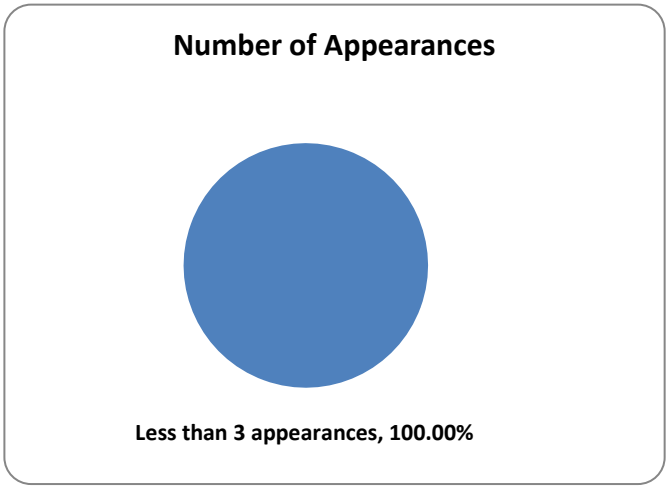
	Rating
The Appeals Officer demonstrates the ability to identify and analyze relevant issues.	2.0
The Appeals Officer demonstrates sound judgment in the application of relevant laws and rules.	2.0
The Appeals Officer demonstrates a resourcefulness and common sense in resolving problems arising during the proceeding.	2.0
The Appeals Officer demonstrates familiarity with the case record and documents and fairly weighs all evidence and arguments before rendering a decision.	2.0
The Appeals Officer demonstrates decisiveness.	2.0
The Appeals Officer conducts the proceeding without ex-parte communications or off the record proceedings.	1.0
Average Rating:	**1.8**

2018 SURVEY OF PAUL LYCHUK, ESQ. CONTINUED

5. BIAS AND OBJECTIVITY

	Rating
The Appeals Officer demonstrates an absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor.	1.0
The Appeals Officer demonstrates an even-handed treatment of litigants.	1.0
The Appeals Officer demonstrates an even-handed treatment of attorneys.	1.0
The Appeals Officer demonstrates showing consideration of both sides of an argument before rendering a decision.	1.0
The Appeals Officer demonstrates basing decisions on the law and the facts without regard to the identity of the parties or counsel.	1.0
The Appeals Officer demonstrates the ability to make difficult or unpopular decisions.	1.0
The Appeals Officer demonstrates the avoidance of impropriety and the appearance of impropriety.	1.0
The Appeals Officer treats all people with dignity and respect.	1.0
Average Rating:	**1.0**

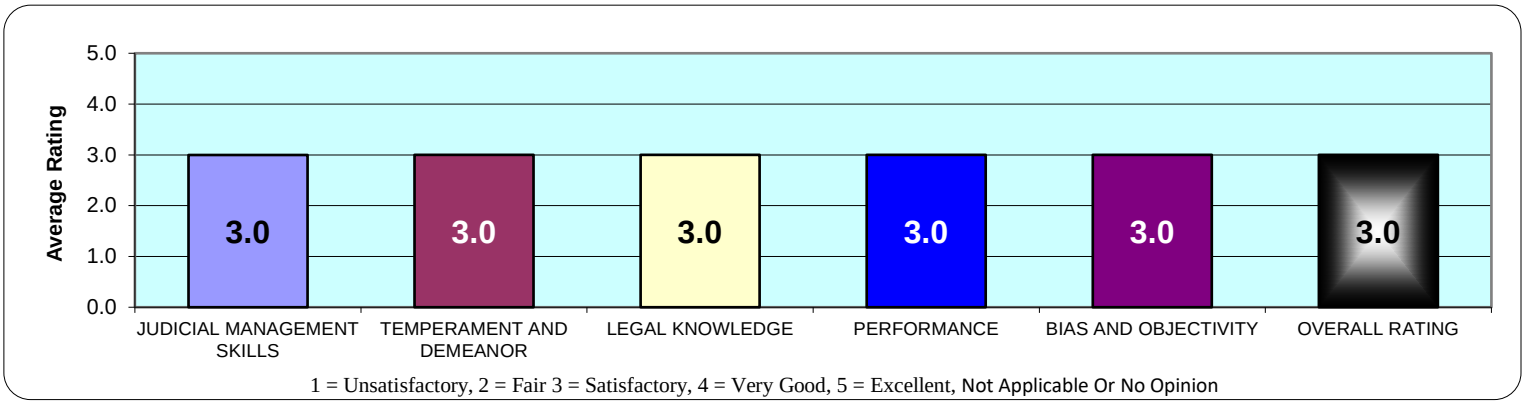




FY18 PERFORMANCE SURVEY RESULTS OF HEARING OFFICER ROBERT ZENTZ, ESQ.

Mr. Zentz's contract began on September 1, 2017 with the Carson City Appeals Office. He has been assigned 13 cases and as of June 28, 2018 his current caseload was 8 cases.

1 survey was received from representatives.



1. JUDICIAL MANAGEMENT SKILLS

	Rating
The Appeals Officer conducts proceedings punctually and timely.	3.0
The Appeals Officer maintains order and appropriate control over the proceeding.	3.0
The Appeals Officer demonstrates the ability to move the proceeding in an appropriately expeditious manner.	3.0
The Appeals Officer allows adequate time for presentation of the case in light of existing time constraints.	3.0
The Appeals Officer demonstrates the ability to promote issue resolution and settlement.	3.0
The Appeals Officer renders rulings, decisions and orders without unnecessary delay.	3.0
The Appeals Officer re-schedules continuances punctually and timely.	3.0
Average Rating:	**3.0**

2. TEMPERAMENT AND DEMEANOR

	Rating
The Appeals Officer demonstrates a general sense of fairness.	3.0
The Appeals Officer demonstrates open-mindedness.	3.0
The Appeals Officer demonstrates courtesy to all participants.	3.0
The Appeals Officer demonstrates absence of arrogance.	3.0
The Appeals Officer demonstrates attentiveness	3.0
The Appeals Officer demonstrates ability to really listen.	3.0
The Appeals Officer demonstrates professionalism and expertise.	3.0
Average Rating:	**3.0**

3. LEGAL KNOWLEDGE

	Rating
Knowledge of relevant substantive law.	3.0
Knowledge of rules and procedure.	3.0
Knowledge of rules of evidence.	3.0
Current on developments in law, procedure, and evidence.	3.0
Average Rating:	**3.0**

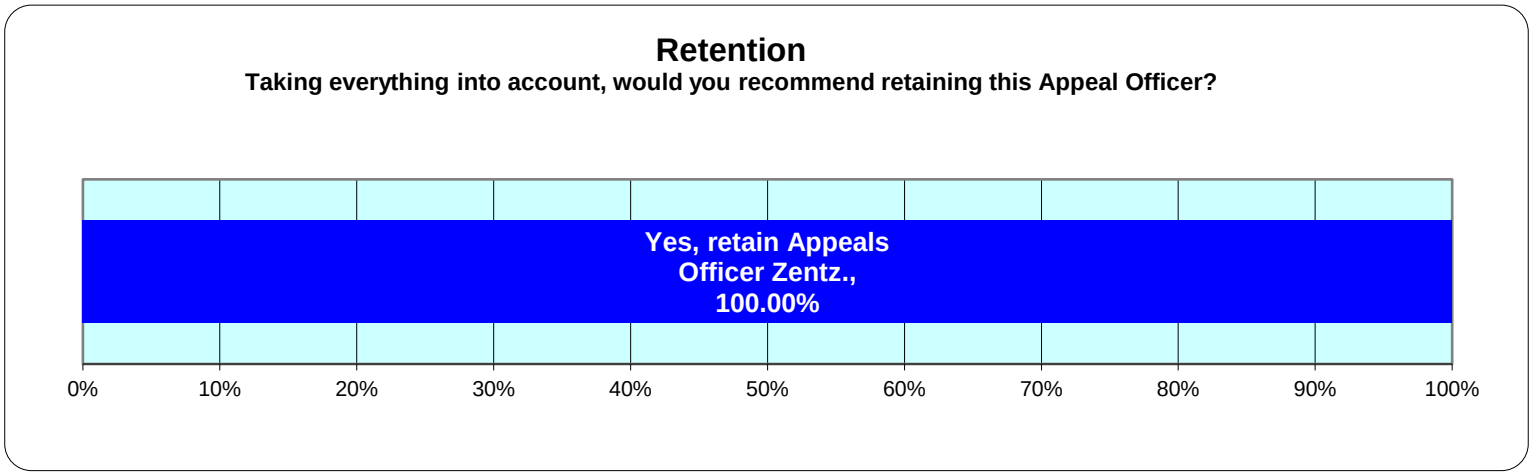
4. PERFORMANCE

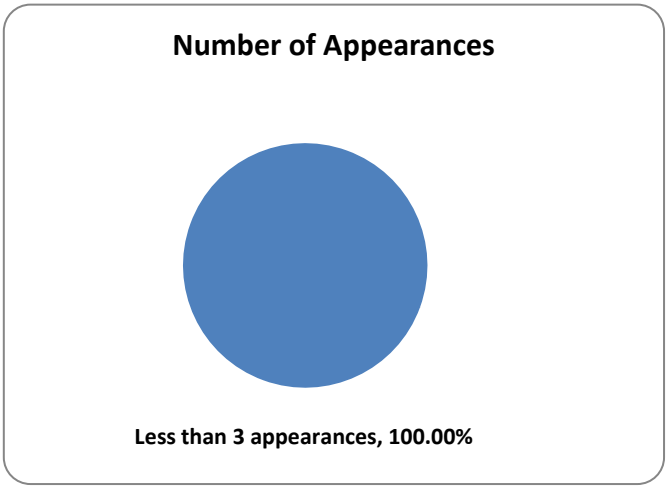
	Rating
The Appeals Officer demonstrates the ability to identify and analyze relevant issues.	3.0
The Appeals Officer demonstrates sound judgment in the application of relevant laws and rules.	3.0
The Appeals Officer demonstrates a resourcefulness and common sense in resolving problems arising during the proceeding.	3.0
The Appeals Officer demonstrates familiarity with the case record and documents and fairly weighs all evidence and arguments before rendering a decision.	3.0
The Appeals Officer demonstrates decisiveness.	3.0
The Appeals Officer conducts the proceeding without ex-parte communications or off the record proceedings.	3.0
Average Rating:	**3.0**

2018 SURVEY OF ROBERT ZENTZ, ESQ. CONTINUED

5. BIAS AND OBJECTIVITY

	Rating
The Appeals Officer demonstrates an absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor.	3.0
The Appeals Officer demonstrates an even-handed treatment of litigants.	3.0
The Appeals Officer demonstrates an even-handed treatment of attorneys.	3.0
The Appeals Officer demonstrates showing consideration of both sides of an argument before rendering a decision.	3.0
The Appeals Officer demonstrates basing decisions on the law and the facts without regard to the identity of the parties or counsel.	3.0
The Appeals Officer demonstrates the ability to make difficult or unpopular decisions.	3.0
The Appeals Officer demonstrates the avoidance of impropriety and the appearance of impropriety.	3.0
The Appeals Officer treats all people with dignity and respect.	3.0
Average Rating:	**3.0**

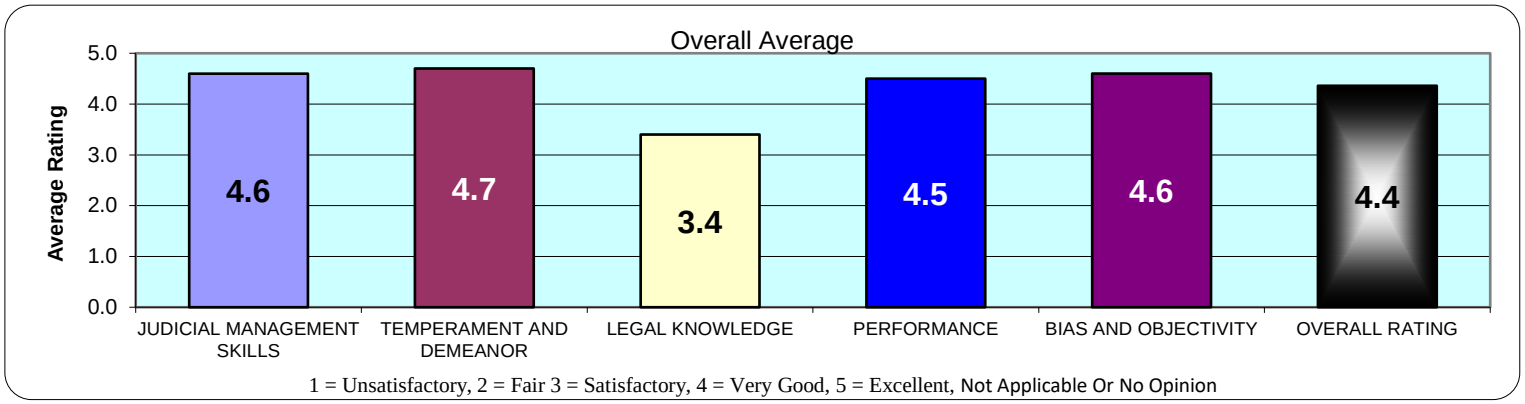




FY18 PERFORMANCE SURVEY RESULTS OF HEARING OFFICER VICTORIA OLDENBURG, ESQ.

Mrs. Oldenburg's contract began on September 1, 2017 with the Carson City Appeals Office. She has been assigned 8 cases and as of June 28, 2018 her current caseload was 0 cases.

2 surveys were received from representatives.



1. JUDICIAL MANAGEMENT SKILLS

	Rating
The Appeals Officer conducts proceedings punctually and timely.	5.0
The Appeals Officer maintains order and appropriate control over the proceeding.	4.5
The Appeals Officer demonstrates the ability to move the proceeding in an appropriately expeditious manner.	3.5
The Appeals Officer allows adequate time for presentation of the case in light of existing time constraints.	4.5
The Appeals Officer demonstrates the ability to promote issue resolution and settlement.	5.0
The Appeals Officer renders rulings, decisions and orders without unnecessary delay.	4.5
The Appeals Officer re-schedules continuances punctually and timely.	5.0
Average Rating:	**4.6**

2. TEMPERAMENT AND DEMEANOR

	Rating
The Appeals Officer demonstrates a general sense of fairness.	4.5
The Appeals Officer demonstrates open-mindedness.	4.0
The Appeals Officer demonstrates courtesy to all participants.	5.0
The Appeals Officer demonstrates absence of arrogance.	5.0
The Appeals Officer demonstrates attentiveness	5.0
The Appeals Officer demonstrates ability to really listen.	5.0
The Appeals Officer demonstrates professionalism and expertise.	4.5
Average Rating:	**4.7**

3. LEGAL KNOWLEDGE

	Rating
Knowledge of relevant substantive law.	3.0
Knowledge of rules and procedure.	4.0
Knowledge of rules of evidence.	4.0
Current on developments in law, procedure, and evidence.	3.0
Average Rating:	**3.4**

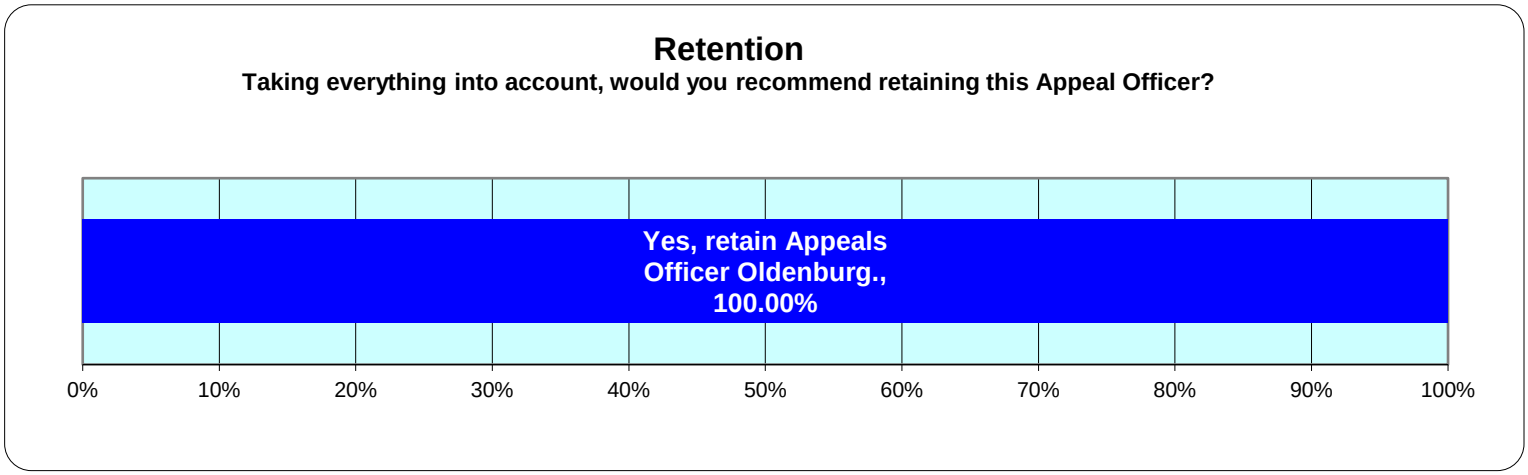
4. PERFORMANCE

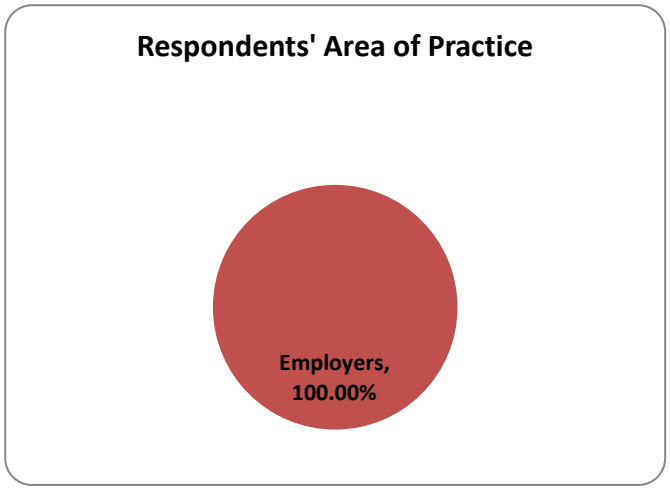
	Rating
The Appeals Officer demonstrates the ability to identify and analyze relevant issues.	4.5
The Appeals Officer demonstrates sound judgment in the application of relevant laws and rules.	4.5
The Appeals Officer demonstrates a resourcefulness and common sense in resolving problems arising during the proceeding.	3.5
The Appeals Officer demonstrates familiarity with the case record and documents and fairly weighs all evidence and arguments before rendering a decision.	5.0
The Appeals Officer demonstrates decisiveness.	4.5
The Appeals Officer conducts the proceeding without ex-parte communications or off the record proceedings.	5.0
Average Rating:	**4.5**

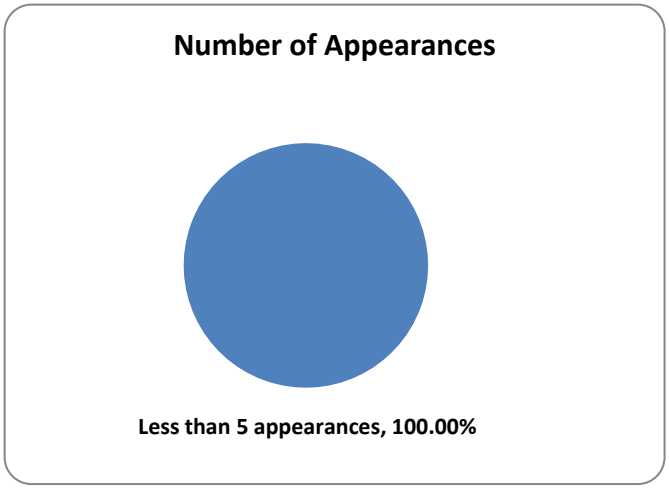
2018 SURVEY OF VICTORIA OLDENBURG, ESQ. CONTINUED

5. BIAS AND OBJECTIVITY

	Rating
The Appeals Officer demonstrates an absence of bias and prejudice based on race, sex, ethnicity, religion, social class, or other factor.	5.0
The Appeals Officer demonstrates an even-handed treatment of litigants.	4.5
The Appeals Officer demonstrates an even-handed treatment of attorneys.	4.5
The Appeals Officer demonstrates showing consideration of both sides of an argument before rendering a decision.	4.5
The Appeals Officer demonstrates basing decisions on the law and the facts without regard to the identity of the parties or counsel.	4.5
The Appeals Officer demonstrates the ability to make difficult or unpopular decisions.	4.5
The Appeals Officer demonstrates the avoidance of impropriety and the appearance of impropriety.	4.5
The Appeals Officer treats all people with dignity and respect.	4.5
Average Rating:	**4.6**







HEARINGS DIVISION
PERFORMANCE SURVEY RESULTS
HEARING OFFICER FY'18

Deployment:

Cases respondent pool was created from (from January 1, 2017)

Las Vegas Cases:	58	
Carson City Cases:	24	
Total Cases:	82	
Las Vegas Potential Respondents:	30	
Carson City Potential Respondents:	7	(15 total minus 8 duplicates from LV)
Total Contacts emailed::	37	

Responses:	# of Cases during contract	Surveys Received
Cara Brown	5	1
Carolyn Broussard	5	1
Charles Cockerill	12	3
Lorna Ward	5	1
Mark Gentile	13	3
Paul Lamboley	2	1
Paul Lychuk	1	1
Robert Zentz	13	1
Victoria Oldenburg	8	2
	64	14

STATE OF NEVADA
Department of Administration

Division of Human Resource Management

REGULATION WORKSHOP

Carson City at the Legislative Counsel Bureau, 401 S. Carson Street, Room 2135, Carson City, Nevada; and via video conference in Las Vegas at the Grant Sawyer State Building, Room 4412E, 555 East Washington Avenue.

MEETING MINUTES
Wednesday August 30, 2017

STAFF PRESENT IN CARSON CITY:

Peter Long, Administrator, DHRM
Shelley Blotter, Deputy Administrator, DHRM
Cassie Moir, Deputy Administrator, DHRM
Michelle Garton, Supervisory Personnel Analyst, DHRM
Beverly Ghan, Supervisory Personnel Analyst, DHRM
Carrie Hughes, Personnel Analyst III, DHRM

STAFF PRESENT IN LAS VEGAS:

None

I. Call to order

Shelley Blotter: Opened the meeting and explained that the reason for the workshop was to solicit comments from affected parties with regard to the regulations proposed for permanent adoption. Based on the feedback received, the proposed language may be changed or deleted and additional regulations may be affected. If the regulations are submitted to the Personnel Commission for adoption, amendment or repeal, the minutes from the workshop and any other comments received will be provided to the Personnel Commission when the regulation is presented for their consideration. Staff will provide an explanation of the proposed change with time allowed for comments.

II. Review of Proposed Changes to NAC 284

NEW	Filling a vacancy.
NEW	"Spouse" defined.
284.114	Affirmative action program and equal employment opportunity.
284.027	"Budget Division" defined.
284.126	Creation of new class, reclassification of position or reallocation of existing class.
284.2508	Compensatory time: Use.
284.458	Rejection of probationary or trial status employees.
NEW	Letter of Instruction: Use and administration.
NEW	Report of suspension, revocation or cancellation of a professional or occupational license, certificate or permit or driver's license.
284.653	Driving under the influence; unlawful acts involving controlled

substance.

284.890 Transportation of employee to and from location of screening test.

284.692 Agreement for extension of time to file grievance or take required action.

Shelley Blotter: Explained the process and invited attendees to provide their comments upon presentation of the changes.

Beverly Ghan: Explained that as a result of regulation changes related to filling vacancies pertaining to reassignments and a recent change per Assembly Bill 192 as to how the 700-hour program list is handled, DHRM is proposing an amendment. The amendment adds a new section to NAC 284 in order to clarify the process that must be used prior to filling vacancies through either competitive or noncompetitive means. The regulation will clarify that prior to filling any vacancy in State service in the classified system, the appointing authority must contact DHRM to verify if there is anyone on the reemployment list or through the reassignment process or on a list of persons with disabilities, commonly known as the 700-hour list. The appointing authority can also check to see if there is anyone on a transfer list when applicable. Transfer lists are only maintained during a Legislative year, until November 1st of that year for the Legislature transfer employees.

Shelley Blotter: Invited comments.

Cadence Matijevich: Acknowledged that the recent legislation makes hiring from the 700-hour list mandatory. She asked whether the other types, including reemployment, reassignment or transfer are mandatory or whether an interview is the only requirement. **Beverly Ghan:** Explained that the reemployment list is mandatory. The 700-hour list is also mandatory. Even though there is not an official list for the reassignment, it will take priority over both of these if someone is in the reassignment process. **Cadence Matijevich**: Requested that there be clarification in the regulation, that it direct not only to see if a list is available, but also what the process is for using any person on the list. It seems that the intent is that if there are persons on the list that the agency would indeed have to hire them. **Beverly Ghan:** Concurred, adding that the regulation will be made clearer.

John Scarborough: Asked how this applies to NSHE with the delegation agreement. **Peter Long:** Stated that now that NSHE may or not have access to NVAPPS, because of NSHE's new system, the agreement was that the process must still be followed. If needed, they may reach out to verify whether there are any of these types of lists or potential employees available. They are still required to follow the regulation.

Janine Nelson: Acknowledged that she did not realize there was an Assembly Bill associated with this and requested an outline of the bill. **Beverly Ghan:** Explained that AB 192 essentially states that if anyone is on the 700-hour list, which is accumulated through the DETR Vocational Rehabilitation office. The normal process by DHRM, upon request for recruitment, is to send out the reemployment list first. If that is not used for whatever reason, DHRM issues the 700-hour list. When the 700-hour list is issued, agencies are now required to work with the person on the list, including reach out efforts. The person may be provided the essential functions of the job. If the individual signs off stating the functions can be performed, the job must be offered to the person. If there is more than one person on the list, they will not be ranked. The agency must decide which person is the most qualified. **Janine Nelson:** Noted that it has always been the State philosophy to first try to hire from within. She inquired whether this takes away the ability to manage an internal, noncompetitive appointment within the department for a vacancy. **Beverly Ghan:** Affirmed this understanding. The regulations require that the mandatory lists be addressed first, followed with the normal process, if needed. **Peter Long:** Agreed, noting that statute

requires this. He compared it to the process of reemployment. If a person on the 700-hour list is capable of performing the essential functions, it is mandatory that they be offered the position.

Alys Dobel: Sought clarification on reemployment, posing a scenario where a person is reverted back to their position, which has already been filled. The person who is reverted back has rights to the position as long as they have more seniority than the person currently in the position. In a case where they do not have greater seniority, they are placed on the reemployment list. **Peter Long:** Stated that recent steps have been added in the restoration process. Reemployment would apply for the person who had backfilled. This is specifically addressed in regulation. Before a vacancy is filled, the question must always be asked as to whether there is a reemployment available.

Susie Bargmann: Referred to the 700-hour list. Because this is not a ranked list, she questioned whether the mandatory five must be contacted. Alternatively, if an individual can be selected as the most qualified and subsequently chooses not to select the person, must the agency move on with the 700-hour list or is it now finished with the 700-hour list? **Beverly Ghan:** Clarified that if it there is more than one person on the list, the agency has the authority to choose the most qualified person, based on the information available. If the choice does not work out, the agency can send the list back to DHRM. **Peter Long:** Stated that this is a good question, which may need to be looked at more closely. The intent is for the agency to review the various people on the 700-hour list. He stated that agencies should reach out to all the individual's on the list, partly because the agency needs an understanding of an individual has any personal limitations. The ability to perform the essential functions has the potential to narrow down the list. In summary, the agency could not simply choose the most qualified and if the individual cannot perform the essential functions, the agency may not disregard the other individuals, but would need to reach out to all of them that are available. Once it is determined which individuals meet the essential functions, the agency can choose the one it deems most qualified.

Carrie Hughes: Addressed the new regulation, which defines the term "spouse" as an individual who is in a marriage, as well as a domestic partner, to be used throughout Nevada Administrative Code, Chapter 284. The reference to NRS 122A.100 refers to domestic partnerships entered into in Nevada. The reference to NRS 122A.500 refers to partnerships entered into outside the State of Nevada.

Shelley Blotter: Invited comments. There were none.

Michelle Garton: Addressed NAC 284.114, affirmative action program and equal employment opportunity. NRS 122A.200 states that a public agency shall not discriminate against a person on the basis that that person is in a domestic partnership, rather than a spouse. It also states that domestic partners have the same right to nondiscriminatory treatment as that provided to spouses. As such it is proposed to add "domestic partnership" to NAC 284.114.

Shelley Blotter: Invited comments. There were none.

Michelle Garton: Addressed NAC 284.027, Budget Division defined and NAC 284.126, creation of new class, reclassification of position or reallocation of existing class. The purpose of the amendments is to reflect that the Budget Division was moved from the Department of Administration to the Governor's Office of Finance in Assembly Bill 469 of the 2015 Legislative Session. This type of change is generally handled through codification. However, because the Legislative Council Bureau has not codified NAC 284 for more than two years, DHRM is proposing these changes to the regulations at this time.

Shelley Blotter: Invited comments. There were none.

Carrie Hughes: Discussed NAC 284.2508, compensatory time: use. In conjunction with the regulations and amendments proposed at the July Regulation Workshop, the amendment to NAC 284.2508 is proposed to address the provisions of Senate Bill 361 of the 2017 Legislative Session, which provides for new employment benefits and requirements relating to domestic abuse. The amendment will allow an employee who has been employed at least 90 days and is a victim of an act of domestic violence or his or her family or household member is a victim of domestic violence to take accrued compensatory time up to a combined maximum, potentially including annual leave, sick leave and leave without pay of 160 hours in 12 month period following the act of domestic violence.

Shelley Blotter: Stated that this is a companion to regulations that were proposed at a previous workshop. She invited comments. There were none.

Michelle Garton: Addressed NAC 284.458, Rejection of probationary or trial status employee. This amendment will make it clear in regulation that an employee who was rejected from probation or trial status may not submit an appeal or a grievance as a result of the decision by the appointing authority. The new Subsection 3 in the regulation will allow the Administrator to remove an appeal or a grievance from the process, when either is filed as a result of a rejection from probation or trial status. Removing appeals and grievances from the process that have been inappropriately filed will improve efficiency in both of the processes.

Shelley Blotter: Stated that Kevin Ranft, labor representative with AFSCME was unable to attend, but provided written comments. She read his comments into the record:

"Regarding NAC 284.458, Rejection of probationary or trial status employees. These recommended changes in regard to NAC 284.458 don't address a concern that employees often see when being rejected. There has been many cases where an employee is rejected off of a probationary or trial status and are very confused with their situation. The confusion is based upon two main concerns. One, the agency supervisor/manager has not met the requirement of providing the three, seven and/or 11 month appraisal evaluation process with the employee. This is a very important process for the employee to succeed. The employee hasn't received their full training or the training they have received is insufficient. I understand that these concerns are not always relevant in an employee's rejection. However, a process should be in an NAC regulation that requires an agency supervisor or manager to meet their obligation prior to any employee being rejected, unless egregious circumstances exist. There have been times where an employee is being set up to fail by the supervisor's inaction. There is no recourse for the employee in these situations and little to no accountability for the supervisor or manager. Our organization would like to see these concerns addressed."

Shelley Blotter: Invited comments. There were none.

Michelle Garton: Addressed a new regulation, letter of instruction: use and administration. This amendment was proposed by the College of Southern Nevada and will place into regulation the use and administration of letters of instruction, which many agencies currently use as a coaching or performance management tool. A letter of instruction is not part of the disciplinary process and no threat of discipline should be included. This regulation specifies the contents that should be included in a letter of instruction and what it must not contain. The requirement of a meeting between the supervisor and employee is included in the regulation and the retention of a letter of instruction is also addressed. Because many agencies have utilized letters of instruction for many years, DHRM is particularly interested in feedback related to this regulation.

Shelley Blotter: Invited Mr. Scarborough or a representative from CSN to the table for comments**. John Scarborough:** Stated that he and Ms. Blotter discussed this several months ago when they proposed this,

in order to remove any ambiguity about exactly what a letter of instruction is. CSN uses letters of instruction extensively, not only for classified employees, but for academic and administrative faculty as a way of coaching employees so that they improve problem areas or correct misunderstandings. CSN appreciates the fact that DHRM has developed a regulation to address this. **Shelley Blotter:** Commented that some agencies were receiving grievances from employees, where the employee had received a letter of instruction. And because there was a consequence associated with the letter of instruction, the Employee-Management Committee viewed it as a documented oral warning. This effort is intended to clarify that the letter of instruction does not include any consequences and is truly meant as a training tool. She invited further comments.

Alys Dobel: Noted that the letter of instruction has been around for quite some time, but may not always be called a letter of instruction. It could also be referred to as a memorandum to the employee. The retention schedule indicates that letters of instruction are to be removed from the employee's file. If it is in the supervisor's file, it indicates it must be removed after a year. She does not necessarily agree with this. Part of an employee's supervisor's file is the history of the employee. Letters of instruction should remain in the employee's file for even two to three years, as it demonstrates improvement. If an employee knows the letter will be removed after one year, they may revert to previous behavior. **Shelley Blotter:** Stated she would be happy to look into this. There are sometimes agreements made between the employee and the supervisor. She does not recall the provision where the letter is removed after a year, but she will review this. **Alys Dobel**: Added that she likes the policy overall, in that it clarifies what needs to go in a letter of instruction. She would like more information on whether a memorandum of understanding or similarly titled document must be specifically called a letter of instruction. **Shelley Blotter:** Noted that at this point, it is still in the formulation stage. She would see all such documents as similar coaching tools commonly referred to as a letter of instruction. This can be looked at for the possibility of creating a broader net. She invited further comments.

Brian Boughter: Stated that he likes the regulation. However, recently he was asked the following question: "Can we pull a document out of a supervisor file? Can the supervisor do that?" His advice to the employee was to share his preference for a complete supervisor file, where nothing is removed. The same would apply to letters of commendation. Another reason he likes the regulation is because DETR has difficulty having people understand what the letter of instruction is, what information it will contain, whether it will contain violations, whether it can be listed as a violation or an applicable rule. DETR had ended up listing items as applicable rules instead of violations in order to minimize the perception of the disciplinary aspect.

Gennie Hudson: Referred to Ms. Dobel's earlier comments regarding a letter of instruction not necessarily being termed "letter of instruction." Simple items such an email can serve to document a conversation between an employee and a supervisor and are not necessarily given formal document titles. **Renee Depaoli:** Echoed the comments, noting that when she took Progressive Discipline training, it was referred to in tools and training that it could be a memorandum of understanding or called something else. Welfare and Supportive Services uses letters of instruction on a daily basis. She appreciates that this regulation provides clarity to the process. However, sometimes what such a document is called can make a difference in how it is received. The term "letter of instruction" has a bite to it, where a memorandum of understanding might be received more easily. She stated that records retention to working files may need to be revised. **Shelley Blotter:** Assured that she would look at this. There is opportunity to provide feedback to the committee that oversees records retention.

Janine Nelson: Stated that she likes the regulation. She noted that item 2(d) states that "The letter of instruction should contain the following elements." The term "should" seems to provide wiggle room, which would be helpful. Some letters of instruction may not include an associated time frame. She asked whether it is okay to exclude whether something is applicable, according to how the regulation is written.

Shelley Blotter: Stated her belief that this is correct, that it is meant to be a framework for use. Otherwise the regulation would read "shall include" rather than "should include."

Janine Nelson: Addressed number 5 and noted that the language is soft, that as an FYI, the document can be used to build upon discipline. Some employees are surprised that a letter of instruction may be referenced in an oral warning. Therefore the language in 5 is good to have and in her opinion, could be a little more firm that the document can be used in the progressive progress. **Shelley Blotter:** Commented that this is something that she and the Employee's Association representatives have spoken about, specifically whether the document can be used in future discipline. The Division feels firmly that it establishes previous efforts with the employee to change behavior.

Shelley Blotter: Read into the record an additional written comment from Kevin Ranft as follows:

"In regards to the new NAC being proposed addressing the use of letters of instruction, this has been a topic for years and I am grateful that it is being addressed. Although our organization disagrees with an LOI being used in discipline, as it is not grievable and sometimes used inappropriately, I am hopeful that supervisors will use this regulation change to draft an LOI properly and the situation is corrected by the employee. I know that we all agree that when an LOI is used properly, it can prevent a situation from becoming a bigger issue. Again, I am grateful to see the LOI process being added to the NAC. I would like to suggest that this regulation add a Section 6 citing something similar to the following: A supervisor must attach a written response, if submitted by the employee to the letter of instruction. Any use of the letter of instruction for future discipline must include the employee's response, if submitted."

Shelley Blotter: Noted some confused reaction as to what the comments mean. She surmised that if an employee responds to a supervisor in writing to the letter of instruction, then that response would be attached to the letter of instruction, in the event that the letter of instruction is used for future discipline.

Shelley Blotter: Invited further comments. There were none.

Michelle Garton: Discussed a new regulation, report of suspension, revocation or cancellation of a professional or occupational license, certificate or permit or driver's license. The regulation will require that an employee report the suspension, revocation or cancellation of a professional or occupational license, certificate or permit or driver's license within five days, if holding such a license or certificate is stated in the work performance standards or essential functions of the employee's position. When DHRM submits the regulation to the Legislative Council Bureau for pre-adoption review, it will be proposing that the five day requirement is five working days. The regulation supports NAC 284.646 for the immediate dismissal and NAC 284.650, causes for disciplinary action, by requiring a notification to the agency.

Shelley Blotter: Invited comments.

Janine Nelson: Asked whether the requirements must be included in each document, as the department does not typically include these requirements in work performance standards. **Michelle Garton:** Stated that the way it is written in terms of intent, it would be "or," as in whether it is work performance standards or the essential functions.

Janine Nelson: Asked about the rationale for adding NPD-19 in. **Peter Long:** Replied that he would not be opposed to adding it. Furthermore, it could be looked at to clarify that the requirements are "or," rather than "and." The intent is that the employee be notified somewhere that the licensure is appropriate. **Shelley Blotter:** Commented that it would be appropriate to include on essential functions, as this would be the document to be used for reassignments.

Alys Dobel: Stated that within the DMV, if a position requires an employee to have a driver's license, it is included in essential functions. She feels it is appropriate for inclusion in work performance standards, as the license must be maintained. She has worked in other agencies with employees such as social workers, nurses, psychologists, nurses, etc. The requirement is included on the documents, because CEUs must be maintained to retain licenses.

Shelley Blotter: Invited further comments. There were none.

Carrie Hughes: Addressed NAC 284.653, driving under the influence: unlawful acts involving controlled substance. The amendment will require employees to report to their appointing authorities within five working days arrests and convictions relating to driving under the influence, the unlawful manufacture, distribution, dispensing, possessing or use of a controlled substance or violation of any state or federal law prohibiting the sale of a controlled substance. The report is required, regardless of whether the incident leading to the arrest or conviction occurs while an employee is working or is on his or her own personal time. Violation of this requirement will require the dismissal of the employee.

Shelley Blotter: Invited comments.

Cadence Matijevich: Asked for clarification on the intent of the requirement, particularly in terms of something that happens off duty, noting that an arrest is not a conviction. In addition, she asked why an employee must report the loss of a license, if it is not associated with the performance of their duties. **Peter Long:** Clarified that the requirement only states that if the employee fails to make the report, they would be dismissed. They will not necessarily be dismissed for being arrested, as current verbiage says "upon conviction." This was brought to our attention, because there have been situations where a State employee on their private time was arrested and did not report it to their appointing authority. For example, an employee receives a DUI arrest. Typically upon arrest, their license is suspended. The employee's job may require a valid driver's license. The employee may continue to illegally drive while on duty. It is at the discretion of the appointing authority, but the intent is to give the appointing authorities the tools to make this decision. **Carrie Hughes**: Added that the regulation is specific as to the types of offenses which are applicable. She does not believe that the regulation ties it to job duties. **Cadence Matijevich**: Suggested that perhaps the regulation could be narrowed to those circumstances where the ability to operate a motor vehicle is specifically noted. She has concern regarding the employee/employer relationship outside of the workplace. If the employee's behavior outside of the workplace does not relate to his or her job duties and the consequences would not prevent them from performing their duties, she questioned the nexus.

Shelley Blotter: Invited further comments.

Susie Bargmann: Agreed with the prior comments. Based on how this is written, it does not indicate that it would be relevant to the person's job duties. It merely indicates that an employee must report it. In the example of an administrative assistant, there is likely no requirement for a driver's license. If such an employee does not report the act, the regulation indicates that the employee must be dismissed.

Janine Nelson: Agreed with the prior comments with the exception that the regulation should not only tie to a driver's license, but also to job duties. For example, the department would not want to have a substance abuse counselor providing services when they themselves have been arrested for this type of conviction. She suggested specificity that it be related to duties versus licensure. However, she agrees that it does not apply to everyone. **Shelley Blotter:** Stated that Ms. Nelson raises a good point. In situations where there is not necessarily a license requirement, certain classes of employee may be required to have pre-employment drug testing. She questioned whether these classes would be covered

in this situation and how they would be linked in order for the employee to be informed that an arrest would need to be reported. **Janine Nelson:** Stated she would need to think through the various customers to answer the question, however, she likes the idea to tie to the class. For example, childcare workers do not have to have a license, but they do have to pass certain background check requirements.

Peter Long: Noted that the intent is to assist the agencies as well as the employees. The idea is that the employer is at least made aware of any arrests and potential loss of licensure. **Alys Dobel:** Commented that on a personal level, she would not want her rights to be violated. The DMV runs background clearances. Incidents only show up if they are a true conviction. Because the DMV must follow federal and state laws, they have drafted disclosure statements for employees to sign, if they are in positions that would require a specific clearance to continue in their jobs. **Peter Long:** Added that some agency positions have certain criteria they must meet, which may not fall under drug or substance abuse violations.

Shelley Blotter: Invited further comments.

Brian Boughter: Said that he was curious as to how this reconciles with recent legislation regarding "Ban the Box" and background information. The guidance essentially states that the employer should not be seeing background information until after someone has been offered a job. **Peter Long:** Acknowledged the comments, but stated that "Ban the Box" was specific to not discriminating based on background of this type for employment. This regulation refers to current employees.

Shelley Blotter: Invited further comments. There were none.

Carrie Hughes: Discussed NAC 284.890, transportation of employee to and from location of screening test. As the use of alcohol and/or drugs can at times lead to a need for immediate medical intervention, the intent of the amendment is to provide agencies with the flexibility to respond as necessary to ensure an employee's safety when arranging for appropriate transportation following a screening test that does not immediately establish an employee is not impaired. The determination that an employee needs emergency medical assistance does not necessarily require a medical professional's evaluation, but instead, this regulation relies upon the reasonable person standard. Additionally, it allows for an employee to choose to make his or her own transportation arrangements. However, all three options in the regulation continue to require an appointing authority to actively ensure that an employee has appropriate transportation.

Shelley Blotter: Invited comments. There were none.

Michelle Garton: Explained that amendment to NAC 284.692, agreement for extension of time to file a grievance or take required action, was proposed by the Department of Employment, Training and Rehabilitation. There are times when an employee or agency representative are out of the office for an extended period of time and unavailable to enter into a written agreement for the extension of time to file a grievance or take required action. This amendment will allow for an exception to the agreement in these types of documented situations, which would be granted or denied by DHRM. Examples of such absences are listed in the regulation and the granting or denial of the exception could be reviewed by the Employee-Management Committee, if the grievance proceeds to a hearing. She invited Mr. Boughter to provide comments.

Brian Boughter: Stated that the Department of Employment, Training and Rehabilitation recently experienced a grievance situation whereby this regulation change was proposed. The Department had an employee who went out on a short-term disability event and was unable to be reached. In terms of the spirit and intent of the grievance process, a meeting should take place at the lowest level and each

proceeding level with the employee. If the employee is unavailable, they have the right to go into the NEATS system and escalate their grievance without having any conversation or interaction. This is an attempt to give the agency an opportunity to get to the employee at the lowest level, if possible.

Shelley Blotter: Invited further comments. There were none. She thanked everyone for their attendance at the workshop. She further invited attendees to forward additional comments and questions. The proposed changes will be submitted within the next few days to the Legislative Council Bureau for pre-adoption review.

III. Adjournment

Shelley Blotter: Adjourned the meeting.

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

REGULATION WORKSHOP

Held at the Legislative Counsel Bureau, 401 S. Carson Street, Room 2135, Carson City, Nevada; and via video conference in Las Vegas at the Grant Sawyer State Building, Room 4412E, 555 East Washington Avenue.

MEETING MINUTES
Wednesday, March 7, 2018

STAFF PRESENT IN CARSON CITY:

Peter Long, Administrator, DHRM
Shelley Blotter, Deputy Administrator, DHRM
Michelle Garton, Supervisory Personnel Analyst, DHRM
Carrie Hughes, Personnel Analyst, DHRM

OTHERS PRESENT IN CARSON CITY:

Mavis Affo, Personnel Officer, Public Safety
Allison Wall, Personnel Officer, NDOT
Oscar Fuentes, Insurance/Loss Prevention Specialist, NDOT
Gennie Hudson, Personnel Officer, DHRM
Alys Dobel, Personnel Officer, DMV

I. CALL TO ORDER

Shelley Blotter: Opened the meeting and introduced herself as the Deputy Administrator for DHRM. She explained that the reason for the workshop was to solicit comments from affected parties with regard to the regulations proposed for permanent adoption. Based on the feedback received, the proposed language may be changed or deleted and additional regulations may be affected. If the regulations are submitted to the Personnel Commission for adoption, amendment or repeal, the minutes from the workshop and any other comments received will be provided to the Personnel Commission when the regulation is presented for their consideration. Staff will provide an explanation of the proposed change with time allowed for comments.

II. Review of Proposed Changes to NAC 284

NEW	Refusal to submit to a screening test: Reasons an applicant or employee shall be deemed to have refused a test; potential consequences of a refusal to submit to a screening test.
284.893	Return to work of employee who tests positive for alcohol or controlled substance while on duty.

284.890	Transportation of employee to and from location of screening test.
284.578	Leave of absence without pay.
284.470	Preparation, filing, contents, discussion and distribution of reports; powers and duties of employees; review; adjustment of grievances
284.478	Appeal of decision of reviewing officer.
284.658	"Complaint" and "Grievance" defined.
284.678	Submission, form and contents of grievance; informal discussions.

Carrie Hughes: Addressed a proposed new regulation, *Refusal to submit to a screening test: Reasons an applicant or employee shall be deemed to have refused a test; potential consequences of a refusal to submit to a screening test.* NAC 284.882 adopts the U.S. Department of Health and Human Services standards for federal workplace drug testing programs by reference, which outlines what constitutes a refusal to submit to a drug test and the consequences for refusing to submit. However, due to concerns raised by a 2017 hearing officer decision and a need to address what constitutes a refusal to submit to an alcohol test, DHRM proposes the new regulation, which is based on the adopted federal workplace guidelines. Subsection 1 defines the terminology used in the regulation. Subsection 2 outlines what constitutes a refusal to test. Subsections 3 and 4 address the consequences for an employment candidate or employee who refuses to submit to an alcohol or drug test.

Shelley Blotter: Invited questions or comments regarding the regulation. **Allison Wall:** Introduced herself as NDOT HR Manager. She noted that she would be submitting comments in writing, however she also wished to place her comments on the record at this time. She stated that NDOT recently encountered such a situation. Under 2(e) of the regulation, the language states, "Fails to provide a sufficient amount," which refers to a "shy bladder situation" through "required medical evaluation." She noted that the Federal HHS does not refer to this and asked whether the State of Nevada will require the medical evaluation for non-DOT testing. **Carrie Hughes:** Explained that the intent is not to add a Substance Abuse Professional (SAP) evaluation requirement. The standards referred to here are different than those of the DOT. These are the mandatory guidelines for federal agencies. The requirement was seen in the guidelines, which is why it was included in this regulation. **Allison Wall:** Stated that her department did not find this when they were dealing with a non-DOT. The Drug and Alcohol Program referred them back to the federal HHS program, however, they did not find the language there. Another issue is in regard to the "Alternate specimen." The HHS referred them back to the State policy in addressing a situation where the individual is not able to produce a sufficient sample volume. She inquired as to whether a standard protocol would be created for an alternate specimen provision. The requirements currently state that the drug and alcohol testing company is required to call the DER (designated employer representative) to receive authorization for an alternate specimen. She asked whether this is being reviewed by DHRM. **Oscar Fuentes:** Introduced himself as Safety Manager for NDOT. He addressed the refusal portion of requiring a specimen as well as the alternative collection method. Alternative methods such as blood testing is not included in the NRS or NAC, which would assist the agency in managing the situation. **Shelley Blotter:** Suggested an offline meeting to address the specific concerns.

Oscar Fuentes: Referenced to 2(c), "Fails to provide a sufficient amount of specimen when

directed and it has been determined through a required medical evaluation that there was no legitimate medical explanation for the failure." He addressed the issue of how much time the employee would be allowed in terms of obtaining the medical evaluation. Without specifically addressing this, it will be left open to interpretation for both employees and management. **Carrie Hughes:** Cited to 2(f), "If they fail to undergo the medical evaluation or evaluation as directed by the appointing authority," and stated that this appears to give the agency control of setting up and mandating the timeline. **Allison Wall:** Recommended looking at the DOT requirements, as no information was found in the federal HHS regarding providing insufficient specimen and referral for a medical examination in a non-DOT test. It may be helpful to have the same guidelines as the DOT in order to prevent statewide inconsistency. The DOT allows a five-day window.

Carrie Hughes: Noted that comments are also requested on the portion of the regulation in Subsection 4 regarding consequences for employees who refuse to submit when applying for another State position. **Gennie Hudson:** Introduced herself as being from Agency HR Services and recommended there be a consequence for such a refusal, as this means the individual would likely refuse to take tests for other purposes as well. **Carrie Hughes:** Stated that the reference to consequences is meant to address discipline.

Alys Dobel: Introduced herself as being from the DMV. She agrees with Ms. Hughes and also with Ms. Hudson on the issue of employees moving between agencies. However, she would appreciate clarification on the question of where the authority begins and ends between the agency releasing the employee and the agency receiving the employee. This would particularly reference an instance that has the potential to lead to the employee's suspension, demotion or termination and any possible disciplinary action. **Shelley Blotter:** Clarified that this is a situation in which an employee holds a position where they were not required to have pre-employment drug testing and are moving into a position that does require pre-employment drug testing and that the employee refuses such testing. The question is whether there should be a consequence to the employee for such refusal. **Alys Dobel:** Agreed that there should be consequences for such a refusal. If there is no consequence, the agency receiving the employee will have no knowledge of what transpired. **Shelley Blotter:** Stated that the receiving agency would be free to refuse to hire an employee who refused to take the required drug test.

Peter Long: Said DHRM would not want to put anything in regulation that penalizes an employee who was not required to do drug testing in their current position simply because they refuse to take a drug test for a position for which they applied that required that testing. If their current position does not require drug testing, they are being penalized for refusing to test for another position in their current agency, which is the intent of the regulation. **Alys Dobel:** Stated that she did not initially understand this and apologizes. She has worked at other agencies as well as the DMV, where failure to take the required preemployment testing within 24 hours results in the offer being rescinded. **Gennie Hudson:** Said that based upon Mr. Long's statements, she would agree that perhaps it is not in the regulation, but would be in the prohibitions and penalties for the current agency of the employee. A recent situation in her division was that an employee got reverted back to their prior agency. That agency requires a fingerprint background check. The employee at first refused to do the check and finally agreed to take it, when she was shown the prohibition and penalties. **Peter Long:** Said that DHRM

will take a look at the issue, however, he is unsure that this is the appropriate section to address it. Hopefully the prohibitions and penalties are supported by statute or regulation and he would like to make sure they all tie together.

Allison Wall: Asked whether there is a current notification process between agencies regarding refusal or failure of drug testing. **Carrie Hughes:** Stated that she is not aware of a requirement within regulation. She cannot speak to whether the agency chooses to communicate such results or refusals to the other agency. **Allison Wall:** Recommends from NDOT that they do not impose a consequence, unless the issue is looked at holistically. Imposing a consequence for a refusal requires clear regulations that also identify guidance for a failure. At this point, she does not receive notice from other agencies regarding refusal to test or a fail. An employee whose car breaks down and is unable to take the test within 24 hours would be considered a fail. She would then be required to report this as a failed drug test to the other agency when in reality they just did not show up for the test within 24 hours. This provision would require a significant number of accompanying regulations. She does not feel it should be a consequence within this section.

Carrie Hughes*: Discussed NAC 284.893, Return to work of employee who tests positive for alcohol or a controlled substance while on duty.* The amendment removes Subsection 3, as it is now being included as Subsection 4 of the previously discussed proposed new regulation. **Shelley Blotter:** Clarified that if the new section were adopted, this language would be removed. She invited questions or comments. There were none.

Carrie Hughes: Addressed *NAC 284.890, Transportation of employee to and from location of screening test.* This amendment is being proposed to clarify that an appointing authority is responsible for providing transportation for an employee, only when the test is based on reasonable suspicion of impairment. The handout provided shows the language proposed at the workshop as well as the proposed language in LCB File R118-17, which will be taken to an upcoming Personnel Commission meeting. **Shelley Blotter:** Noted that a Personnel Commission meeting was scheduled last Friday, however due to a snow day in northern Nevada, the meeting is rescheduled for March 19th. Regulations will not be heard at that meeting, but will be discussed during the June Personnel Commission meeting. **Allison Wall:** Referred to part two of the handout and asked, "When it says, 'as appropriate,' is that referring to the addition of the green in number one?" **Shelley Blotter:** Stated her belief that the "as appropriate" is referring to (a), (b), or (c). **Allison Wall:** Clarified that the intent that the "as appropriate" is referring to number one and not referring to A, B and C. **Carrie Hughes:** Stated that Subsection 1 speaks to providing transportation to the location of the test, whereas Subsection 2 is talking about after the test is conducted. They are two different situations.

Allison Wall: Asked for clarification that the division should not have to provide transportation home for the employee, if they are not under reasonable suspicion or in a workers' compensation situation. **Shelley Blotter:** Stated that if the individual goes in for a preemployment screening test, they are not being provided transportation. **Alys Dobel:** Noted that Ms. Wall brings up a good point with workers' compensation; that is, if the employee is in an accident and is required to submit to testing, the department will not be required to provide transportation after testing. **Carrie Hughes:** Stated that workers' compensation had not

specifically been discussed. However, Subsection 2 only talks about after the test. It does not include the reasonable suspicion language. **Shelley Blotter:** Added that transporting an employee for workers' comp would depend on the situation and whether the supervisor believes the employee is under the influence. The proposed regulation relates specifically to pre-employment testing, for which there would be no transportation obligation. In a case of reasonable suspicion, there are obligations to ensure that the employee is either returned to their home or receives additional medical attention, if necessary. She invited additional comments. There were none.

Carrie Hughes: Addressed *NAC 284.578, Leave of absence without pay*. The language is being removed to be consistent with the matching provisions in NAC 284.2508 relating to compensatory time, NAC 284.539 relating to annual leave and NAC 284.554, relating to sick leave.

Shelley Blotter: Invited questions or comments. There were none.

Michelle Garton: Introduced herself as the Supervisory Personnel Analyst for DHRM's Consultation and Accountability Unit. The intent of the amendments to the next three regulations is to allow an employee to file a grievance on a contested report on performance, only if the overall rating remains "Does not meet standards" after the final decision of the appointing authority review. She reviewed the amendments to each regulation. The significant change to *NAC 284.470* is contained in Subsection 14, which discusses using the grievance process, if there is no response by the appointing authority to a request for review of a contested report on performance. The language in the subsection is amended to allow for an employee to file a grievance, if no response is received, only if the overall rating on the evaluation is "does not meet standards." Subsection 9 addresses that a discussion between the employee and supervisor is required and also that the employee must sign and return the report on performance to his or her supervisor within ten working days after the discussion. Subparagraph A is specific to when an employee does not contest the report on performance, so reviewing officer has been removed. Subparagraph (b) is specific to when an employee contests a report on performance, so language has been added to say that a contested report on performance will be forwarded to the appointing authority or the designated reviewing officer. Subsection 10 addresses when an employee is unavailable for the discussion required in Subsection 9 and the amendments mirror what was outlined regarding Subsection 9.

Shelley Blotter: Invited questions or comments. **Alys Dobel:** Sought clarification on Subsection 10 in regard to whether electronic mail is allowable. **Shelley Blotter:** Stated that the section does not specify the type of mail. The regulation states that notification of disciplinary action should be given more formally than electronic format. **Peter Long:** Asked whether it would be helpful to replace the word "mail" with "deliver." **Alys Dobel:** Stated that she likes that proposal. **Shelley Blotter:** Invited additional questions or comments. **Alys Dobel:** Referred to Subsection 4 and stated her understanding that it is only after the employee has received a substandard evaluation and has not identified specific points of concern. **Peter Long:** Explained that all three regulations are written to apply the proposed new limitation on filing a grievance. This would be that an employee could not grieve a performance appraisal, unless it was below standard overall. They could have an element or two that was rated below

standard, which would not allow them to grieve. It must be an overall rating of below standard or substandard. **Shelley Blotter:** That this would apply to the results found after the reviewing officer's review. **Alys Dobel:** Stated that she disagrees for several reasons. One reason is that she does not merely look at the overall rating when hiring an employee from another area. The language in the comments are also considered. If this would impact the person working at the agency, there would be concerns, depending on what was written. In the past, there has been an instance where clarification was needed on the language in the review, including discussions with the individual's current supervisor and the individual themselves. If the employee had not had the right to go before the EMC, there may have been some internal bias. Typically, the person doing the review is an internal individual. She requested that individuals be allowed to go to the EMC to address language contained in their review that they may have an issue with.

Peter Long: Commented that to the best of his knowledge, a grievance on a below standard evaluation has never resulted in an EMC decision to overturn the overall appraisal. **Alys Dobel:** Commented that some employees may fear making waves and feel more comfortable once they file a grievance from the standpoint of feeling protected against retaliation. **Gennie Hudson:** Agreed, noting that some employees would prefer to file a grievance from any substandard rating and/or any comments in their evaluation. These employees would be very unhappy upon losing this ability. If percentages were to "go away" from the evaluation form, this could potentially change the overall ending result of the evaluation. **Peter Long:** Stated that this comment moves into territory that has not been approved one way or another. **Allison Wall:** Commented that the EMC currently receives grievances on "just about everything," and is then free to decline to hear the grievance based on lack of jurisdiction. She asked for clarification that EMC would truly be declining to hear the grievances. **Peter Long:** Confirmed that the proposed regulation would allow DHRM to remove this from the grievance process, if the result was not a below standard. **Allison Wall:** Asked if they would remove it at Level 1, if the agency notified them. **Shelley Blotter:** Stated that the remaining regulation changes would be presented and then there would be a response to this question.

Michelle Garton: Addressed *NAC 284.478*. The amendment to this regulation will allow for an employee to use the grievance process for a report on performance only when the overall rating of the report remains, "does not meet standards," after a final decision has been made by the appointing authority following a review of the contested report. The amendment for NAC *284.658* includes the word "substandard" as it relates to a contested report of performance into the definition of grievance. **Allison Wall:** Said that currently, the agency goes through the three steps trying to resolve the issue in-house, but the EMC has already heard multiple grievances and cases, resulting in an ability to do anything for the grievant, who is at a specified standard, including exceeds standard.

Shelley Blotter: Invited further questions or comments. There were none.

Michelle Garton: Discussed *NAC 284.678*. Language in this regulation has been added to Subsection 1, which will require an informal discussion between the parties to a grievance during the 20 working days after the date of the event leading to the grievance or the date when the employee learns of the event leading to the grievance. Also, it would be required that the

date and time of the meeting must be included in the statement of the grievance. Input is desired regarding the provision to include the date and time. **Shelley Blotter:** Commented that this regulation was by request and asked for input. **Mavis Affo:** Introduced herself as being from Public Safety and stated that the date is helpful, however time could be cumbersome. There may be cases where no one knows the time. In cases where the time is known, it would be helpful. She asked for clarification that it was the employee's responsibility to document the date and time in the grievance and what the consequences of not including the information might be. **Michelle Garton:** Said there are likely to be many times were an employee will not include this in the details tab. In that case, it would be appropriate that it is documented in the details or in the step one response. **Mavis Affo:** Agreed with this approach, stating that it would not be significant enough to kick the grievance out of the process. It could be submitted via addendum by the employee, which the HR office can include as part of the grievance. **Michelle Garton:** Added that it could be at any of the other steps, but also in the log notes. **Mavis Affo:** Stated that this is important, because there are times when both sides fail to have a meaningful discussion which could have led to the resolution of the concern all together. As such, making it a requirement for them to have a dialogue serves an important purpose. **Alys Dobel:** Voiced agreement with Ms. Affo's comments. The conversation is very important. Many times, the employees do not attempt to resolve the issue within the 20 days.

Shelley Blotter: Invited further questions or comments. There were none. She expressed appreciation for all the comments provided. She invited further comment submissions via email or comment card.

III. ADJOURNMENT

Shelley Blotter: Adjourned the meeting.

Personnel Commission Meeting
September 7, 2018

FOR DISCUSSION AND POSSIBLE ACTION

The following regulations have been proposed for permanent adoption. A brief explanation precedes each section and summarizes the intent of the regulation change. ***NOTE:*** Language in ***italics*** is new, and language in brackets ~~[omitted material]~~ is to be omitted.

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

LCB File No. R118-17
The Division of Human Resource Management recommends the regulation amendments contained in LCB File No. R118-17.

First, a new regulation is proposed which requires an employee to report the suspension, revocation or cancellation of a professional or occupational license, certificate or permit or a driver's license to his or her appointing authority. This regulation also includes a timeframe of 5 working days to report such a suspension, revocation or cancellation, and the consequences of not making a report.

Next, a new regulation is proposed which requires an employee to report being arrested for, charged with or convicted of any offense to his or her appointing authority, also within a 5 working day time frame, if the arrest, charge or conviction makes the employee temporarily or permanently unable to perform his or her duties. Consequences of failing to make this type of report are included in this new regulation as well.

Conforming changes to disciplinary regulations necessary as a result of the two newly proposed regulations are included in this LCB File.

The proposed amendment to NAC 284.653 expands the requirement that an employee report a conviction related to driving under the influence or unlawful acts involving controlled substances, to also require that an employee report such an arrest, charge or conviction during working or nonworking hours. A timeframe of 5 working days remains a requirement in this proposed amendment. The consequences of failing to make this type of report is also included in this amendment.

Finally, the amendment to NAC 284.890 will allow an appointing authority additional options regarding next steps for an employee after he or she has submitted to a screening test. In addition to providing transportation home, an appointing authority may also assist the employee in arranging transportation by a person of his or her choosing, or arrange for medical assistance, as appropriate.

Comments received at the August 30, 2017 Regulation Workshop were generally in support of the regulations.

LCB File No. R118-17

Section 1. Chapter 284 of NAC is hereby amended by adding thereto the provisions set forth as sections 2 and 3 of this regulation.

Sec. 2.

Explanation of Proposed Change: This amendment, proposed by the Division of Human Resource Management, amends NAC 284 by adding a new section to require an employee to report within 5 working days the suspension, revocation or cancellation of a license, certificate or permit which is a requirement of the position. Subparagraph (e) of subsection 2 of NAC 284.646 allows for the immediate dismissal of an employee who has had such a license, certificate or permit suspended, revoked or cancelled.

NEW Report of suspension, revocation or cancellation of a professional or occupational license, certificate or permit or driver's license.

1. An employee must report the suspension, revocation or cancellation of a professional or occupational license, certificate or permit or driver's license to his or her appointing authority within 5 working days after the suspension, revocation or cancellation occurs if the possession of the professional or occupational license, certificate or permit or driver's license is a requirement of the position at the time of appointment as stated in the standards of work performance, essential functions or class specifications for the position, or in other documentation provided to the employee at the time of appointment, or required thereafter pursuant to federal or state law.

2. If an employee fails to make the report required pursuant to subsection 1:

(a) The appointing authority may immediately dismiss the employee pursuant to subsection 2 of NAC 284.646; or

(b) Appropriate disciplinary or corrective action may be taken against the employee pursuant to NAC 284.650.

Sec. 3.

Explanation of Proposed Change: This amendment, proposed by the Division of Human Resource Management, amends NAC 284 by adding a new section to require an employee to report being arrested for, charged with or convicted of an offense that either temporarily or permanently results in the employee not being able to perform the duties of his or her position.

This regulation is proposed due to situations where off duty behavior has resulted in an employee not being able to perform his or her duties. It is important for an appointing authority to know of an arrest, charge, or conviction in order to make a determination if the employee can no longer serve in his or her position, may need to be placed on leave, or take any other action to protect the public that is served.

NEW Report of arrest, charge or conviction of an offense.

1. An employee or a designated representative of the employee must report being arrested for, charged with or convicted of any offense, including, without limitation, being arrested for, charged with or convicted of an offense that took place during working or nonworking hours, to

his or her appointing authority within 5 working days after the arrest, charge or conviction occurs if the arrest, charge or conviction results in the employee being temporarily or permanently unable to perform the duties of his or her position.

2. An employee must make the report required pursuant to subsection 1 in every situation where the arrest, charge or conviction results in the employee being temporarily or permanently unable to perform the duties of his or her position, even if the employee:

(a) Is not absent from work as a result of an arrest, charge or conviction; or

(b) Is absent from work as a result of an arrest, charge or conviction and the absence is:

(1) Authorized by his or her appointing authority; or

(2) Unauthorized.

3. Except as otherwise provided in subsection 6 of NAC 284.653, if an employee fails to make the report required pursuant to subsection 1:

(a) The appointing authority may immediately dismiss the employee pursuant to subsection 2 of NAC 284.646; or

(b) Appropriate disciplinary or corrective action may be taken against the employee pursuant to NAC 284.650.

Sec. 4. NAC 284.646 is hereby amended to read as follows:

Explanation of Proposed Change: Proposed by the Division of Human Resource Management, this amendment allows an appointing authority to immediately dismiss or discipline an employee in accordance with Sections 2 and 3 of this LCB File.

NAC 284.646 Dismissals. (NRS 284.065, 284.155, 284.383, 284.385, 284.390)

1. An appointing authority may dismiss an employee for any cause set forth in NAC 284.650 if:

(a) The agency with which the employee is employed has adopted any rules or policies which authorize the dismissal of an employee for such a cause; or

(b) The seriousness of the offense or condition warrants such dismissal.

2. An appointing authority may immediately dismiss an employee ***pursuant to the standards and procedures set forth in NAC 284.6563*** for the following causes, unless the conduct is authorized pursuant to a rule or policy adopted by the agency with which the employee is employed:

(a) Intentionally viewing or distributing pornographic material at the premises of the workplace, including, without limitation, intentionally viewing or distributing pornographic material on any computer owned by the State, unless such viewing or distributing is a requirement of the employee's position ***;*** ~~[.]~~

(b) Unauthorized release or use of confidential information ***;*** ~~[.]~~

(c) Participation in sexual conduct on the premises of the workplace, including, without limitation, participation in sexual conduct in a vehicle that is owned by the State ***;*** ~~[.]~~

(d) Absence without approved leave for 3 consecutive days during which the employee is scheduled to work ***;*** ~~[.]~~

(e) The suspension, revocation or cancellation of a professional or occupational license, certificate or permit or driver's license if the possession of the professional or occupational license, certificate or permit or driver's license is a requirement of the position at the time of appointment as stated in the standards of work performance, essential functions or class specifications for the position, or in other documentation provided to the employee at the time of appointment, or required thereafter pursuant to federal or state law ***;*** ~~[.]~~

(f) Threatening another person with a deadly weapon during any time in which the employee is:

(1) On the premises of the workplace; or

(2) Conducting state business or otherwise performing any duties of employment ***;*** ~~[.]~~

(g) Stealing or misappropriating any property that is owned by the State or located on state property ~~[.]~~ ***;***

(h) Failure to report the suspension, revocation or cancellation of a professional or occupational license, certificate or permit or driver's license pursuant to section 2 of this regulation if the possession of the professional or occupational license, certificate or permit or driver's license is a requirement of the position at the time of appointment as stated in the standards of work performance, essential functions or class specifications for the position, or in other documentation provided to the employee at the time of appointment, or required thereafter pursuant to federal or state law; or

(i) Failure to report being arrested for, charged with or convicted of any offense pursuant to section 3 of this regulation if the arrest, charge or conviction results in the employee being temporarily or permanently unable to perform the duties of his or her position.

3. The rights and procedures set forth in NAC 284.655 to 284.6563, inclusive, apply to any dismissal made pursuant to this section.

4. As used in this section:

(a) "Material" has the meaning ascribed to it in NRS 201.2581.

(b) "Nudity" has the meaning ascribed to it in NRS 201.261.

(c) "Pornographic material" means material that, all or in part, contains any description or representation of nudity, sexual conduct, sexual excitement or sado-masochistic abuse which predominantly appeals to the prurient, shameful or morbid interest of adults and is without serious literary, artistic, political or scientific value.

(d) "Sado-masochistic abuse" has the meaning ascribed to it in NRS 201.262.

(e) "Sexual excitement" has the meaning ascribed to it in NRS 201.264.

[Personnel Div., Rule XII § C, eff. 8-11-73]—(NAC A by Dep't of Personnel, 10-26-84; A by Personnel Comm'n by R147-06, 12-7-2006; R063-09, 11-25-2009; R027-11, 12-30-2011)

Sec. 5. NAC 284.650 is hereby amended to read as follows:

Explanation of Proposed Change: Proposed by the Division of Human Resource Management, this amendment allows an appointing authority to discipline an employee in accordance with sections 2 and 3 of this LCB File.

NAC 284.650 Causes for disciplinary action. (NRS 284.065, 284.155, 284.383)

Appropriate disciplinary or corrective action may be taken for any of the following causes:

1. Activity which is incompatible with an employee's conditions of employment established by law or which violates a provision of NAC 284.653 or 284.738 to 284.771, inclusive.

2. Disgraceful personal conduct which impairs the performance of a job or causes discredit to the agency.

3. The employee of any institution administering a security program, in the considered judgment of the appointing authority, violates or endangers the security of the institution.

4. Discourteous treatment of the public or fellow employees while on duty.

5. Incompetence or inefficiency.

6. Insubordination or willful disobedience.

7. Inexcusable neglect of duty.

8. Fraud in securing appointment.
9. Prohibited political activity.
10. Dishonesty.
11. Abuse, damage to or waste of public equipment, property or supplies because of inexcusable negligence or willful acts.
12. Drug or alcohol abuse as described in NRS 284.4062 and NAC 284.884.
13. Conviction of any criminal act involving moral turpitude.
14. Being under the influence of intoxicants, a controlled substance without a medical doctor's prescription or any other illegally used substances while on duty.
15. Unauthorized absence from duty or abuse of leave privileges.
16. Violation of any rule of the Commission.
17. Falsification of any records.
18. Misrepresentation of official capacity or authority.
19. Violation of any safety rule adopted or enforced by the employee's appointing authority.
20. Carrying, while on the premises of the workplace, any firearm which is not required for the performance of the employee's current job duties or authorized by his or her appointing authority.
21. Any act of violence which arises out of or in the course of the performance of the employee's duties, including, without limitation, stalking, conduct that is threatening or intimidating, assault or battery.
22. Failure to participate in any investigation of alleged discrimination, including, without limitation, an investigation concerning sexual harassment.
23. Failure to participate in an administrative investigation authorized by the employee's appointing authority.
24. Failure to report the suspension, revocation or cancellation of a professional or occupational license, certificate or permit or driver's license pursuant to section 2 of this regulation if the possession of the professional or occupational license, certificate or permit or driver's license is a requirement of the position at the time of appointment as stated in the standards of work performance, essential functions or class specifications for the position, or in other documentation provided to the employee at the time of appointment, or required thereafter pursuant to federal or state law.
25. Failure to report being arrested for, charged with or convicted of any offense pursuant to section 3 of this regulation if the arrest, charge or conviction results in the employee being temporarily or permanently unable to perform the duties of his or her position.
[Personnel Div., Rule XII § D, eff. 8-11-73]—(NAC A by Dep't of Personnel, 10-26-84; 7-22-87; 12-26-91; 7-1-94; 11-16-95; R031-98, 4-17-98; A by Personnel Comm'n by R065-98, 7-24-98; R147-06, 12-7-2006)

Sec. 6. NAC 284.653 is hereby amended to read as follows:

Explanation of Proposed Change: This amendment, proposed by the Division of Human Resource Management, requires an employee to report being arrested for, charged with, or convicted of an offense related to drugs or alcohol. Additionally, the amendment includes that an employee is required to report arrests, charges, or convictions for an offense that occurred during his or her personal time away from the workplace if the arrest, charge, or conviction results in the employee's inability to temporarily or permanently perform the duties of his or her position.

NAC 284.653 Driving under the influence; unlawful acts involving controlled substance. (NRS 284.065, 284.155, 284.383, 284.385, 284.407)

1. An employee is subject to any disciplinary action set forth in subsection 2, as determined by the appointing authority, if the employee is convicted of any of the following offenses:

(a) If the offense occurred while the employee was driving a state vehicle, or a privately owned vehicle on state business:

(1) Driving under the influence in violation of NRS 484C.110; or

(2) Any offense resulting from an incident in which the employee was:

(I) Originally charged with driving under the influence; or

(II) Charged with any other offense for which driving under the influence is an element of the offense.

(b) The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on the premises of the workplace or on state business.

2. An appointing authority may impose the following disciplinary actions if an employee is convicted of an offense set forth in subsection 1:

(a) For the first offense:

(1) Dismissal;

(2) Demotion, if permitted by the organizational structure of the agency for which he or she is employed;

(3) Suspension for 30 calendar days; or

(4) Suspension for 30 calendar days and demotion.

(b) For the second offense within 5 years, dismissal.

3. An employee who is suspended or demoted pursuant to subsection 2 must:

(a) Agree to be evaluated through an employee assistance program; and

(b) Complete any program of treatment recommended by the evaluation.

4. If an employee fails to complete the program of treatment, the appointing authority must dismiss the employee.

5. Pursuant to NRS 193.105, an employee who is convicted of violating any state or federal law prohibiting the sale of a controlled substance must be dismissed.

6. An employee must report ~~[a conviction]~~ ***being arrested for, charged with or convicted*** of any offense described in this section ***, including, without limitation, being arrested for, charged with or convicted of an offense that took place during working or nonworking hours,*** to his or her appointing authority within 5 working days after it occurs ~~[.]~~ ***if the arrest, charge or conviction results in the employee being temporarily or permanently unable to perform the duties of his or her position.*** If the employee fails to make ~~[that]~~ ***such a*** report, ~~[he or she must be dismissed.]~~ ***the appointing authority shall immediately dismiss the employee.***

(Added to NAC by Dep't of Personnel, eff. 7-22-87; A 4-20-90; 3-27-92; A by Personnel Comm'n by R147-06, 12-7-2006; R141-07, 1-30-2008)

Sec. 7. NAC 284.890 is hereby amended to read as follows:

Explanation of Proposed Change: This amendment, proposed by the Division of Human Resource Management, will provide agencies flexibility in assuring that an employee is safely transported from the test location when he or she will not be returning to the workplace due to a positive test result, no immediate test result, or because it is the end of the workday. The addition to the regulation allowing an employee to make his or her own transportation arrangements is intended to provide an employee with an additional option. It is not the intent to remove the

agency's responsibility to ensure the employee's transportation. The amendment also allows an agency, as needed, to respond to an obvious medical crisis that happens prior to or during transportation of the employee following the test.

NAC 284.890 Transportation of employee to and from location of screening test. (NRS 284.065, 284.155, 284.407)

1. If an ***appointing authority requests an*** employee ~~[is required]~~ to submit to a screening test ~~[.]~~ ***based on the reasonable belief of the appointing authority that the employee is under the influence of alcohol or drugs and the employee has not refused to submit to the screening test,*** the appointing authority shall provide transportation for the employee to the location of the test.

2. After the employee submits to the screening test, the appointing authority ***, based on which of the following is most appropriate,*** shall ~~[provide]~~ ***:***

(a) Provide transportation for the employee to his or her home ~~[.]~~ ***;***

(b) Assist the employee in arranging for a person chosen by the employee to provide transportation for the employee; or

(c) Arrange for emergency medical assistance if the appointing authority or any other person, before or during the transportation of the employee to his or her home, reasonably believes, based on objective facts, that the employee needs emergency medical assistance.

(Added to NAC by Dep't of Personnel, eff. 12-26-91)

FOR DISCUSSION AND POSSIBLE ACTION

The following regulations have been proposed for permanent adoption. A brief explanation precedes each section and summarizes the intent of the regulation change. ***NOTE:*** Language in ***italics*** is new, and language in brackets ~~[omitted material]~~ is to be omitted.

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

LCB File No. R063-18

The Division of Human Resource Management recommends the regulation amendments contained in LCB File No. R063-18.

A new regulation is proposed that will set forth the circumstances under which an employment applicant or employee is deemed to have refused to submit to a requested or required screening test for alcohol or drugs. Also included in this new regulation are the consequences for certain applicants who are deemed to have refused to submit to such a screening test. Definitions of terms utilized in the regulation are also included in this new regulation.

The amendment proposed to NAC 284.578 is a housekeeping change to bring the regulation related to leave without pay into alignment with the sick leave, annual leave, and compensatory time regulations, which are the other leave regulations that require such leave for an employee who is a victim of an act which constitutes domestic violence or whose family or household member is a victim of an act which constitutes domestic violence, and the employee is not the alleged perpetrator.

There was general discussion related to alcohol and drug testing during the March 7, 2018 Regulation Workshop, and there were no comments in opposition of the regulations.

LCB File No. R063-18

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

Explanation of Proposed Change: This amendment, proposed by the Division of Human Resource Management, outlines when an employment candidate or employee has refused to submit to a screening test.

Subsection 1 outlines what situations would constitute an employment candidate or an employee having refused to submit to an alcohol or drug screening test. Subsection 2 outlines consequences of a candidate's refusal to submit to a screening test, and subsection 3 defines terminology used in this new section.

NRS 284.4063 outlines that an employee who fails or refuses to submit to a screening test is subject to disciplinary action, and therefore that statute would be utilized as the basis related to consequences for an employee who refuses to submit to a screening test.

NEW Refusal to submit to a screening test: Reasons an applicant or employee shall be deemed to have refused a test; potential consequences of a refusal to submit to a screening test by an applicant.

1. For the purposes of NRS 284.4063, 284.4065 and 284.4066, an applicant or employee is deemed to have refused to submit to a screening test requested pursuant to NRS 284.4065 or required pursuant to NRS 284.4066 when the applicant or employee:

(a) Provides oral or written notice to the appointing authority that he or she refuses to take the requested or required screening test;

(b) Absent any extenuating circumstances, fails to appear at the collection site for a screening test within a reasonable time after being requested or required to do so;

(c) Absent any extenuating circumstances, fails to remain at the collection site until the collection process is complete;

(d) Fails to provide a sufficient amount of specimen when requested or required to do so pursuant to the standards adopted by reference in NAC 284.882 and fails to undergo a medical evaluation to determine whether there is a legitimate medical explanation for the insufficient amount of specimen;

(e) Fails to provide a sufficient amount of specimen when requested or required to do so pursuant to the standards adopted by reference in NAC 284.882, and it has been determined, through a required medical evaluation, that there was no legitimate medical explanation for the insufficient amount of specimen;

(f) Fails to cooperate with any part of the process related to the screening test, including, without limitation, refusing to sign any required forms;

(g) Brings materials or devices to the collection site for the purpose of adulterating, substituting or diluting the specimen;

(h) Attempts to adulterate, substitute or dilute the specimen; or

(i) Admits to the collector or Medical Review Officer that he or she adulterated or substituted the specimen.

2. The appointing authority shall rescind any offer of employment that is contingent upon successful passage of a screening test made to an applicant who is deemed, pursuant to subsection 1, to have refused to submit to a screening test required by NRS 284.4066.

3. As used in this section:

(a) "Collection site" means a location where specimens are collected.

(b) "Collector" means a person trained to instruct and assist an applicant or employee in providing a specimen.

(c) "Medical Review Officer" means a licensed physician who has entered into a contract with the State of Nevada or with a vendor that has entered into a contract with the State of Nevada to review, verify and report the results of screening tests.

(d) "Specimen" means breath or fluid collected from an applicant or employee for the purpose of conducting a screening test.

Sec. 2. NAC 284.578 is hereby amended to read as follows:

Explanation of Proposed Change: This amendment, proposed by the Division of Human Resource Management, is a housekeeping change to make the regulation consistent with similar provisions governing the approval or denial of sick leave and compensatory time for an employee who is the victim of an act which constitutes domestic violence or whose family or household member is a victim of an act which constitutes domestic violence, and the employee is not the alleged perpetrator.

NAC 284.578 Leave of absence without pay. (NRS 284.065, 284.155, 284.345, 284.360, 608.0198)

1. Except as otherwise provided in NRS 284.360, an appointing authority may grant a leave of absence without pay to an employee for not more than 1 year for any satisfactory reason.

2. The Commission may grant leaves of absence without pay in excess of 1 year for purposes deemed beneficial to the public service.

3. An appointing authority may require an employee on leave of absence without pay to submit every 2 weeks a statement of his or her intent to return to work.

4. If the reason for granting the leave no longer exists, the appointing authority may revoke the leave after notifying the employee in writing and allowing, so far as is practicable, not less than 5 working days after the date of notification for the employee to return to work.

5. An employee shall request leave without pay at least 30 days in advance of when the need for the leave is foreseeable, if practicable.

6. An employee may not use leave without pay in lieu of sick leave or annual leave without approval of the appointing authority.

7. An employee who is using leave pursuant to the Family and Medical Leave Act may not use leave without pay until the employee has exhausted all the accrued sick leave, accrued annual leave, accrued compensatory time and catastrophic leave that the employee is eligible to use based on the nature of the absence, as required by NAC 284.5811.

8. An appointing authority shall grant leave without pay, upon request, to an employee who is a victim of an act which constitutes domestic violence or whose family or household member is a victim of an act which constitutes domestic violence, and the employee is not the alleged perpetrator **,** if:

(a) The employee has been employed in public service for at least 90 days; and

(b) The combination of all leave taken by the employee for this purpose ~~[, including, without limitation, sick leave, annual leave, compensatory time and leave without pay,]~~ does not exceed 160 hours in the 12-month period immediately following the date on which the act which constitutes domestic violence occurred.

[Personnel Div., Rule VII § E subsecs. 1-4, eff. 8-11-73]—(NAC A by Dep't of Personnel, 10-26-84; 3-23-94; 10-27-97; A by Personnel Comm'n by R145-05, 12-29-2005; R060-09, 11-25-2009; R037-17, 10-31-2017, eff. 1-1-2018)

Personnel Commission Meeting
September 7, 2018

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:
September 7, 2018.

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
9.490	Sign Fabricator	27	G	***9.490***	***Sign Fabricator***	***27***	***G***

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 Sign Fabricator.

In consultation with Subject Matter Experts from the Nevada Department of Transportation and recruitment experts from Human Resource Management, it was determined that minor revisions be made to the series concept to better reflect common duties that may be performed by Sign Fabricators.

Additionally, changes were made to the Education and Experience section of the Minimum Qualifications, to include an associate degree, as well as, to maintain consistency with formatting and structure.

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

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

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
SIGN FABRICATOR	**27**	**G**	**9.490**

SERIES CONCEPT

Under general supervision of the Sign Production Supervisor, fabricate sign blanks from aluminum sheet[~~ing~~]***s*** to be used in the manufacture of signs for the Department of Transportation on a statewide basis; cover sign blanks with reflective ***and/or non-reflective*** sheeting; and maintain records of materials.

Produce sign blanks of appropriate sizes and shapes to be used in the production of highway signs by reviewing work orders and ensuring dimensions conform to federal and State standards for highway signs.

Plan and lay out projects; cut aluminum sheet[~~ing~~]***s to desired size*** using metal shear machine[~~ry~~]***s***; cut corners with a cornering machine; smooth edges of the metal using a file and deburring tools; engrave date on the sign blank; mark mounting holes; and punch holes using hole punching machine[~~ry~~].

Apply [~~Use sheeting with a~~] pressure sensitive ***sheeting to aluminum blanks with*** [~~backing by applying~~] an electric ***or hand crank*** squeeze roll applicator; set up machine with proper tension and speed; ***overlay aluminum blanks with pressure sensitive*** [~~laminate sign~~] sheeting and put signs through the applicator; separate and trim ***excess material*** [~~signs~~].

Ensure adequate stock is available by maintaining records of the number and type of sign blanks ***and aluminum sheets*** that are in stock; maintain records of other material***s*** used in sign production including aluminum sheet[~~ing~~]***s***, ***blanks,*** reflective sheeting, and sign hardware; complete stock requisitions for additional supplies; and advise shop supervisor when the stock of completed signs needs to be replenished.

Maintain work area and equipment ***to ensure it is*** in clean and safe ***working order*** [~~condition~~]; perform routine repairs and maintenance on sign shop equipment.

Perform related duties as assigned.

****

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: ***Associate's degree in machine tool, metal fabrication, or metal milling; OR*** [~~G~~]***g***raduation from high school or equivalent education and one year of experience in sheet metal fabrication, sign production, or a related field which included layout work and operating metal shear machinery and cornering machines; **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: methods, materials, tools and equipment used in sign fabrication. **General knowledge of:** types and characteristics of various metals. **Ability to:** prepare inventory reports and stock requisitions; read and understand work orders, manuals regarding highway signs and uniform traffic control devices, and manuals regarding the repair and maintenance of equipment; take measurements and make mathematical calculations necessary to lay out projects. **Skill in:** safely operating, maintaining, and repairing equipment used in the fabrication of sign blanks.

MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: federal and State requirements regarding uniform traffic control devices and standard highway signs; agency and division rules, policies, and procedures regarding sign production, shop operations and safety. **General knowledge of:** sign writing and silk screening methods and procedures.

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.

	9.490
ESTABLISHED:	1/1/61
REVISED:	6/1/63
REVISED:	7/1/91P
	11/29/90PC
REVISED:	3/19/04PC
REVISED:	***9/07/18PC***

PERSONNEL COMMISSION
INDIVIDUAL STUDY APPEAL

Pauline Beigel, Administrative Services Officer II, 7.217, grade 39
Appeal of the Division of Human Resource Management's (DHRM) decision to not reclassify Ms. Beigel to Administrative Services Officer III, 7.216, grade 41

Personnel Commission September 7, 2018

Prepared by the Department of Administration
Division of Human Resource Management

DOCUMENT	EXHIBIT
Letter to Peter Long, Administrator, DHRM, from appellant Pauline Beigel, dated April 9, 2018, appealing the Administrator's affirmation of denial to reclassify the position.	1
Letter to Pauline Beigel, from Peter Long, Administrator, DHRM, dated March 9, 2018, affirming the denial to reclassify the position.	2
Letter to Peter Long, Administrator, DHRM, from appellant Pauline Beigel, dated January 25, 2018, appealing the denial to reclassify the position.	3
Letter to Pauline Beigel, from Supervisory Personnel Analyst Heather Dapice, dated October 25, 2017, maintaining Administrative Services Officer II as the correct classification.	4
Position Questionnaire (NPD-19) submitted by Pauline Beigel (PCN 101-020) to DHRM, received September 26, 2017.	5
Position Questionnaire (NPD-19) submitted for PCN 101-020, approved April 2, 2001, reclassifying the position from Administrative Services Officer I to Administrative Services Officer II.	6
Comparable Administrative Services Officer II positions within State service (Division of Museums and History; Office of the Military; Department of Corrections-Prison Industries; Department of Corrections-Lovelock; Public Utilities Commission; Division of State Parks; Department of Employment, Training and Rehabilitation).	7
Examples of Administrative Services Officer III positions within State service (Department of Public Safety-Emergency Management; Department of Transportation; Department of Employment, Training and Rehabilitation; Division of Environmental Protection; Department of Motor Vehicles; Department of Taxation).	8
Current Class Specification for the Administrative Services Officer III.	9
Current Benchmark Descriptions for the Administrative Services Officer III.	10

PERSONNEL COMMISSION
INDIVIDUAL STUDY APPEAL

Pauline Beigel, Administrative Services Officer II, 7.217, grade 39
Appeal of the Division of Human Resource Management's decision to not reclassify Ms. Beigel to Administrative Services Officer III

Personnel Commission September 7, 2018

Prepared by the Department of Administration
Division of Human Resource Management

APPEAL SUMMARY

Ms. Beigel, an Administrative Services Officer II with the Nevada Department of Transportation, is appealing the Division of Human Resource Management's decision to not reclassify the position from an Administrative Services Officer II, 7.217, grade 39 to an Administrative Services Officer III, 7.216, grade 41.

BASIS FOR APPEAL

Ms. Beigel's appeal is based on the belief that a preponderance of her duties and responsibilities are within the higher-level classification to include an increase in significant decision making, increased consequence of error, increased responsibilities, increase in personal contacts, and increased supervisory and managerial responsibility.

DIVISION OF HUMAN RESOURCE MANAGEMENT'S RECOMMENDATION

The Division of Human Resource Management's analysis concluded that there has been no significant change in duties and responsibilities warranting reclassification; that the appellant's duties are consistent with the Administrative Services Officer II level; are comparable to other Administrative Services Officer II positions within State service; and any change in duties are a result of an increase in workload, common to most positions in State service, and that this increase in workload is consistent with and comparable to duties already being performed.

The current duties and responsibilities of the position are to act as the regional business manager for District I; manage the district and Traffic Management Center budgets; manage personnel issues for the district; manage administrative support functions for the district; oversee contracts and agreements; and coordinate with facility manager and buildings and grounds manager regarding security, changes to office spaces and coordinate services needed to complete changes.

Administrative Services Officer positions are analyzed and evaluated based on seven established classification factors. In addition, positions are compared to Benchmark Descriptions <u>and</u> to one another in relation to size, number and type of accounts managed; the size and complexity of the agency; the type and number of funding sources; the size and level of staff and the diversity of classes used by the agency. Ms. Beigel's duties and responsibilities are akin to the Benchmark Descriptions for the Administrative Services Officer II class and are directly comparable to Administrative Services Officer II positions within State service.

As the duties performed are consistent with the class concepts, Benchmark Descriptions, and other positions in State service, Administrative Services Officer II remains appropriate for the preponderant duties of the position.

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
DISTRICT I
P. O. Box 170
Las Vegas, Nevada 89125-0170

BRIAN SANDOVAL, *Governor*

RUDY MALFABON, PE., *Director*

April 9, 2018

Personnel Commission
Division of Human Resource Management
209 East Musser Street, Suite 101
Carson City, NV 89701
Carrie.Lee@admin.nv.gov

I am in receipt of the March 9, 2018 letter from Peter Long denying my appeal, dated January 25, 2018, of the NPD-19 assigned for review on September 23, 2017 to reclassify my position from Administrative Services Officer II to an Administrative Services Officer III. This letter serves as my appeal of Mr. Long's decision upholding the denial of the request to change the classification.

My rationale for my disagreement with the determination is as follows:

There has been a significant change in duties since the 2001 study was done to reclassify the existing Administrative Services Officer I (ASOI) to an Administrative Services Officer II (ASOII). I believe the change in duties and level of responsibility warrants a reclassification of this position to an Administrative Services Officer III (ASOIII). The following are some of the points that indicate these changes.

Increase in Significant Decision Making

In the 2001 study, this position provided oversight on accounting functions and personnel issues. Now this position has authority to make personnel decisions for hiring and discipline issues as of 2017. An example is what to do when an employee is unable to urinate for a drug test. DHRM had never encountered this issue before, and this position was part of the decision making process on how to handle the issue. This position also now has complete budget control over the TMC budget, where in the 2001 study, this budget account did not exist. In addition, the amount of the budget has increased from

Previously, this position was not involved in accident investigations or the timing/type of drug tests. Now, this position is regularly called on to make decisions regarding accidents and types of drug tests (federal or state) that should be performed.

Increased Consequences of Error

In the 2001 ASO study, the consequences of errors were generally limited to: Mis-management of funds and minor impact on day to day operation. Back in 2001, the fund availability was greater than current day. When the economy dropped in 2008, budgeting and fund availability changed, drastically.

Currently, the consequences of errors are higher: Higher fiscal impact due to increased budget constraints, and major impact on day to day operations. There are additional safety related issues such as providing access to the wrong people or disgruntled employees near high security buildings (TMC, FAST, Highway Patrol, airport hangar) and issues that didn't exist prior to the September 11 tragedy. District I has an airport hangar, and security around this facility is much more heightened due Transportation Security Administration mandates in comparison to the 2001 study. Rekeying of doors and gates and issuing new access card, while a continuous effort, are now more complex in determining who can and should have access to specific areas in the yards, hangars, rest areas, and the TMC.

Increased Responsibilities

Greater role in fiscal management: in the 2001 study, the operating expense budget was approximately $23 million, where in 2017, the budget is approximately $43 million. This position must properly allocate the monies across the 56 different accounts and determine when to request additional funding, and what to do if there is not additional funding available.

The population in Clark County has increased significantly. The population in 2000 was approximately 1.4 million people, compared to 2.2 million people in 2017. Clark County in District I is by far the most populous county in Nevada, accounting for nearly three-quarters of Nevada's residents. As the population increases, so does the usage of the roads, visitor centers, and rest areas. This position must consider all these changes when budgeting funds among the various budget accounts and anticipating overages and shortfalls. There is also an increase in the number of property damage claims this position must ensure get processed timely, or the state loses reimbursement funds from the insurance companies.

There has been an increase number of visitors to Clark County area. In 2000, there were approximately 35.5 million visitors, compared to 2017, when there were 43 million and increasing, therefore the risk of accidents on NDOT roads is increased, and this position must account for this risk in purchasing items to repair damaged attenuators or other damaged safety items. This position must also determine what the increased usage of the visitor centers will be and put together contracts that have enough restrooms, soap, toilet paper, janitorial services, etc. to serve the public needs.

The number of buildings and locations has increased since the 2001 study. The Traffic Management Center (TMC) building opened in 2006, and the south yard maintenance station and an additional gas pump station opened in 2008. The TMC houses employees from Nevada Highway Patrol, the Freeway and Arterial System of Transportation (FAST), and the newly developed Las Vegas Road Operations. Devising adequate security measures for this high security facility and maintaining access to the fuel pumps for other State of Nevada employees has been a challenge. The TMC operates 24 hours a day to monitor traffic and assist both law enforcement on the road, and motorists. NDOT acquired a building previously occupied by NHP,

and now one of the construction crews operates from that building. The Southern Nevada Visitors Center, in Searchlight, has also opened since the 2001 study. This facility has been a challenge because the designers used an open air type concept, not realizing how often temperatures in that area fall below freezing, and pipes burst. Additionally, this facility has had greater volumes of traffic than originally anticipated, causing the need for additional funds for janitorial services and amendments to contracts and agreements. This position handles these types of responsibilities regularly.

There has been an increase in funding for NDOT and all agencies within Clark County generated by the Fuel Revenue Index (FRI) money approved in 2016 election. this results in more projects and added coordination with other agencies until its expiration in 2026.

There has been an increase in federal programs, such as the implementation of safety projects, ADA improvements, and ITS projects. This is to bring District I up to all the applicable federal rules and safety codes, in addition to home land security requirements which were not in existence during the 2001 study.

There has been an increase in the dollar value for which this position is authorized to sign. In the 2001 study, the position was authorized to sign up to $500 per purchase, and the amount in 2017 is $1,000, which is the second highest level in the District, behind the District Engineer's approval level. The increase in Purchase Voucher authority is similar. In 2001, this position had the authority to sign Purchase Vouchers up to $5,000, and the amount authorized in 2008 is $10,000, again the second highest level in the District.

This position has the authority to approve timesheets in the absence of the Deputy Director or District Engineer. This position has the increased responsibility of acting as timekeeper in NEATS, ensuring the 400+ timesheets for District I are submitted timely. NDOT is a positive reporting agency, which is more complex than exception reporting agencies in the codes used to report time.

Increase in Personal Contacts

District I staff actively participate in TIM, the Traffic Incident Management coalition, which started in 2011. This coalition consists of representatives from first responder agencies such as NHP, Metro, local law enforcement including North Las Vegas and Henderson, outlying areas such as Nye County Sheriff, Mesquite PD, Clark County Fire, AMR and Medic West (ambulance services), Clark County Coroner, Freeway Service Patrol (a private contractor based on winning RFP). Other agencies include hazmat cleanup, such as H2O and Double Barrel, and the specialized hazmat response teams in Henderson and Clark County Fire. The purpose of this coalition is to provide a unified common structure between agencies that operate on the highway. This is a joint operational policy to manage responses to incidents that occur on roads and highways, based on prompting from the USDOT and FHWA. Southern Nevada has been a leader in this effort, nationwide. This position participates and represents NDOT along with the Safety and Training personnel.

This position has also increased personal contacts by participating in joint exercises for the Emergency Operating Committee.

This position was instrumental in participating in the 50 year contract for Hoover Power, and encountered many new contacts from state and local agencies.

This position is regularly in contact with other state and local agencies in connection with the rest areas located in their area, and the maintenance and upkeep needed to keep them at a desired service level.

This position also assists NDOT staff and contractors when there are interim maintenance agreements that need to be created, administered, amended, and closed.

There has been an increase in dealing with attorneys and investigations regarding personnel issues, where in the 2001 study, the interaction with attorneys was mainly limited to the review of contracts. The contract reviews still occur, however the interactions regarding personnel issues are the majority of the contact.

Increased Supervisory and Managerial Responsibility

Since the 2001 study, additional programs have been added to NDOT and to District I, specifically. These additional programs include Las Vegas Road Operations (a 24 hour program), and the Storm Water program. Additionally, this position has picked up the District I Safety and Training program and oversight of stockroom purchasing which increases the supervisory and managerial tasks this position must perform or ensure are performed by lower level supervisors.

This position is responsible for the operating expenses for District I being paid properly. The number of utility accounts has doubled from approximately 250 accounts to more than 500 that need to be paid monthly. This position is responsible for making sure accounts that are added are legitimate and ensuring accounts where the property was relinquished are no longer being paid by NDOT. There has been an increase in the type and number of contracts to for cleaning, maintenance, security, interlocal agreements between agencies, transfer of properties to other agencies and maintenance responsibilities, lease of buildings, temporary structures, moving trailers and lab. This position is required to keep up with all the payments, advertisements, expirations, awards of the ever growing needs of District I.

In the 2001 study, this position was in more of an advisory capacity in personnel issues. As of May 2017, this position now is in the position of authority to make decisions regarding discipline and actively participates in NPD-32 investigations.

An Administrative Assistant IV position was created to help oversee the accounting and personnel functions performed in the Administrative section of District I. An NPD-19 is in process to create a Program Officer I position to help with new programs designed for additional oversight of the Stockrooms, Equipment Shops, and Security program. Neither of these positions existed at the time of the 2001 study, so they are in increase in supervisory duties and program areas and responsibilities.

Benchmark Description Comparisons

The denial letter dated March 8, 2018 ends by discussing the Benchmark Description for an Administrative Officer III within the Department of Safety, Emergency Management Division, and lists several other examples of ASOIII positions and their descriptions. The position listed for Taxation is now an ASOIV, however, I do not know when that position changed. The DMV

has two ASOIII positions in the agency. I am not certain if the position description is for just one of those positions, or if both ASOIII positions perform the same duties.

The information summarized below is in part from the denial letter and from the Governor's Executive Budget Book, online. Not all the information was provided in the denial letter, so I gathered what I could from online resources.

	Budget Accts	Dollar Amts Expenses	# of Employees	Staff Supervised
NDOT DI ASO	8	$45 M	485 for District I (1825 total)	8
DPS- ASOIII	8	$175 M	1486 total	2 (ASOII)
DCNR – ASOIII			652 total	2
DMV- 2 ASOIII	13	$40 M	1178 total	6
Taxation-ASOIV		$39 M	380 total	6
P&P ASOII		$29 M	599 total	4
PUC - ASOII		$15 M	96 total	9

This table does not take in to account the size and complexity of the agency, nor the diversity of classes used by the agency. NDOT is a large agency spread across the entire state of Nevada. The department is responsible for the planning, construction, operation and maintenance of the 5,400 miles of highway and over 1,000 bridges which make up the state highway system. The department is divided into three districts, with a district engineer and assistant engineers in each. The districts are responsible for supervising all state transportation activities within their local areas. NDOT's headquarters building is located in Carson City, with the three main district offices located in Las Vegas, Reno and Elko. Major maintenance stations are in Ely, Tonopah and Winnemucca. NDOT is overseen by a seven-member Board of Directors and directed by Senior Staff. There are approximately 48 major business units, or divisions, and there are approximately 204 different job titles filled by the 1825 employees.

District I is responsible for southern Nevada state roads, highways and bridges, with headquarters in Las Vegas, a major maintenance station and the Traffic Management Center in the southern part of Las Vegas, and a major maintenance station in Tonopah. There are approximately 485 permanent positions in District I and approximately 74 different job titles. District I has 35 Maintenance crews, 8 Construction crews, 3 Equipment shops with Stockrooms, 13 Rest Areas, a Road Operations center, and employees from External Civil Rights, Right of Way, Materials, Project Management, Planning, Environmental, Traffic Counters, Independent Assurance, Construction Administration, Information Technology, and Public Information. At the time of the 2001 study, there were approximately 349 full time equivalent positions. Since the 2001 study, the major additions are the Traffic Management Center, the Road Operations center, the maintenance station at Sunset and Decatur which houses an additional Equipment Shop and Stockroom, the major visitor's center in Searchlight, additional maintenance crews, and additional positions. The increase in staff, physical locations, and types of positions has increased the level of complexity and number of budget accounts this position must account for in both fiscal matters and personnel issues.

In conclusion, while I agree that looking at any one of the factors I mentioned in the original NPD-19 request is not a substantial change, in and of itself, overall, the combined change in responsibilities for this position and the Benchmark Description comparisons warrants an increase from the Administrative Services Officer II level to the Administrative Officer III level. Thank you for your time and consideration in this matter.

Sincerely,

Pauline Beigel

Pauline Beigel, Administrative Services Officer II
Department of Transportation, District I

Cc: Peter Long, Administrator
Division of Human Resource Management
plong@admin.nv.gov

Mary Martini, District Engineer
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Division of Human Resource Management
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NEVADA DEPARTMENT OF TRANSPORTATION

Listing of Budget / Spending Organizations (Numerical Order)

Reporting Rollup	Budget Org	Spending Org	Org Name
DST1	B061	A061	TRAFFIC MANAGEMENT CENTER
DST1	B091	C091	COMMUNICATIONS LAS VEGAS
DST1	B095	C095	COMMUNICATIONS TONOPAH
DST1	B101	C101	LAS VEGAS DISTRICT ADMIN
DST1	B104	C104	TONOPAH DISTRICT ADMIN
DST1	B196	C196	BETTERMENTS LAS VEGAS
DST1	B197	C197	BETTERMENTS TONOPAH
DST1	B198	C102	LAS VEGAS FACILITIES CREW
	MAINTENANCE - LAS VEGAS	C112	LV LIGHTING REPAIR
		C113	LV HIGHWAY LIGHTING
		C118	LAS VEGAS YARD STORM WATER INSP CREW
		C121	LV YARD STOCKPILE CONTROL
		C122	ALAMO MAINT CREW
		C124	GLENDALE MAINT CREW
		C126	MOUNTAIN SPRING MAINT CREW
		C127	SEARCHLIGHT MAINT CREW
		C129	CHARLESTON MAINT CREW
		C130	SOUTH L V YARD AND STOCKPILE CONTROL
		C140	L V SIGN CREW
		C141	L V STRIPING CREW
		C142	L V STRIPING CREW
		C145	L V LANDSCAPE CREW
		C150	L V MAINTENANCE CREW
		C151	L V MAINTENANCE CREW
		C152	L V MAINTENANCE CREW
		C153	L V MAINTENANCE CREW
		C154	L V MAINTENANCE CREW
		C155	LV BRIDGE MAINT CREW
		C157	LV NIGHT MAINT CREW
		C158	LV STORM WATER MANAGEMENT
		C159	LAS VEGAS SWEEPING CREW
		C160	LAS VEGAS MAINTENANCE CREW
		C178	PANACA MAINT CREW

		C179	LAS VEGAS STORM WATER MAINT CREW
DST1	B199	C105	TONOPAH SERVICE CREW
	MAINTENANCE - TONOPAH	C120	TONOPAH YARD STOCKPILE CNTRL
		C123	BEATTY MAINT CREW
		C143	TONOPAH STRIPING CREW
		C147	TONOPAH LANDSCAPE CREW
		C169	TONOPAH SW MAINTENANCE CREW
		C170	TONOPAH MAINT CREW
		C171	TONOPAH MAINT CREW
		C172	BIG SMOKEY MAINT CREW
		C173	BLUE JAY MAINT CREW
		C175	GOLDFIELD MAINT CREW
		C176	MINA MAINT CREW
		C177	MONTGOMERY PASS MAINT CREW
DST1	B700	C700	SOUTH LV DIST STOCKROOM P&S
DST1	B701	C701	LV DIST STOCKROOM P&S
DST1	B705	C705	TONOPAH DIST STOCKRM P&S
DST1	B710	C710	SOUTH LV DIST STOCKROOM
DST1	B711	C711	LAS VEGAS DIST STOCKROOM
DST1	B715	C715	TONOPAH DIST STOCKROOM
DST1	B720	C720	SOUTH LV DIST REPAIR SHOP
DST1	B721	C721	LAS VEGAS DIST REPAIR SHOP
DST1	B725	C725	TONOPAH DIST REPAIR SHOP
		C902	CONSTRUCTION CREW LV
		C903	CONSTRUCTION CREW LV
		C906	CONSTRUCTION CREW LV
		C914	CONSTRUCTION CREW LV
		C915	CONSTRUCTION CREW LV
		C916	CONSTRUCTION CREW LV
		C922	CONSTRUCTION CREW LV
		C926	CONSTRUCTION CREW LV
		C931	DISTRICT TESTING CREW LV

NDOT
NEVADA DEPARTMENT OF TRANSPORTATION

A04 : District Budget Category

Date: 05-Apr-2018
Budget Account: 4660-TRAPTN ADM
District: DST1-DISTRICT 1

Report ID: NBDM50A
Department: 0000-DEPARTMENT OF TRANSPORTATION

Year: 2001

Budget Category: ALL

Budget Category: 01-PERSONNEL SERVICES	
Budget Information	2001
Budget Authorized Amount	$11,476,550.00
Expended Amount	$11,837,810.03
Encumbrance Amount	$.00
Total Obligations	$11,837,810.03
Unexpended Amount	-$361,260.03
Uncommitted Amount	-$361,260.03
Straight-line Projection	$11,837,810.03
Projected as a % of Budget	103.15%

Budget Category: 02-OUT OF STATE TRAVEL	
Budget Information	2001
Budget Authorized Amount	$.00
Expended Amount	$.00
Encumbrance Amount	$.00
Total Obligations	$.00
Unexpended Amount	$.00
Uncommitted Amount	$.00
Straight-line Projection	$.00
Projected as a % of Budget	.00%

Budget Category: 03-IN STATE TRAVEL	
Budget Information	2001
Budget Authorized Amount	$53,100.00
Expended Amount	$30,505.69
Encumbrance Amount	$.00
Total Obligations	$30,505.69
Unexpended Amount	$22,594.31
Uncommitted Amount	$22,594.31
Straight-line Projection	$30,505.69
Projected as a % of Budget	57.45%

Budget Category: 04-OPERATING	
Budget Information	2001
Budget Authorized Amount	$8,903,287.00
Expended Amount	$8,884,093.63

Encumbrance Amount	$.00
Total Obligations	$8,884,093.63
Unexpended Amount	$19,193.37
Uncommitted Amount	$19,193.37
Straight-line Projection	$8,884,093.63
Projected as a % of Budget	99.78%

Budget Category: 05-EQUIPMENT	
Budget Information	2001
Budget Authorized Amount	$141,855.50
Expended Amount	$127,878.36
Encumbrance Amount	$.00
Total Obligations	$127,878.36
Unexpended Amount	$13,977.14
Uncommitted Amount	$13,977.14
Straight-line Projection	$127,878.36
Projected as a % of Budget	90.15%

Budget Category: 06-BLDGS/IMPRV	
Budget Information	2001
Budget Authorized Amount	$3,353,505.00
Expended Amount	$827,737.15
Encumbrance Amount	$.00
Total Obligations	$827,737.15
Unexpended Amount	$2,525,767.85
Uncommitted Amount	$2,525,767.85
Straight-line Projection	$827,737.15
Projected as a % of Budget	24.68%

Budget Category: 09-O/S INSP & TRNG TRAVEL	
Budget Information	2001
Budget Authorized Amount	$629.45
Expended Amount	$629.45
Encumbrance Amount	$.00
Total Obligations	$629.45
Unexpended Amount	$.00
Uncommitted Amount	$.00
Straight-line Projection	$629.45
Projected as a % of Budget	100.00%

Budget Category: 10-HONOR CAMP PAYMENT	
Budget Information	2001
Budget Authorized Amount	$180,000.00
Expended Amount	$185,222.66
Encumbrance Amount	$.00
Total Obligations	$185,222.66
Unexpended Amount	-$5,222.66
Uncommitted Amount	-$5,222.66
Straight-line Projection	$185,222.66
Projected as a % of Budget	102.90%

Budget Category: ALL BUDGET CATEGORIES

Budget Information	2001
Total Budget Authorized Amount	$24,108,926.95
Total Expended Amount	$21,893,876.97
Total Encumbrance Amount	$.00
Total Obligations	$21,893,876.97
Total Unexpended Amount	$2,215,049.98
Total Uncommitted Amount	$2,215,049.98
Straight-line Projection	$21,893,876.97
Projected as a % of Budget	90.81%

NDOT
NEVADA DEPARTMENT OF TRANSPORTATION

A04 : District Budget Category

Date: 05-Apr-2018
Budget Account: 4660-TRNSP ADM
District: DST1-DISTRICT 1

Report ID: NBDM50A
Department: 0000-DEPARTMENT OF TRANSPORTATION

Year: 2018

Budget Category: ALL

Budget Category: 01-PERSONNEL SERVICES	
Budget Information	2018
Budget Authorized Amount	$20,826,571.00
Expended Amount	$14,956,299.88
Encumbrance Amount	$.00
Total Obligations	$14,956,299.88
Unexpended Amount	$5,870,271.12
Uncommitted Amount	$5,870,271.12
Straight-line Projection	$17,947,559.86
Projected as a % of Budget	86.18%

Budget Category: 02-OUT OF STATE TRAVEL	
Budget Information	2018
Budget Authorized Amount	$286.00
Expended Amount	$286.00
Encumbrance Amount	$.00
Total Obligations	$286.00
Unexpended Amount	$.00
Uncommitted Amount	$.00
Straight-line Projection	$343.20
Projected as a % of Budget	120.00%

Budget Category: 03-IN STATE TRAVEL	
Budget Information	2018
Budget Authorized Amount	$69,600.00
Expended Amount	$49,388.26
Encumbrance Amount	$6,331.46
Total Obligations	$55,719.72
Unexpended Amount	$20,211.74
Uncommitted Amount	$13,880.28
Straight-line Projection	$66,863.66
Projected as a % of Budget	96.07%

Budget Category: 04-OPERATING	
Budget Information	2018
Budget Authorized Amount	$11,545,111.00
Expended Amount	$7,005,959.81

Encumbrance Amount	$549,859.34
Total Obligations	$7,555,819.15
Unexpended Amount	$4,539,151.19
Uncommitted Amount	$3,989,291.85
Straight-line Projection	$9,066,982.98
Projected as a % of Budget	78.54%

Budget Category: 05-EQUIPMENT

Budget Information	2018
Budget Authorized Amount	$101,747.00
Expended Amount	$148,975.30
Encumbrance Amount	$18,360.70
Total Obligations	$167,336.00
Unexpended Amount	-$47,228.30
Uncommitted Amount	-$65,589.00
Straight-line Projection	$200,803.20
Projected as a % of Budget	197.36%

Budget Category: 06-BLDGS/IMPRV

Budget Information	2018
Budget Authorized Amount	$8,733,333.00
Expended Amount	$3,453,973.48
Encumbrance Amount	$.00
Total Obligations	$3,453,973.48
Unexpended Amount	$5,279,359.52
Uncommitted Amount	$5,279,359.52
Straight-line Projection	$4,144,768.18
Projected as a % of Budget	47.46%

Budget Category: 10-HONOR CAMP PAYMENT

Budget Information	2018
Budget Authorized Amount	$373,000.00
Expended Amount	$185,721.12
Encumbrance Amount	$.00
Total Obligations	$185,721.12
Unexpended Amount	$187,278.88
Uncommitted Amount	$187,278.88
Straight-line Projection	$222,865.34
Projected as a % of Budget	59.75%

Budget Category: 36-TRAFFIC MANAGEMENT CENTER

Budget Information	2018
Budget Authorized Amount	$669,567.00
Expended Amount	$385,205.10
Encumbrance Amount	$.00
Total Obligations	$385,205.10
Unexpended Amount	$284,361.90
Uncommitted Amount	$284,361.90
Straight-line Projection	$462,246.12
Projected as a % of Budget	69.04%

Budget Category: ALL BUDGET CATEGORIES	
Budget Information	2018
Total Budget Authorized Amount	$42,319,215.00
Total Expended Amount	$26,185,808.95
Total Encumbrance Amount	$574,551.50
Total Obligations	$26,760,360.45
Total Unexpended Amount	$16,133,406.05
Total Uncommitted Amount	$15,558,854.55
Straight-line Projection	$32,112,432.54
Projected as a % of Budget	75.88%

Brian Sandoval
Governor

Patrick Cates
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
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CERTIFIED MAIL: 7013 3020 0002 2105 4231

March 9, 2018

Pauline Beigel
Nevada Department of Transportation
123 East Washington Avenue
Las Vegas, NV 89101
pbeigel@dot.nv.gov

Dear Ms. Beigel:

I have received your letter of appeal regarding the results of the classification study recently conducted on your position by the Department of Administration, Division of Human Resource Management. My responsibility in the classification appeal process is to objectively review the classification determination for validity and accepted classification principles and to assess the use of appropriate methodology. I must consider the points in the original determination for which you disagree and the rationale for this disagreement. My review of this appeal took into consideration all the information gathered during the classification study including the current NPD-19 upon which the determination was made; information gathered during the initial audit; additional information gathered by my office; review of the class specification; and a review of the appeal documents submitted.

I will address your concerns as I understand them.

- In your appeal letter you indicated that the additional responsibility of overseeing the Traffic Management Center (TMC) budget account, with more autonomy and without oversight, constitutes significant change and therefore should not be considered a lower-level duty as written in the denial letter.

  While the level of responsibility and autonomy for the TMC budget has increased, this change in and of itself does not warrant reclassification to the Administrative Services Officer III level. The initial classification of Administrative Services

Officer I for the TMC Manager, which was subsequently cancelled, included responsibility for fiscal management of the TMC budget to include creating, coordinating and implementing long and short term budget strategies, forecasting future expenses and costs, tracking expenditures, tracking receipt of revenues from building occupants, etc.; facilitating physical procurement of all equipment and materials necessary for building operations; establish and administer service contracts, review and authorize payment, identify and manage non-payments and/or inconsistencies, enforce contracts to ensure scope of work is covered correctly and in a timely manner, coordinate and correct discrepancies; coordinate, review and approve any major expenditures or improvements, act as the project manager for improvements to include project plan development, project plan execution and integrated change control; establish inventory and track all permanent building assets; synchronize building insurance documentation; organize the development of a joint Facility Manual, Security Manual and other Standard Operational Procedures; develop policies and procedures specific to maintenance and operations of the complex; general oversight of the facility maintenance and general upkeep of the building; supervise maintenance of the phone switch, ensure operations of digital phones and data lines, run monthly reports and analyze and distribute billing responsibilities, track billing and payments; supervise and coordinate building security, decide security access, organize background checks, coordinate card issue, track employees and contractors after access is granted.

Other than increasing the level of autonomy and oversight of the TMC budget, the duties previously established at an Administrative Services Officer I level have not significantly changed. Also, it does not appear that the complexity of the budget itself, which is currently, per the Governor's FY18-19 recommended budget for the TMC, approximately $714,567, has significantly increased. As such, the addition of duties and responsibilities allocated to a lower level in the class series to a higher-level position would not constitute significant change resulting in the preponderance of duties being at a higher level; therefore, duties allocated to an Administrative Services Officer I and/or II level would not in and of themselves justify reclassification to an Administrative Services Officer III level. It should also be noted, that your position currently has autonomy and oversight over your assigned district budget, of approximately $40 million, and adding duties of a similar nature and complexity would not meet the definition of significant change as outlined in your determination letter.

- You also state that while you agree that, as a whole, managing personnel issues, evaluating issues and presenting corrective alternatives, solutions and recommendations has not changed, you believe there has been a significant increase in responsibility since your position now has authority to approve personnel actions up to the level of Written Reprimands for District I personnel issues, as well as make recommendations when either an NPD-32 (Notice of Employee Rights During an Internal Investigation) or NPD-41 (Specificity of Charges) is warranted.

  While this duty may be new to you, it is not new to the position itself. When this position was reclassified, effective 8-21-2000, it was given responsibility to assist

management with personnel situations to include disciplinary actions; as such, providing recommendations related to disciplinary actions would not constitute significant change as defined in your determination letter, nor would approving personnel actions up to the level of a Written Reprimand. As such, these responsibilities would not justify allocation to an Administrative Services Officer III.

- You further state that the addition of responsibility for the Department of Transportation Drug and Alcohol Program as well as investigations of accidents involving employees or NDOT vehicles and work-related injuries, constitutes significant change due to its high consequence of error.

  Per NAC 284.498, all supervisory and managerial employees must undergo training related to alcohol and drug testing, in addition, it is the responsibility of each supervisor to take immediate action whenever the supervisor observes or is made aware of a situation where an employee is suspected of being under the influence of alcohol or a controlled substance and objective facts support a drug screening test. It is the responsibility of every supervisor and manager to know and understand the State requirements as well as their agency requirements respective to alcohol and drug testing. As such, performing this duty is considered non-grade determining and would not be utilized for justification for reclassification to a higher level.

  With regard to the administration of alcohol and drug testing for individuals who have a Commercial Driver License (CDL), these rules and regulations are strictly mandated by the Federal Motor Carrier Safety Administration which requires drug and alcohol tests to include pre-employment, post-accident, random, reasonable suspicion, return-to-duty and follow-up. Again it is the responsibility of every supervisor or manager who supervises individuals that are required to have a CDL, to know and understand the State, federal and agency rules and regulations relative to alcohol and drug testing for CDL drivers. As such, performing this duty is considered non-grade determining and would not be utilized for justification for reclassification to a higher level.

  With regard to responsibility for accident investigations, your position is responsible for the implementation of, and compliance with, set policies and procedures related to accident response and work-related injuries. You ensure that all proper documentation is completed and forwarded to other parties for final dispensation. Again, this duty can be assigned to any supervisor or manager and therefore is considered non-grade determining and would not be utilized for justification for reclassification to a higher level.

- You then state that while you agree that this position has and continues to prepare District I's annual formal training plan, along with allocating funding, the addition of the Safety and Training program to your position is a significant change. You continue to state that managing the Safety and Training program is not merely supervising the Training Officer I but involves determining how to appropriately apply federal and State rules, depending on the situation. The Safety and Training program is designed to help employees prevent accidents and

injuries, in addition to learning what to do when an accident occurs. Lastly, you indicate that as your position approves purchases you must understand what is, or is not, an acceptable safety item available for purchase and how changes to safety items affect the budget.

The development of any formal training plan should include who should be trained, what they should be trained on, when they should be trained, where they should be trained, why they should be trained and how the training should occur. Identifying required training as mandated by OSHA, other federal agencies and State rules, regulations and requirements as well as agency specific requirements should be part of any formalized training plan. These duties and responsibilities have also been transferred between several positions within your district to include the Administrator I Professional Engineer and Administrator II Professional Engineer. While these duties may have evolved, the overall function still does not add a level of complexity that is beyond the Administrative Services Officer II.

In your appeal letter you also detailed the class concepts for the Administrative Services Officer III versus the concepts for the Administrative Services Officer II. The Administrative Services Officer III has complex and diverse programs offered at numerous locations throughout the State, whereas the Administrative Services Officer II is responsible for programs which are moderate in number, complexity and diversity. And while the Administrative Services Officer III is distinguished from the Administrative Services Officer II level by greater autonomy in decision-making, consequence of error and the number and complexity of programs which the department or division administers, this, however, is not the sole factor in determining the allocation of positions. The series concept states, "*Positions are analyzed and evaluated on the basis of seven established classification factors that include: the nature of work performed; the knowledge, skills and abilities required; supervisory/managerial responsibility; independent/supervision received; scope of responsibility/consequence of error; authority to take action/decision making and personal contacts.* ***In addition, positions are compared to Benchmark Descriptions and to one another in relation to the size, number and type of accounts managed; the size and complexity of the agency; the type and number of funding sources; the size and level of staff and the diversity of classes used by the agency.***" (emphasis added)

The Benchmark Description for an Administrative Services Officer III within the Department of Public Safety, Emergency Management Division, states the position is under the direction of the Division's Deputy Chief, is responsible for all fiscal and budgetary duties of the Division's eight budget accounts and federal funding resources in excess of $175 million. The incumbent reviews, approves and provides oversight of budget preparation and management to include preparing oral and written justification for the budget proposals to executive and legislative branches of government. The incumbent develops and implements policies, procedures and internal controls for sub-grant management, sub-grant audits, internal agency audits, external agency audits, and federal grant reconciliation/oversight for State and federal reporting purposes, and provides agency coordination of federal grant requirements relative to all federal grant programs managed by the agency. The incumbent supervises one Administrative Services Officer I

(grade 37), one Accountant Technician III (grade 34), one Administrative Assistant II (grade 25) and one Administrative Assistant I (grade 23).

Other examples of Administrative Services Officer III positions within State service are as follows:

- Department of Conservation and Natural Resources, Division of Environmental Protection: responsible for fiscal management, budgeting and accounting for the Clean Water State Revolving Fund, the Brownsfield Revolving Fund, and the Drinking Water Revolving Fund to include over $200 million in federal grants, $130 million in general obligation and leveraged bonds, $270 million in loans and contracts and $5.5 million in administrative funds; preparation of complex work programs and financial statements; administration and fiscal management of grants, contracts, bonds and administrative revenues and expenditures; analyze financial statements and data, forecast revenues and expenses; preparation, implementation and control of the biennial budget and coordination of federal and State audit responses; provide expert testimony to the Executive and Legislative branches of State government and to the U.S. Environmental Protection Agency; analyze work flow, set priorities and develop policies and procedures; establish and monitor program goals; monitor internal fiscal data systems; create, implement, monitor and evaluate fiscal internal controls; manage daily operations; supervise one Management Analyst III (grade 37) and one Management Analyst I (grade 33).

- Department of Motor Vehicles: responsible for development, implementation and planning of major and multiple program budgets to include more than $40 million in legislatively approved expenses and the collection of more than $800 million in revenue in more than 13 budgets to include Gas Tax collection, Government Services Taxes, General Funds, Highway Funds, Fees, Fines and Interest; advise on the implementation of new programs, unanticipated budget issues and deviations from legislative intent; review and approve fiscal notes during legislative session; establish and maintain Departmental fiscal policy, prepare a comprehensive facilities plan addressing the Department's needs over the next 20 years; oversee the implementation of a bad check procedure that addresses the need to remove aging receivables from the Department's fiscal books; oversee the implementation of the credit card program; oversee the preparation of the Department's biennial budget; oversee the management of the Fiscal Services Section; oversee the management of the Facilities Section; oversee the collection of revenue; directly supervise an Administrative Services Officer II (grade 39), two Budget Analyst II (grade 36), one Management Analyst II (grade 35) one Telecommunications Coordinator I (grade 35), one Program Assistant III (grade 27) and a Stores Manager (grade 33).

- Department of Taxation: responsible for the Accounting/Processing/ Cancellations Section to include overseeing the deposit of all revenues collected by the Department (approximately $2.5 billion per fiscal year received by approximately 125,000 accounts); posting of all tax returns and documents; proper coding of taxpayer business accounts ensuring compliance with fee and bonding requirements; refunding cash bonds, Time Certificates of Deposit and

refunds of overpayments; responsible for the Tax Distributions and Statistics Section to include quality control of fiscal activities; supervise the performance and maintenance, posting and reconciliation process of the sales, use, business and excise taxed collected; ensure the timely and accurate distribution of all taxes to the State General Fund, other State agencies and local government entities; oversee the preparation of all statistical data reported on revenue collections and distributions, the Annual Report and revenue verifications and projections as requested by the Budget Office, LCB, Fiscal and Economic Forum, etc.; supervise the development, coordination, preparation, justification and administration of the biennial budget; supervise development and monitoring of division/program level budgets and cost allocations; monitor fiscal transactions and expenditures; budget projections; purchasing; and oversee the preparation of monthly operating statements; ensure all internal controls are documented, reviewed and changed as required; responsible for all Personnel Administration; supervise the function of the Senior Property Tax refund program to include budgetary oversight, complaint review, fraud investigation, claimant projections and budget preparation. This position directly supervises a Management Analyst II (grade 35), Administrative Services Officer I (grade 37), Program Officer II (grade 35), Tax Administrator I (grade 35), Personnel Analyst II (grade 34) and an Auditor III (grade 36).

Your position, in contrast, compares more favorably to other Administrative Services Officer II positions as follows:

- Division of Parole & Probation: formulate, develop and monitor the biennial budget (approximate $58 million FY18-19, and 599 FTE); prepare, review and distribute financial reports; develop, implement and refine policies, procedures, fiscal processes and internal controls for the Division related to accounts payable, purchasing, payroll, revenue collection, contract coordination, forfeitures, fixed asset inventory, motor pool administration, etc.; oversee the development and enhancement of automated systems used to maintain records and generate reports; develop and monitor the process for the collection of restitution and supervision fees; plan, organize and oversee the agency/program accounting functions; direct supervision of a Budget Analyst II (grade 36), an Accounting Assistant III (grade 27), an Accounting Assistant II (grade 25) and an Accounting Assistant I (grade 23).

- Public Utilities Commission: formulate, develop and monitor a comprehensive budget; coordinate, develop and monitor purchases, contracts and leases; research, compile information and make determination regarding purchases, expenditures, contracts and leases; prepare, review and evaluate financial records; signature authority to authorize transactions such as voucher payables, billing claims, purchase requisitions, journal vouchers, work programs, etc.; develop revenue and expenditure forecasts (mill assessments per NRS 704.033 and NRS 704.035 and railroad assessment per NRS 704.308); plan, coordinate and supervise facilities management and construction, building and grounds maintenance and communication equipment needs statewide (office relocations, office design and specifications, renovations and construction supervision, etc.); plan, organize and administer a comprehensive personnel services program (employee relations,

recruitment and selection, classification coordination, position control, conflict resolution, disciplinary actions, grievances/complaints, training, etc.); loss control coordination and office support services; develop, implement and revise policies and procedures related to the operation of the Commission (internal control procedures and reporting processes, operations manual, retention schedule, fiscal and personnel management policies and procedures); develop and implement goals and objectives, review and evaluate outcomes and results, assess program effectiveness, and propose enhancements to improve efficiency and effectiveness (reorganization, Commission strategic plan, performance measurements, etc.); directly supervise an Accountant II (grade 36), Accounting Clerk III (grade 25), a Management Assistant III (grade 27), a Management Assistant II (grade 25) and a Management Assistant I (grade 23).

In conclusion, after a thorough review of all duties performed, analysis of all relevant documentation and comparisons to other positions within State service, I find that the original classification determination was based on sound evidence and evaluated according to prescribed classification procedures. It is my decision that your position, while experiencing some change, has not undergone significant change as detailed in your determination letter and that Administrative Services Officer II, 7.217, grade 39 is the correct classification for the position.

We appreciate your years of service to the State of Nevada and the contributions you have made to your District, and I regret that my reply could not have been more favorable.

Per NAC 284.152, you may appeal this decision to the Personnel Commission within 30 days after receipt of this letter by notifying the Division of Human Resource Management in writing at 209 East Musser Street, Suite 101, Carson City, NV 89701. Regulations also require that your appeal should be sent to me and contain the rationale for your disagreement with this determination.

Sincerely,

Peter Long

Peter Long, Administrator
Division of Human Resource Management

cc: Mary Martini, Administrator II, P.E.
District I, Department of Transportation
mmartini@dot.nv.gov

Allison Wall, Personnel Officer III
Department of Transportation
awall@dot.nv.gov

Cassie Moir, Deputy Administrator
Division of Human Resource Management
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STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
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BRIAN SANDOVAL
Governor

RUDY MALFABON, P.E., *Director*

January 25, 2018

Peter Long
Division of Human Resource Management
Blasdel Building
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Carson City, Nevada 89701-4204
plong@admin.nv.gov

Dear Mr. Long,

Thank you for taking the time to consider this appeal of the denial of my request to reclassify my position from an Administrative Services Officer (ASO) II, 7.217, grade 39 to an ASO III, 7.216, grade 41.

The Class Concepts for the positions are:

Administrative Services Officer III: Under administrative direction, incumbents manage some or all of the functions described in the series concept. Incumbents report to a department director or the administrator of a large division which has complex and diverse programs offered at numerous locations in the State. They have a high degree of authority to make and implement independent decisions not requiring the supervisor's approval. Incumbents have a broad scope of responsibilities, and the consequence of an error in decisions is high. The Administrative Services Officer III is distinguished from the Administrative Services Officer II level by greater autonomy in decision-making, consequence of error, and the number and complexity of programs which the department or division administers.

Administrative Services Officer II: Under general direction, incumbents manage some or all of the functions described in the series concept. Incumbents in this class report to a department director or assistant director, a division administrator or assistant administrator, or the director of a facility. Incumbents are responsible for programs which are moderate in number, complexity and diversity. The degree of authority to make decisions is more limited than is evidenced at the Administrative Services Officer III level. The Administrative Services Officer II class is distinguished from Administrative Services Officer I by greater complexity of work, and broader scope of responsibility.

This position reports to the District Engineer for NDOT's District I, which is the largest of the three districts in the state. District I is responsible for southern Nevada, with headquarters in Las Vegas, a major maintenance station in Tonopah, and multiple locations throughout southern Nevada. There are approximately 485 permanent positions in District I. District I has 35 Maintenance crews, 8 Construction

crews, 3 Equipment shops with Stockrooms, 13 Rest Areas, and employees from External Civil Rights, Right of Way, Materials, Project Management, Planning, Environmental, Traffic Counters, Independent Assurance, Construction Administration, Information Technology, and Public Information. This position is responsible for budgets averaging $40 to $45 million per fiscal year.

The scope of responsibilities for this position have increased from 2001 when the upgrade from ASOI to ASOII occurred. Significant changes since the 2001 study include an increase in the number of employees from 349 to 485, an increase in spending and purchasing authority, the addition of the Traffic Management Center (TMC), a new maintenance station (the South Yard), changes to security at the Quail Park Hangar due to the September 11 tragedy, the creation of the Las Vegas Roads program, the creation of the Storm Water program, taking responsibility for the District's Safety and Training Program, reviewing stockroom purchases for anomalies, addition of new crews and personnel, making decisions regarding levels of discipline, representing District I for Emergency Management exercises, administrator for District I's SharePoint page, and representing NDOT in the negotiation for Hoover Dam power.

The TMC is a facility owned and operated by NDOT that houses the Freeway and Arterial System of Transportation (FAST), which is one of the first truly integrated Intelligent Transportation System (ITS) organizations in the country. The Regional Transportation Commission of Southern Nevada (RTC) is the official administrator of FAST. The Nevada Department of Transportation (NDOT) and the RTC are full-fledged funding partners, contributing to the operations and management of FAST. Nevada Highway Patrol's Southern Command and Las Vegas Roads are also located in this building. This building is considered a high security building, with limited access to the public for certain functions and successful background checks are required for personnel or contractors working in the building. Requests for access to the fuel pumps are analyzed by this position. These requests come from various state agencies, as well as NDOT employees.

The budget for this building was previously overseen by the TMC Committee, but is now developed, analyzed and approved exclusively by this position. The types of decisions made autonomously include budget items, specialized safety items such as evidence lockers, how to house canines, how to create more office space, and how best to replace carpeting. Many of the facility requests come from the Facilities Manager, and this position works with that individual to determine the best options.

The newest District I maintenance station (South Yard) is collocated with the TMC on a parcel of land near Decatur and 215. The security regarding entrance and exit to this maintenance station is heightened because of its proximity to the TMC, and the use of shared exits and entrances. Therefore, requests to access this building are analyzed by this position to determine adequate business need. Some employees need just access to the gates, while others need access to the building, as well.

Previously, this position met with the District Engineer several times per week to get approval for many of the decisions made. Now, this position has a significantly higher degree of authority to make and implement independent decisions in areas such as security, budgeting, personnel, and managing

contracts. There are many decisions this position makes independently, and these are a few examples. When the Washington location experienced a day-long power outage, this position was tasked with determining what employees were at the location, decide if they were essential personnel, determine whether their job could be performed, and send the non-essential personnel home. This position determines which positions should have access to which facilities, and was instrumental in a $30,000 re-key for the main yard that is still in progress. This position completes annual budget requests with little to no review and makes day-to-day spending decisions autonomously. Personnel decisions for all District I personnel are now made by this position, up to and including Written Reprimands, effective May 2017. This position informs the contracted security personnel which employees are banned from the property, or now allowed on to the property. This position represented NDOT in negotiations with the Colorado River Commission to get Hoover Dam power, and oversees the fulfillment of the 50-year contract. Based on the Class Concepts, this position better fits the ASOIII concept than the ASOII description.

The following are the points with which I disagree and the reasons for the disagreement:

Duty 1: Manage District Budget and TMC Budget.

While I agree that this duty has been performed since the position was classified as an ASOII and is not considered new, I disagree that there is no significant change in the duty. When the 2006 request to the reclassify the Supervisor I Associate Engineer to an ASOIII was submitted, the authority to make the budget decisions belonged to the TMC Committee. In April 2017, the authority to make the budget decisions changed so this position has complete autonomy over the budget. While the suggested reclass to an ASOI may have been appropriate based on the suggested job duties at the time, the duties and authority are no longer the same. The additional responsibility of overseeing an additional budget and without oversight is a significant change, and not the same as the 2006 study, therefore it shouldn't be considered a lower-level duty as written in the denial.

Duty 2: Manage personnel issues; evaluate issues and present corrective alternatives, solutions and recommendations.

While I agree that as a whole this duty is not new to this position, there have been significant changes that should be considered. This position now has the authority to approve personnel actions up to the level of Written Reprimands for District I personnel issues. This authority was granted in May 2017. This is a significant increase in responsibility. This position makes recommendations when either NPD-32 or NPD-41s are warranted and coordinates District I discipline so people with similar issues are treated similarly. This is a different duty than what was previously performed as pre-disciplinary hearing officer, which is still performed as needed for actions not decided by this position. While I agree that this position is not wholly responsible for aspects of human resources for District I, I disagree that this increase in responsibility is not significant.

Duty 2: Assist managers in determining what steps are needed to comply with federal regulations in safety (OSHA) and Department of Transportation (DOT) Alcohol and Drug Program.

I disagree that this duty is not new to the position. This position took over managing the Safety and Training program in early 2017. The Safety and Training program in District I is tasked with responding to accidents involving employees or NDOT vehicles, and documenting and investigating the incidents. Work-related injuries are also investigated. There are different steps to take depending on whether the employee has a Commercial Driver License or a regular license, whether the incident is an accident or injury, if there was property damage, if this is not the first time an employee had an accident, and other factors. NRS 284.065 provides an appointing authority may request a drug test. As the manager, I am frequently called to make the decision regarding drug testing if there is question as to its necessity and how the federal and state rules apply. This is a new duty for this position, and requires exercising judgment with a high degree of consequence. An inappropriate decision may mean unnecessary time and expense were expended on a drug test that was not required, or the possibility of a missed positive result if a drug test is not done. Therefore, I believe this new duty is significant due to its high consequence of error.

Duty 3: ...oversee and supervise Safety and Training programs in District I;...

While I agree that this position has and continues to prepare District I's annual formal training plan, and allocates funding, the addition of the Safety and Training program to this position is a significant change. Managing the Safety and Training program is a new duty. This is not merely supervising the Training Officer I, 7.519, grade 34 position. The other two positions that are part of this section are the Safety Representative, Loss Control, 11.544, grade 32, and Equipment Operation Instructor, 9.201, grade 31. As stated above in Duty 2, part of managing the Safety and Training program involves determining how to appropriately apply federal and state rules, depending on the situation. The Safety and Training program is designed to help employees prevent accidents and injuries, in addition to learning what to do when an accident or injury occurs. Safety and Training (S&T) conducts safety inspections of maintenance stations, yards, work zones, and equipment. S&T trains how to safely deal with hazardous materials, equipment, public safety, and driving. S&T promotes safe working practices covered by state and federal safety and health laws and regulations. S&T maintains inspection records regarding safety inspections to insure compliance with OSHA, NDEP, NDOT Environmental, State Fire Marshal and other agency policies. S&T participates in multi-agency coalition and training programs to promote Public Safety.

For this position to manage this program, there needs to be familiarity with what different requirements and options are available or mandated, what types of training work best for the types of positions that work in NDOT, and determine if there are gaps in training offered. For example, one of our employees was injured on the job, and the hospital kept him for observation. There is an OSHA rule that requires we notify OSHA within 24 hours of when the hospital admits the employee. This OSHA rule was implemented in 2015. A change was made to the U.S. Department of Transportation (DOT) drug testing program and now requires testing for four semi-synthetic opioids (i.e., hydrocodone, oxycodone, hydromorphone, oxymorphone) effective January 1, 2018. This position needs to know critical rules and

changes such as these to ensure S&T are properly doing their jobs and to accurately answer questions from employees and supervisors.

This position approves purchases, and, for example, needs to understand what is acceptable personal protective equipment in the event homeless cleanup happens or the crew sprays weeds, or what type vest meets the Class 2 or Class 3 requirements as certified by the American National Standards Institute (ANSI). This position also needs to take in to consideration how changes to safety items affect the budget. I see the addition of the Safety and Training program as a significant change.

The following chart shows the increase in the budgeted amount, number of employees, signature authorization amount per purchase, payment voucher amount per invoice, and programs added since the last study of this position was done in 2001:

	Budget	Employees	Signature Authorization per purchase	Payment Voucher Authority per invoice	Programs
ASOII 2001 Study	$23,000,000	349	$500	$5,000	Purchasing, Contracts/Leases, Personnel, IS, B&G, Vehicles
now--2017	$42,000,000	485	$1,000	$10,000	Above, plus TMC, new facilities, new crews, Safety & Training, EMC, EOC, LV Roads, Stormwater, NEATS timekeeper
Increase:	$19,000,000	136	$500	$5,000	

In conclusion, I believe the combination of the addition of new duties, new programs, and increase in level of authority to make decisions constitutes a significant change in duties, and the request to reclassify the position from an Administrative Services Officer (ASO) II, 7.217, grade 39 to an ASO III, 7.216, grade 41 should be granted.

Sincerely,

Pauline Beigel

Pauline Beigel
Administrative Services Officer, NDOT

cc: Mary Martini, P.E., NDOT, mmartini@dot.nv.gov
Allison Wall, Personnel Officer III, NDOT, awall@dot.nv.gov

Key Differences

Duty	ASOII - 2001 study	ASOII-- now, 2017	ASOII - 2001 study	ASOII-- now, 2017	Explanation
#1	Prepares and monitors District Budget, writes justification for budget requests. Reviews computer printouts to determine funding use and requirements on contracts, utilities, telephone records, supplies, etc.	Manage District Budget and TMC Budget.	Determine completeness of budget, and monitor	Increased responsibilities and consequence of error-- tell to stop spending, or buy specific things	Addition of TMC budget, previously with TMC oversight, now with no oversight, additional spending authority
#2	Provides oversight on accounting functions, personnel and special studies/projects, such as assessor leased proprerties for use as overflow work sites	Manage personnel issues; evaluate issues and present corrective alternatives, solutions, and recommendations.	Oversight	Make personnel decisions, spending decisions, decide office space changes	Additional crews, facilities, federal regulations, and programs and authority to make decsions
#3	Defines and directs the administrative services to support the District Headquarters, Constructions, Maintenance, and Traffic Safety Divisions. Develops and maintains internal policies and procedures.	Manage Administrative support functions for District I; oversee and supervise Safety and Training program in District I; coordinate and organize office and business activities and flow of communications to ensure activities are performed effectively and efficiently.	Procedures were in memo formats for some tasks	Additional programs; Support more employees, create Standard Operating Procedures; SharePoint administrator for DI	SOPs did not exist for Admin or Safety and Training ; new SharePoint-- needed an administrator
#4	Maintains through frequent involvement, a proactive liaison between the District and the decisions makers and action takers at Department Headquarters, Carson City to formulate and develop policy and procedures applicable to the District.	Oversee contracts and agreements, including mandatory Master Service Agreements contracts.		Represent DI for NDOT's Strategic Planning; Represent DI in Emrgency Operations	NDOT started updating all goals and missions in 2017; Emergency Operations conducts excercises, this position helps create representative scenarios
#5		Coordinate work with facility manager and buildings and grounds manager.		Additional facilities to support additional personnel, new security concerns (Homeland Security, TSA)	The September 11 tragedy, and threats from disgruntled personnel have changed how security is handled, significantly, since the 2001 study

Brian Sandoval
Governor

Patrick Cates
Director

Peter Long
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

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October 25, 2017

Pauline Beigel
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Las Vegas, NV 89101

Dear Ms. Beigel,

The Division of Human Resource Management has carefully reviewed your request to reclassify your position from an Administrative Services Officer (ASO) II, 7.217, grade 39 to an ASO III, 7.216, grade 41. The process of evaluating your position included an in-depth analysis of documents such as the NPD-19 submitted; the original NPD-19 establishing the position at the ASO II; appropriate class specifications; information received during the October 10, 2017 desk audit; communication with your supervisor Administrator II Professional Engineer Mary Martini; and other pertinent historical data.

Per regulation, a position may be reclassified when significant change in the duties and responsibilities being performed has occurred. NAC 284.126 (b) defines significant change as "a change in duties and responsibilities assigned to a position in a class that:

1) Is outside of the scope of the class as described by the class specification;
2) Is not part of the scope of responsibility of the position; and
3) Results in the preponderance of duties and responsibilities being allocated to a different class."

In short, significant change means that the duties assigned to a position have changed to such a degree that the current class concept no longer fairly describes the preponderance of responsibilities. In applying the definition, change that is the result of natural growth or an increase in workload, common to most positions in State service, is not considered to fall within the meaning of significant change, nor is the addition of duties that are similar in nature or complexity to current or previously performed responsibilities. The use of new technologies and/or methods to carry out the same or similar duties also would not constitute significant change.

Duty statements outlined in the class concepts of a specification are not an exhaustive list of assignments tasked to positions within a particular class. Most classes include a mixture of higher and lower-level duties and of stronger, average and weaker positions. The key to determining if duties are appropriately classified is whether or not they are related to the series and class concept, and whether or not the predominant duties are of comparable difficulty and complexity to duties considered characteristic of the class.

In comparing your current duties and responsibilities to historical documentation, it is determined that significant change has not occurred and that ASO II, 7.217, grade 39, remains the correct classification for the position. Please note, that while duties may be new to you, they may not be new to the position itself, regardless of the work performance and expectations of prior incumbents. The duties being performed, with approximate percentages of time allocated, are as follows:

Duty 1: (25%) (Identified as a new duty on the submitted NPD-19)

Manage District Budget and TMC Budget. Perform analysis required to formulate the budget. Responsible for assuring that all rules, regulations, policies and procedures for budget submissions are followed. Analyze funding needs and actual or potential problem areas, trends, deficiencies, areas of imbalance, etc. Use methods such as cost analysis, trend analysis, life-cycle analysis, buy vs lease, and similar methods and justify requests. Respond to questions posed by LCB. Monitor spending to ensure proper expenditures and spending remains within budgeted amounts.

With regards to the District Budget; during your audit, you indicated that the method of developing the budget has changed from a traditional based budgeting process to a zero-based budgeting process and that all other aspects of financial management had not changed. As stated above, the methods to carry out the same or similar duties would not constitute significant change. Job duties listed in the class specifications are meant to be descriptive rather than restrictive; as such, the method to formulate, develop and monitor comprehensive agency and/or program budgets is not detailed. Since the method for developing the biennial budget can change from Governor to Governor, from biennium to biennium or from agency to agency; the budget approach utilized is not the actual duty, regardless of whether it is priority and performance based (utilized by the Governor's Finance Office), program based, line-item, zero-based or traditional based budgeting. The duty as detailed in the class specification is to formulate, develop and monitor comprehensive agency and/or program budgets. Since this duty has been performed since the position was classified at the ASO II, it is not considered new and therefore would not constitute significant change as described above.

With regards to the TMC budget; during your audit, you indicated that this duty was to be allocated to an ASO III position, which was approved for reclassification in 2005, and was to be responsible for all fiscal items, maintenance, repair and improvement of the facility. The incumbent was unable to qualify for the reclassification and therefore the duties were split between the TMC Committee, the District Engineer and the Facilities Manager. You further indicated that you coordinate with the facilities manager for repair contracts and changes or improvements to the facility within the budget limits; however, you are responsible for all budget decisions.

In 2006, an NPD-19 was received to reclassify a Supervisor I Associate Engineer to an ASO III to be responsible for fiscal, operational, administrative and information technology management of the TMC. Upon completion of the NPD-19 study, the initial approval was for an ASO I, 7.218, grade 37; however, the agency appealed the determination and provided restructured duties and responsibilities which resulted in the position being recommended for reclassification to the Facility Supervisor III, 9.606, grade 35 level. In the interim, the position, along with the incumbent, was moved to another crew and the NPD-19 was ultimately determined to be No Change. Since the duties and responsibilities were initially approved at the ASO I level and subsequently allocated to a Facilities Supervisor III, they would be considered lower-level duties and, while new to the position, would not warrant reclassification to an ASO III.

Duty 2: (25%) (Identified as a new duty on the submitted NPD-19)

Manage personnel issues; evaluate issues and present corrective alternatives, solutions and recommendations. Act as pre-disciplinary hearing officer or direct preparation of documents to present in disciplinary situations. Assist managers in determining what steps are needed to comply with federal regulations in safety (OSHA) and Department of Transportation (DOT) Alcohol and Drug Program. Provide advice and guidance to managers and supervisors about statutes, regulations and policies and procedures related to personnel issues. Serve as management representation on the Employee-Management Committee.

As a whole, this duty is not new to the position and was utilized to justify reclassification of the position from an ASO I to an ASO II in 2001; as such, this would not constitute significant change as described above.

The only new duty identified is that of the EMC management representative (alternate); however, this function can be performed by any management position in State service and therefore would be considered non-grade determining. This is evidenced by the EMC Chair being classified as a Management Analyst IV, the EMC Co-Vice Chairs classified at the IT Manager II and Social Services Manager IV and the two other alternates being classified at the ASO III and the Associate Warden.

Also, it should be noted that your position is not wholly responsible for the human resource function as you assist your agency's human resource unit (overseen by a Personnel Officer III) in the performance of those duties. In contrast, the ASO II for the Public Utilities Commission functions as the "Personnel Officer" that oversees Human Resources and all agency personnel functions and is therefore wholly responsible for all aspects of human resources for the Public Utilities Commission.

Duty 3: (25%) (Identified as a new duty on the submitted NPD-19)

Manage administrative support functions for District I; oversee and supervise Safety and Training program in District I; coordinate and organize office and business activities and flow of communications to ensure activities are performed effectively and efficiently. Activities include accounts payable, accounts receivable, training requests, timesheets, personnel paperwork, inventory, customer service, purchasing and room scheduling; work

with Emergency Management to create realistic scenarios for exercises, participate in exercises, provide written feedback for reporting purposes and act as point person for personnel and funding issues during real emergencies.

While supervision of the Training Officer I, 7.519, grade 34, is new to the position; this duty, in and of itself, does not warrant reclassification to a higher-level. The preparation of the district's annual formal training plan, as well as, determining in-state training fund allocations was utilized to justify reclassification of the position from an ASO I to an ASO II in 2001. While the expectations, methods, terminology, workload and/or number of training's offered may have increased this does not constitute significant change as described above and would not warrant reclassification to a higher-level.

With regards to the coordination and organization of office and business activities, this is not new to the position and was used in the justification to reclassify the position in 2001; as such, this duty does not meet the definition of significant change and therefore would not justify allocation to a higher-level.

While new to the position, working with Emergency Management to create realistic scenarios for exercises, participating in exercises and providing written feedback can be allocated to any position within State service, would be considered non-grade determining and would not warrant reallocation to a higher-level. Coordinating personnel and funding issues during real emergencies could also be assigned to various positions within State service, and again would not, in and of itself, warrant reallocation to a higher-level. For example, these duties are similar to other positions within State service; however, their responsibilities are more detailed. For example, an ASO I position with the Department of Public Safety is required to be FEMA certified in Emergency Operation Center Operations and Incident Command Systems and will be the "Logistics/Fiscal Manager" when the Emergency Operations Center is activated. Another example is a Program Officer I, 7.649, grade 33, with the Department of Public Safety, Emergency Management unit, who is responsible for coordinating and researching programs that would enhance operations; preparing and conducting presentations; coordinating and evaluating training; administering the plan to activate the Joint Information Center (JIC); planning for logistics and operations to include coordinating staff, arranging for media and serving as the liaison to the State Emergency Operations Center on behalf of the JIC; maintain current media lists, staff lists and coordinate communications accordingly; draft and implement the plan for the Emergency Support Function; coordinate with agencies having jurisdiction for pertinent information related to emergency situations and drafting public service announcements in time of emergencies.

<u>Duty 4: (15%)</u>

Oversee contracts and agreements, including mandatory Master Service Agreement contracts. Prepare bid specifications and requests for proposals, evaluate and recommend vendors for selection, monitor and oversee contract performance and closeout contracts. Review performance to ensure compliance with terms, and identify issues to change in next contract. Participate in the vendor selection process for Master Service Agreements RFPs.

This duty is not new to the position, is not identified as being new to the positon on the NPD-19, and has been assigned to this position since at least 2001. As such, this duty does not

meet the definition of significant change and would not warrant reclassification to a higher-level.

Duty 5: (10%) (Identified as a new duty on the submitted NPD-19)

Coordinate with facility manager and buildings and grounds manager. Oversee security in the Washington yard and implement new security measures for new key system. Oversee issuance/collection of building keys, cell phones and security badges. Determine changes to office spaces and coordinate services needed to complete the changes.

You indicated, during your audit, that you are now overseeing electronic access cards (security badges), the re-keying of the facility and the development of internal controls for same, coordinating the Uniformed Security Services vendor, and increasing security measures for the yard which has increased the scope and complexity of duties compared to the original ASO II duties. These duties; however, are not new to the position and were utilized in justifying the reclassification of this position from an ASO I to the ASO II. For example, the position was to be responsible for physical security at the District One Complex to include directing contracted security services, determining specifications for contracted security services, monitoring contract compliance; overseeing the district facilities master key system, developing and maintaining internal policies and procedures, preparing operational procedures and recommendations regarding internal controls and direct corrective measures whenever safety issues may be involved. The advent of new technology (electronic key access) and/or the addition of duties similar in nature and complexity (cell phones) do not constitute significant change.

Determining changes to office space and coordinating services needed to complete those changes can be assigned to a variety of different positions throughout State service. For example, a Program Officer I with the Division of Welfare and Supportive Services is responsible for facilities at all Southern Nevada Welfare locations to include the coordination of office relocations, office remodels and expansions, and staff relocations. Also, space allocation is specifically detailed in the Management Analyst series. As such; this duty, while new, would not justify reclassification to a higher-level.

During the desk audit, several references were made regarding the prior incumbent not performing the duties as indicated and that they are indeed new to the position. The duties and responsibilities assigned to a position are not reflective of an incumbent, but the position itself. When the position was reclassified from an ASO I to an ASO II, it was expected that the incumbent would perform those duties that justified the reclassification; if that was not the case, the position should have been reclassified back to its original classification of ASO I. In making our determination of significant change, we compare current duties and responsibilities of the position to previously assigned duties of the position itself, not the incumbent who holds/held the position.

After a thorough review of all duties performed and analysis of all relevant documentation, it is determined that significant change in duties and responsibilities being performed has not occurred and that the nature and complexity of work performed and preponderance of duties are consistent with the Administrative Services Officer II, 7.217, grade 39.

This classification decision is not a reflection on your abilities or accomplishments, nor should it be seen as minimizing your contributions. It is apparent that you are providing a valuable service to you agency; however, we are required to make decisions based on objective classification principles and regulations. The classification system is position-oriented and is not designed to recognize superior performance of incumbents. If you have any questions concerning this matter, please contact me at (702) 486-2919.

If you and/or your agency disagrees with this determination, you may file a written appeal with Division of Human Resource Management Administrator Peter Long within 30 days after the date of receipt of written notice of this determination. Complete details of the appeal process may be found within Nevada Administrative Code (NAC) 284.152. Correspondence to Peter Long should be sent to his attention at:

Division of Human Resource Management
Blasdel Building
209 East Musser Street, Suite 101
Carson City, Nevada 89701-4204
plong@admin.nv.gov

Sincerely,

Heather A. Dapice

Heather A. Dapice, Supervisory Personnel Analyst
Department of Administration
Division of Human Resource Management

cc: Mary Martini, Administrator II Professional Engineer
Nevada Department of Transportation
mmartini@dot.nv.gov

Allison Wall, Personnel Officer III
Nevada Department of Transportation
awall@dot.nv.gov

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STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☐ New Position
☐ Vacant Position
☒ Filled Position

RECEIVED
State of Nevada
Department of Administration
DIVISION OF HUMAN RESOURCE MANAGEMENT
SEP 26 2017
COMPENSATION, CLASSIFICATION
RECRUITMENT DIVISION
CARSON CITY, NEVADA

DEPARTMENT: Transportation			
DIVISION: 0101			
GEOGRAPHIC LOCATION OF POSITION: Las Vegas District I			
AGENCY ID# (3 digits): 800	FUND# (3 digits): 201		
AGENCY ORG/BUDGET# (4 digits): 4660	POSITION CONTROL#: 101-020		
CURRENT CLASS TITLE (If vacant or filled position): Administrative Services Officer II		CLASS CODE: 7.217	GRADE: 39
REQUESTED CLASS TITLE: Administrative Services Officer III		CLASS CODE: ~~7.215~~ 7.216	GRADE: 41
EMPLOYEE NAME: Pauline Beigel	PHONE#: 702-385-6505	EMAIL: pbeigel@dol.nv.gov	
SUPERVISOR NAME: Mary A. Martini	PHONE#: 702-385-6501	EMAIL: Mmartini@dol.nv.gov	

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

RECEIVED
JUN 06 2017
HUMAN RESOURCES DIVISION
DEPT. OF TRANSPORTATION

CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.

Changed responsibilities were/will be effected on: Date: 4-6-17

Appointing Authority or Designated Representative signature: Mary A Martini Date: 6/5/2017

Employee signature: Pauline Beigel Date: 5-17-17

Is this request being submitted with agency approval or knowledge? ☐ No ☒ Yes

DS
tl
09/08/2017

3a. FOR COMPLETION BY BUDGET DIVISION ONLY

RECEIVED
SEP 2 2017
GOVERNOR'S FINANCE OFFICE
BUDGET DIVISION

Required for new positions and when NAC 284.128 (3) applies.

☐ Approved effective date (if change is approved by DHRM) Date:

☒ Approved – date to be determined and change to be approved by DHRM

☐ Disapproved

Part-time (%): Expire date:

Signature: Date: 9/29/17

Notes:

3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY

Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services: Information Technology subgroup.

☐ Approved ☐ Disapproved

Signature: Date:

4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY

Dept code:	Effective date:	Expire date:
Division code:		
Class code:	Title: NO CHANGE	Grade:
Class option:	IFC Legislative approval required? ☐ No ☐ Yes, date approved:	

INSTRUCTIONS TO APPOINTING AUTHORITY

Incumbent meets MQ's: ☐ No ☐ Yes

☐ Other:

Study#: 160-18

Analyst: Date:

Supervisor: Heather A. Dapsis Date: 10/26/17

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☐ New Position
☐ Vacant Position
☒ Filed Position

RECEIVED
State of Nevada
Department of Administration
DIVISION OF HUMAN RESOURCE MANAGEMENT
SEP 26 2017
COMPENSATION, CLASSIFICATION
RECRUITMENT DIVISION
CARSON CITY, NEVADA

DEPARTMENT: Transportation			
DIVISION: C101			
GEOGRAPHIC LOCATION OF POSITION: Las Vegas District I			
AGENCY ID# (3 digits): 800	FUND# (3 digits): 201		
AGENCY ORG/BUDGET# (4 digits): 4660	POSITION CONTROL#: 101-020		
CURRENT CLASS TITLE (If vacant or filled position): Administrative Services Officer II		CLASS CODE: 7.217	GRADE: 39
REQUESTED CLASS TITLE: Administrative Services Officer III		CLASS CODE: 7.215	GRADE: 41
EMPLOYEE NAME: Pauline Beigel	PHONE#: 702-385-6505	EMAIL: pbeigel@dot.nv.gov	
SUPERVISOR NAME: Mary A. Martini	PHONE#: 702-385-6501	EMAIL: Mmartini@dot.nv.gov	

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RECEIVED
JUN 06 2017
HUMAN RESOURCES DIVISION
DEPT. OF TRANSPORTATION

CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.

Changed responsibilities were/will be effected on: Date: 4-6-17

Appointing Authority or Designated Representative signature: Mary A Martini Date: 8/5/2017

Employee signature: Pauline Beigel Date: 5-17-17

Is this request being submitted with agency approval or knowledge? ☐ No ☒ Yes

DS
tl
09/08/2017

3a. FOR COMPLETION BY BUDGET DIVISION ONLY

RECEIVED
SEP 2 - 2017
GOVERNOR'S FINANCE OFFICE
BUDGET DIVISION

Required for new positions and when NAC 284.126 (3) applies.

☐ Approved effective date (if change is approved by DHRM) Date:

☒ Approved – date to be determined and change to be approved by DHRM

☐ Disapproved

Part-time (%): Expire date:

Signature: Date: 9/29/17

Notes:

3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY

Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services: Information Technology subgroup.

☐ Approved ☐ Disapproved

Signature: Date:

4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY

Dept code:	Effective date:	Expire date:
Division code:		
Class code:	Title:	Grade:
Class option:	IFC/Legislative approval required? ☐ No ☐ Yes, date approved:	

INSTRUCTIONS TO APPOINTING AUTHORITY

Incumbent meets MQ's: ☐ No ☐ Yes

☐ Other:

Study#: 160-18

Analyst: Date:

Supervisor: Date:

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☐ New Position
☐ Vacant Position
☒ Filled Position

RECEIVED
State of Nevada
Department of Administration
DIVISION OF HUMAN RESOURCE MANAGEMENT
SEP 26 2017
COMPENSATION, CLASSIFICATION
RECRUITMENT DIVISION
CARSON CITY, NEVADA

DEPARTMENT: Transportation			
DIVISION: C101			
GEOGRAPHIC LOCATION OF POSITION: Las Vegas District I			
AGENCY ID# (3 digits): 600	FUND# (3 digits): 201		
AGENCY ORG/BUDGET# (4 digits): 4660	POSITION CONTROL#: 101-020		
CURRENT CLASS TITLE (If vacant or filled position): Administrative Services Officer II		CLASS CODE: 7.217	GRADE: 39
REQUESTED CLASS TITLE: Administrative Services Officer III		CLASS CODE: 7.215	GRADE: 41
EMPLOYEE NAME: Pauline Beigel	PHONE#: 702-385-6505	EMAIL: pbeigel@dot.nv.gov	
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Appointing Authority or Designated Representative signature: Mary A Martini	Date: 8/5/2017
Employee signature: Pauline Beigel 9B10EB7F098476	Date: 5-17-17
Is this request being submitted with agency approval or knowledge? ☐ No ☒ Yes	

DS
tl
09/08/2017

3a. FOR COMPLETION BY BUDGET DIVISION ONLY

Required for new positions and when NAC 284.126 (3) applies.

☐ Approved effective date (if change is approved by DHRM)	Date:
☐ Approved – date to be determined and change to be approved by DHRM	
☐ Disapproved	
Part-time (%):	Expire date:
Signature:	Date:
Notes:	

3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY

Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services: Information Technology subgroup.

☐ Approved ☐ Disapproved

Signature:	Date:

4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY

Dept code:	Effective date:	Expire date:
Division code:		
Class code:	Title:	Grade:
Class option:	IFC/Legislative approval required? ☐ No ☐ Yes, date approved:	

INSTRUCTIONS TO APPOINTING AUTHORITY	
Incumbent meets MQ's: ☐ No ☐ Yes	Study#: 160-18
☐ Other:	Analyst: Date:
	Supervisor: Date:

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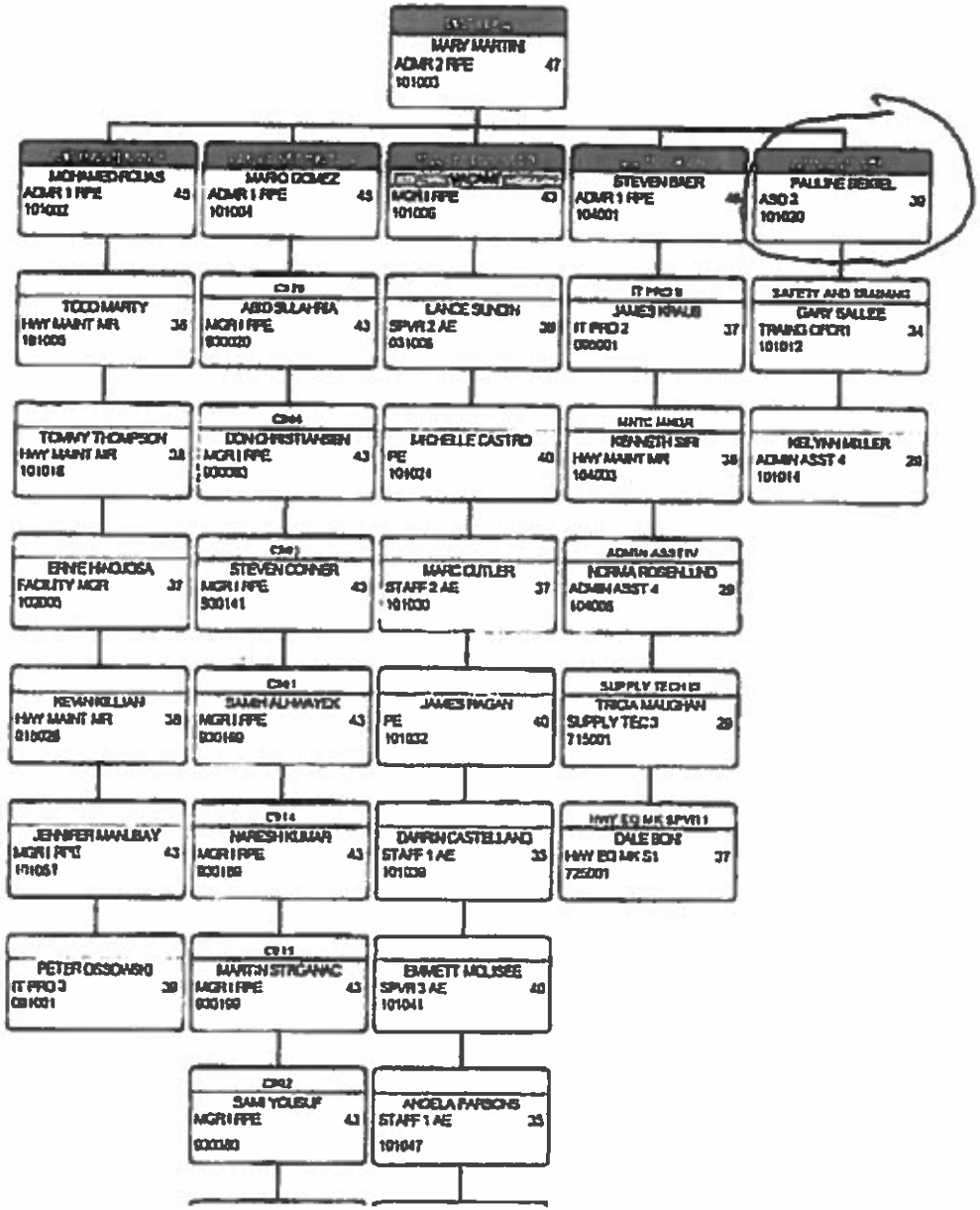
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MOHAMED ROJAS
ADMR 1 RPE 43
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MARIO GOMEZ
ADMR 1 RPE 43
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MGR I RPE 43
101006
STEVEN BAER
ADMR 1 RPE
104001
PAULINE BEKIEL
ASO 3 39
101020
TODD MARTY
HWY MAINT MR 36
101008
ABID SULAHRIA
MGR I RPE 43
IT PRO 3
JAMES KRAUS
IT PRO 2 37
SAFETY AND TRAINING
GARY SALLEE
TRAING OFCR1 34
101012
LANCE SUNON
SPVR 2 AE 39
TOMMY THOMPSON
HWY MAINT MR 38
101016
DONCHRISTIANSEN
MGR I RPE 43
MICHELLE CASTRO
PE 40
101024
KENNETH SIR
HWY MAINT MR 38
KELYNN MILLER
ADMIN ASST 4 29
101014
ERNIE HAQUISA
FACILITY MGR 37
STEVEN CONNER
MGR I RPE 43
MARC CUTLER
STAFF 2 AE 37
101030
ADMIN ASST IV
NORMA ROSENLUND
ADMIN ASST 4 29
KEVIN KILLIAN
HWY MAINT MR 38
SAMIR ALHAYEK
MGR I RPE 43
JAMES FAGAN
PE 40
101032
SUPPLY TECH II
TRICIA MAUGHAN
SUPPLY TEC 3 29
715001
JENNIFER MAHLBAY
MGR I RPE 43
MAHESH KUMAR
MGR I RPE 43
DARRIN CASTELLANO
STAFF 1 AE 35
101039
DALE BOW
HWY EQ MK S1 37
725001
PETER OSSOWSKI
IT PRO 3 39
MARTIN STRCANAC
MGR I RPE 43
EMMETT MOLISEE
SPVR 3 AE 40
101041
SAM YOUSUF
MGR I RPE 43
ANGELA PARSONS
STAFF 1 AE 35
101047

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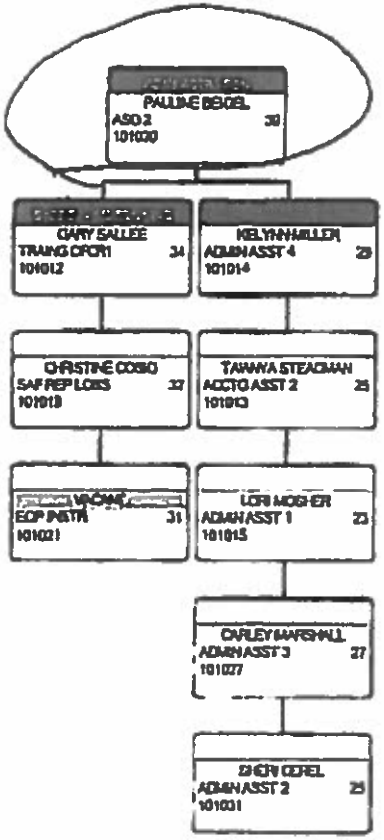
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30
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CARY SALLEE
TRAING OFCR1
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ADMIN ASST 4
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101014
CHRISTINE COSIO
SAF REP LOBS
37
101018
TAWANA STEADMAN
ACCTG ASST 2
25
101013
ECP INSTR
31
101021
LORI MOSHER
ADMIN ASST 1
23
101015
CARLEY MARSHALL
ADMIN ASST 3
27
101027
ADMIN ASST 2
25
101031

1. **What is prompting this request? If this is an existing position, state the significant changes (as defined in NAC 284.126) in duties and responsibilities which have been made in the position since it was established or last reviewed by Human Resource Management. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.**

The overall duties and functions of this position have increased in responsibility and decision making. Additional program areas have been added to this position's span of control, and the level of autonomy has increased for many of the existing duties. The additional program areas, and areas where responsibility has significantly increased:

1. Emergency Operations- additional program area
2. Traffic Management Center- additional program area
3. Safety & Training Program- additional program area
4. Personnel- increased responsibility under less direction and oversight
5. Security- new responsibilities
6. Budget- increased responsibilities and level of authority

1. Emergency Operations is a new program area for which this position is now responsible. This position acts as a point person with the internal Emergency Operations staff as well as other state and local agencies for the planning and logistics of exercises. This position coordinates the documentation for funding for both the State and Federal agencies when real emergencies or events occur, such as the floods of 2014. This position also makes administrative personnel and staffing decisions during emergencies, such as the power outage of 2016. There is a high degree of consequence of error in these decisions and a great deal of autonomy.

2. The Traffic Management Center (TMC) is a facility owned by NDOT that houses the Nevada Highway Patrol Southern Command (NHP) and the Freeway and Arterial System Traffic Management (FAST), administered by the RTC. In 2005, an NPD-19 was done and created an Administrative Services Officer III to act as the TMC Manager, which was to be responsible for all fiscal items, maintenance, repair and improvement of the facility, operations, and act as a liaison. The incumbent, at the time, was unable to qualify for the position, so the job duties were split up among the TMC Committee, the District Engineer, and the Facilities Manager. As an ASO II, this position has the fiscal responsibility of creating the TMC budget, tracking expenditures, establishing and administering service contracts, ensuring operating expenses are properly paid and accounted for, coordinating review and approval of major expenditures or improvements, and inventory of building assets. The TMC Committee used to provide oversight on these items, but now this position has full autonomy.

At the April 17, 2017 TMC Committee meeting, the TMC Committee decided to decrease meeting frequency from quarterly to annually, therefore this position now has autonomy in decision-making and increased consequence of error. The duties previously done by the TMC Committee and District Engineer are now performed by this position. This position continues to work with the Facilities Manager to coordinate repair contracts, and changes or improvements to the building within the budget limits. Essentially, this position makes all the budget decisions independently for the TMC, and the TMC Committee reviews fiscal items after completion.

3. This position recently took over and manages, supervises, and directs the Safety and Training program in District I, an additional program area for the ASO II. The Safety and Training program has new and additional duties, which expanded the duties and responsibilities of managing these positions in District I. These new duties have vastly increased the complexity and nature of work of these positions. This is due to new State and Federal laws, changing departmental policies, Workers Compensation & Safety laws, and the increased use of technology, which have required the incumbents to expand their knowledge, skills, and abilities to accomplish the goals of the Department. Over the past several years, the Safety and Training program has grown from a simple training program to a formal professional-level training program.

4. Personnel issues- this position as an ASO II acts as a pre-disciplinary hearing officer in the progressive disciplinary process. This position was recently assigned to review discipline prior to sending to HR for review. The purpose is to advise managers and keep discipline consistent for the 400 plus employees that work in the various areas of District I, such as Maintenance, Construction, Administration, and Engineering. A high degree of authority has been granted to this position to maintain consistent discipline practices. This is an increase in the scope of duties compared to the original ASO II duties. This position continues to act as a pre-disciplinary hearing

officer for some NDOT employees and other agencies on an as-needed basis. As an appointed Management Representative on the Employee-Management Committee, participate in handling other agency grievances that have reached Stage 4.

5. This position coordinates regularly with the Uniformed Security Services vendor to ensure the safety of the Washington yard. This position took over the distribution and management of the security and keys for the Las Vegas area along with a project to re-key of the Washington yard. This is in conjunction with an increase in security measures for the yard, such as keeping the main gates in locked position. Previously, the yard gates were in an open position during daytime hours. The guards call this position to verify entry of unknown persons, or to report suspicious activities. This has increased the scope and complexity of duties compared to the original ASO II duties.

6. Budget and purchasing: This position started reviewing stock room purchases in the Las Vegas stockrooms following an audit which indicated anomalies. Oversight ensures better purchase accountability from employees. Due to increased fiscal constraints, reduced resources, and increase in inquiries from LCB, NDOT started requesting more detailed budget justifications, and answers for LCB questions. This position is responsible for the 14 different budget organizations in the District I budget, in addition to the TMC budget, and provides appropriate justifications and responses to questions. The number of budget organization increased from when the position was first classed as an ASO II. The 14 budget organizations have sub-categories, as many as approximately 60 sub-categories in the larger budget organizations. The total dollar amount for a fiscal year averages between $40 and $45 million dollars. This position now has an increased level of authority over the TMC budget compared to the original ASO II duties. Additional personnel, rest areas, storage structures, and physical office locations have been added since this position was classed as an ASO II.

2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)

6.221	ADMINR 2, PROF. ENGINEER	101-003
6.223	ADMINR 1, PROF. ENGINEER	101-002
9.603	FACILITY MANAGER	102-005

3. Briefly describe the major purpose of this job.

The major purpose of this job is to function as a state regional business manager for District I which includes various locations in Clark and Nye counties, including 18 maintenance stations and sites, 8 construction trailers, 13 welcome centers/rest areas, 13 employee houses, and additional structures, such as buildings to store de-icing materials. There are approximately 480 permanent positions in District I, and an additional 70 seasonal and temporary positions. Major duties include: manage and supervise work in office support services, contracts and leases, personnel, and safety and training. Act as point person for Emergency Operations. Coordinate work with buildings and ground maintenance, and facilities management. Act as the pre-disciplinary hearing officer per NAC 284.656 which requires complex analysis of NPD-41s and applicable NRS, NAC, Transportation Policies and Procedures, FHWA, and USDOT federal laws relating to CDL holders, and subsequent recommendations regarding proposed discipline. Alternatively, this position reviews proposed discipline on NPD-41s and makes recommendations prior to the NPD-41 issuance to ensure discipline is handled similarly throughout District I for the 400 plus employees. New positions have been added due to new programs and roadways, such as Stormwater and I-11, therefore new organization codes have been added for this position to administer. Formulate, develop, and monitor comprehensive District program budgets, and prepare written justification for budget proposals. Initiate fund transfers and augmentation requests. Manage administrative support functions, and develop methods to increase efficiency and effectiveness. Assist managers in determining what steps are needed to comply with federal regulations in safety (OSHA) and Department of Transportation (DOT) Alcohol and Drug program. Ensure operating procedure manuals are developed and updated. Act as District Liaison for contracts and agreements. Maintain District SharePoint site. Effectively represent the department to other departments and agencies, and before public bodies.

4. **Attach a copy of the agency organizational chart to this form. Please circle this position.**

5. **List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.**

DUTY#	DUTY	FREQUENCY
*1	Manage District Budget and TMC Budget. Perform analysis required to formulate the budget. Responsible for assuring that all rules, regulations, policies, and procedures for budget submissions are followed. Analyze funding needs and actual or potential problems areas, trends, deficiencies, areas of imbalance, etc. Use methods such as cost analysis, trend analysis, life cycle analysis, buy vs lease and similar methods and justify requests. Respond to questions posed by LCB. Monitor spending to ensure proper expenditures and spending remains within budgeted amounts.	25%
*2	Manage personnel issues; evaluate issues and present corrective alternatives, solutions, and recommendations. Act as pre-disciplinary hearing officer, or direct preparation of documents to present in disciplinary situations. Assist managers in determining what steps are needed to comply with federal regulations in safety (OSHA) and Department of Transportation (DOT) Alcohol and Drug program. Provide advice and guidance to managers and supervisors about statutes, regulations, and policies and procedures related to personnel issues. Serve as management representation on the Employee-Management Committee per NRS 284.068	25%

*3	Manage Administrative support functions for District I; oversee and supervise Safety and Training program in District I; coordinate and organize office and business activities and flow of communications to ensure activities are performed effectively and efficiently. Activities include accounts payables, accounts receivables, training requests, timesheets, personnel paperwork, inventory, customer service, purchasing, and room scheduling. Work with Emergency Management to create realistic scenarios for exercises, participate in exercises, provide written feedback for reporting purposes. Act as point person for personnel and funding issues during real emergencies.	25%
4	Oversee contracts and agreements, including mandatory Master Service Agreements contracts. Prepare bid specifications and requests for proposals, evaluate and recommend vendors for selection, monitor and oversee contract performance, and closeout contracts. Review performance to ensure compliance with terms, and identify issues to change in next contract. Participate in the vendor selection process for Master Service Agreements RFPs.	15%
*5	Coordinate work with facility manager and buildings and grounds manager. Oversee security in the Washington yard and implement new security measures for new key system. Oversee issuance/collection of building keys, cell phones, and security badges. Determine changes to office spaces and coordinate services needed to complete the changes.	10%

6. **What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.**

1. Budget—when close to end of fiscal year, choose what to purchase or forgo until following fiscal year, and how to spend remaining funds. When extraordinary expenses or purchases need to be made, coordinate getting funding by evaluating District I budget accounts, or through other District Budget overages for District items, or, in the case of overall shortage, requesting funds via IFC. Request additional budget authority for known items that are repetitive, and provide appropriate justification. Forecast budgets for current and future fiscal years, and determine appropriate future biennial budget requests.
2. Personnel issues—determine if disciplinary actions suggested are appropriate, and similar to how other similarly situated employees were treated. Decide which level of discipline is best suited for the issue.
3. Determine when to require additional information for payment of vendors, determine if funding available to make payments, choose what funds to make payments from, and determine workflow for staff employees to better serve District I needs. During emergencies, determine if appropriate to send staff home, or request staff stay over and incur overtime. During emergencies, determine what needs to be purchased, and what is the best method to get items and services needed.
4. Adjust bid proposals, request for proposals, and scope of service based on prior performance, noted issues, and contract manager input. Estimate anticipated cost of services requested, to include in budget requests, and determine how to pay for extraordinary items.
5. Determine enhanced methods of security, to include the best way to track issuance of new keys, return of keys from exiting or promoted employees, and how to handle lost keys and phones.
6. Internal controls— I established and review Separation of Duties for handling of cash, checks, deposits, purchases on 51s, receipt of items, access to the safe; require research for payment vouchers; record utility accounts in Access database and confirm accounts are NDOT's responsibility; review purchase vouchers for activity, object, organization and accurate dollar amounts, as well as appropriate method of payment and authorization; inventory of supplies and certain items less than $5000; initiate requests for bills via emails to cut down on late fees due to short turn around times, and instituted procedures to get those bills processed faster; maintaining lists of requisition numbers; audit major organizations such as TMC for accuracy of payments; monitor agreements and audit payments at end of agreement via reporting tools.

7a. List the class titles and position control numbers of all employees that are supervised by this position.

7.519 Training Officer I 101-012
11.544 Safety Rep, Loss Control 101-019
9.201 Equipment Operation Instructor 101-021
2.210 Administrative Assistant IV 101-014
2.211 Administrative Assistant III 101-027
2.212 Administrative Assistant II 101-031
2.213 Administrative Assistant I 101-015
2.303 Accounting Assistant II 101-013

7b. Describe the extent of supervisory responsibility exercised over these employees. (Check appropriate boxes.)

☒ Final selection ☒ Work assignment ☒ Performance appraisal ☒ Discipline
☒ Training ☒ Work review ☐ Other (specify):

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

9. List equipment which is used that requires specialized training.
C-Cure Badge Machine

10a. List the name, title, and position control number of the position's supervisor.

Mary A. Martini, Administrator II, 101-003

10b. Describe the type and extent of supervision received.
General direction: Broad and diverse set of assignments. Work requires knowledge of generally accepted methodology in professional and administrative fields. Projects are frequently unique; performed only once or they may take months to complete. Employee is expected to plan and organize work, establish priorities, and accomplish long range goals. Guidelines are in the form of statutes, committee objectives, and policies and procedures. Work requires interpretation and application of those statutes, objective, or policies and procedures where the interpretation is unprecedented and no clear guidelines exist.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?

NRS 239
NRS 277
NRS 284, NAC 284
NRS 333, NAC 333
NRS 408
NRS 616B
State Administrative Manual, Chapters 200, 300, 400, 600, 700, 1300, 1500
49 CFR Part 40, CDL Drug and Alcohol Testing
NDOT Prohibitions and Penalties

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

Hydropower Program Manager, Colorado River Commission, determine if NDOT is eligible for hydropower, then enter in to extended contract for hydropower, payment issues and questions
Training Officer, DPS – Emergency Management, participate in various emergency management exercises, provide feedback, written reports.
Supervisor, Southern Nevada Region Division of Emergency Management and Homeland Security, coordinate and participate in various emergency management exercises, help decide what injects worked best for NDOT.
Supervisor 3, Associate Engineer, Maintenance and Asset Management, coordinate and participate in various emergency management exercises, help decide what injects worked best for District I
Administrative Services Officer, NDOT, determine if other NDOT budgets will have excess monies, coordinate so when District I has excess, other Districts can utilize, budget requests
FAST Director, TMC Committee Member, present budget items for review and answer questions
Law Enforcement Officers, NHP, TMC Committee Member, present budget items for review
District Engineer, NDOT, assignments and tasks
Assistant District Engineers, discuss appropriate disciplinary procedures, input on budget
Resident Engineers, discuss appropriate disciplinary procedures, budget, service contract issues or needs
Maintenance Managers, discuss appropriate disciplinary procedures, budget, service contract issues or needs
Deputy Attorney General, discuss appropriate disciplinary procedures and documentation
Personnel Officer III, discuss appropriate disciplinary procedures and documentation
Facilities Manager, discuss changes/fixes to buildings, layouts, security issues, budget requests
Vendors, bidders for purchasing items, or bids for services
Account Manager for Uniformed Security officers, to ensure post orders are up-to-date
State Purchasing Contract Managers, suggest changes to upcoming RFPs, serve as reviewer for RFPs
NDOT Personnel Officers, discipline

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

Occasional exposure to hazardous materials when dealing with storage issues.

14. Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.

This position responds to Public Records requests, in addition to requests from other governmental agencies, Districts, and private entities regarding technical, operational, administrative and organizational aspects of District I. This position represents the Department on committees and task forces for development, scheduling, implementation and monitoring of programs and projects that impact the District, the Department, and other entities. This requires coordination between state, local, municipal, and other public or private entities. This position reviews proposed local, state, and federal legislation for impact on the District and Department's activities. This position consults with department employees and develops recommendations and proposed changes to current policy based on legislative changes.

This position conducts, directs, or participates in studies of new and existing programs and special projects to determine feasibility, resolve problems and increase efficiency, including organizational, technical and fiscal research and analysis; consults with department staff and staff of other departments and agencies; develops recommendations; and implements and monitors changes.

STATE OF NEVADA — POSITION QUESTIONNAIRE

#50 00

☐ New Position
☒ Existing Position

AGENCY ID NO. 4660 DEPARTMENT DISTRICT I,NDOT DIVISION C101

POSITION CONTROL NO. 101 020 EMPLOYEE NAME ROLAND S. TAYLOR

CURRENT CLASS TITLE (If existing position) ADMINISTRATIVE SERVICES OFFICER I CLASS CODE 7.218 GRADE 37

REQUESTED CLASS TITLE ADMINISTRATIVE SERVICES OFFICER II CLASS CODE 7.217 GRADE 39

GEOGRAPHIC LOCATION OF POSITION LAS VEGAS, NV EMPLOYEE PHONE NO. (702) 385-6505

APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the information on page 1, and the statements provided in this NPD-19 are correct and complete. Changed responsibilities were will be effected on 1/28/00

Signature of Appointing Authority or Designated Rep. — Date 8/21/00 — Signature of Employee — Date 8/16/00

FOR COMPLETION BY BUDGET DIVISION ONLY

(Required for new positions and when NAC 284.126, subsection 3 applies.)

☐ Approved Effective Date (If change is approved by State Personnel) ☐ Disapproved

Signature — Date

RECEIVED BY AUG 21 2000 HUMAN RESOURCES DIV. DEPT. OF TRANSPORTATION

FOR COMPLETION BY DEPARTMENT OF INFORMATION SERVICES

(Required when NRS 284.172 applies.)

☐ Approved ☐ Disapproved

Signature — Date

FOR COMPLETION BY STATE PERSONNEL AND BUDGET DIVISION

Agency ID 4660

Position 101 020 Effective Date 8/21/00 Expire Date Type

Action Reclassify

Part-time (Percent)

Class Code 7.217 Title Administrative Services Officer II Grade 39

Minimum qualifications require employee to pass ASOII written exam before he can be reclassified.

Class Option

Division Code IFC/Legislative Approval Required? ☒ No ☐ Yes Date Received

INSTRUCTIONS TO APPOINTING AUTHORITY

☐ Use the NPD-3 procedure.

☒ Submit Personnel Action form and refer to NAC 284.126, subsection

Incumbent meets MQ's: ☒ Yes ☐ No

☒ Other SEE ABOVE

Study No. 056-3-01 T

Analyst Date 1/8/01

Approved Date 4-2-01

NPD-19 (Rev. 8-94)

App In 9/6/00 VD

1. What is prompting this request? If this is an existing position, state the significant changes in duties and responsibilities which have been made in the position since it was established or last reviewed by State Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.

This request is submitted to have upgraded an Administrative Services Officer I position to an Administrative Services Officer II based on significant changes in duties and responsibilities since the position was established and filled by the incumbent in 1995.

In response to the growth seen throughout the area of responsibility for District One, Nevada Department of Transportation, Nevada's southern region, Clark County and Las Vegas metropolitan areas in particular, Nevada State Legislature approved a number of new crews and positions for District One. This same growth along with other on going programs contributed greatly to substantial increases in the District's Administrative Services Officer's duties and responsibilities of a recurring nature.

The working knowledge, skills, range of functional areas and responsibilities which must be accomplished by the incumbent are consistent with the Class Concept of an Administrative Services Officer II. Duties performed in the past at this position while broad in application and responsibilities were more reactive with greater attention given to coordination and monitoring of services. Whereas, in response to growth, data/text systems use and other sophisticated demands, the incumbent is involved in greater decision making, data analysis, planning, organizing and directing an increasing number of programs. Also, a greater role is assumed in District fiscal management processes.

2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)

101 002, Administrator I, Registered Professional Engineer
101 004, Administrator I, Registered Professional Engineer

3. Briefly describe the major purpose of this job.

This position functions as the District's business manager and administrative services facilitator, who ensures the Divisions Heads in Construction, Maintenance and Traffic Engineering and their employees attain and maintain adequacies in budgeting, fiscal management, and general resource management activities including various personnel matters in support of assigned transportation responsibilities. In exercising a broad degree of authority and working largely independent, the incumbent originates and prepares final reports for the District related to Department wide policies and procedures. The incumbent prepares and executes requests for proposals, contracting agreements, and various program plans. This position is directly involvement in contract compliance as it relates to District's service agreements in facility management, janitorial services, landscaping maintenance, and various aspects of physical security at the District One Complex. This position is the District's point of contact during the absences of the District Engineer and both Assistant District Engineers. The incumbent serves as signature authority for purchases with a unit price of $500.00 or less.

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

5. List the duties performed this job. Assign a number to each and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly or annual basis. If this is an existing position, please put an asterisk next to each duty that is new.

DUTY NO.	DUTY	FREQUENCY
1	*Prepares and monitors District Budget, writes justifications for budget requests. Reviews computer printouts to determine funding use and requirements on contracts, utilities, telephone records, supplies, etc.	40%
	*A. Determines funding augmentation and fund transfers, prepares and signs memorandum requesting Department action. Ensures mission requirements are maintained. Implements newly approved budgets. Chairs a financial management group the last six months of each fiscal year, analyzes and resolves operating and fiscal management problems; makes decisions for responsive funding current fiscal year and to effectively transition into the next budget cycle. Determines in-state training fund allocations for Las Vegas and Tonopah.	
	*B. Oversees request for proposal initiatives, public bidding processes, originates agreements and directs contract compliance involvement associated with all District services contracts. Reviews contracts to ensure budgetary and procedural compliance. Monitor contracts for expiration dates, spending status and determines when formal amendments are needed.	
	*C. Directs contracted security services at District One Complex. Singularly interfaces with other State agencies and their employees in the use of the District Fueling Facility during non-operational hours of NDOT. Determines specifications for contracted security services, monitors contract compliance, and oversees District's facilities master key system.	
	*D. Supervises contracted janitorial services for District to include service quality reviews, the assessments of liquidated damages and when warranted initiates contract termination actions.	
2	*Provides oversight on accounting functions, personnel and special studies/projects, such as assessor leased properties for use as overflow work sites.	25%
	*A. Assists with personnel situations, which may include, Payroll, retirement, orientation, filling vacant positions, terminations, grievances, disciplinary actions, etc. Selects and arranges workshops and personnel briefing sessions to keep District employees informed, such as PERS, matters related to Promotion and Testing, etc. Prepares District's Annual Formal Training Plan.	
	*B. Develops, writes, implements and monitors accounting systems for all invoices, vouchers payable, billing claims, purchase orders and appropriate business transactions for the District.	
	*C. Serves as NAC 284.656 Pre-Disciplinary Hearing Officer, less those involving District Administrative Staff.	

3	*Defines and directs the administrative services to support the District Headquarters, Construction, Maintenance, and Traffic Safety Divisions. Develops and maintains internal policies and procedures.	20%
	*A. Supervises Office Manager and assist in prioritizing the duties of four support positions, reviews subordinates work products and provides verbal feedback to ensure achievement of mission objectives. Counsel and coach subordinates. Prepares and serves as Contract Manager of Temporary Manpower Agreement; identifies positions and determines the employment period of the temporary services employee used in the District Administrative services area.	
	*B. Oversees working groups, prepares operational procedures and recommendations for the District Engineer, pertaining to Internal controls, improved employee/management relations and working conditions, etc. Directs corrective measures whenever a public safety issue may be involved.	
4	*Maintains through frequent involvement, a proactive liaison between the District and decision-makers and action takers at Department Headquarters, Carson City to formulate and develop policy and procedures applicable to the District.	15%
	*A. Coordinates the activities of the District in Department policy directives. Reviews draft directives and provides direct assistance to District Engineer in the final composition of directive reports. Originates District's procedural directives and answers inquiries related to District administrative operations and public service obligations.	
	*B. Develops and implements District's Five Year Computer Hardware and Annual Distribution Plan on allocated equipment. Maintains informational channels with Department and Division Heads at District and Data Processing and Telecommunications Division at Department Headquarters.	

6. What duties are performed that require the incumbent to make choices, determinations or judgments? Please give examples.

The incumbent makes independent choices and determinations concerning the completeness of the District's annual budgets related to computer hardware, operational expenses and the purchase of new equipment. Incumbent interprets general guidelines then determines how to apply them. Written budget narratives have proven totally supportive of the funds requested and conformed to criteria applicable to each budget category. Makes funding augmentations and fund transfer requests, ensures continuity of operations. The incumbent makes independent choices concerning the scope of services written in District services contracts for various services and after contracts are awards, singularly defines and put into writing liquidated damage assessments for less than satisfactory performance. In personnel management makes assignment adjustments based on availability, priority of work and employees' strengths and weaknesses. Determines when to contract recurring services.

7a. List the class titles and position control numbers of all employees that work under the supervision of this position.

101 026 Management Assistant IV

7b. Describe the extent of supervisory responsibility exercised over these employees. (Check appropriate boxes.)

☒ Final selection ☒ Work assignment ☒ Performance appraisal ☒ Discipline
☒ Training ☒ Work review ☐ Other (Specify)_____

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

Nevada Drivers License

9. List equipment which is used that requires specialized training.

Computer; software applications: Microsoft Word, Excel; WordPerfect 7.0;

10a. List the name, title and position control number of the position's supervisor.

Eugene Weight, P.E.
District Engineer
Administrator II, Registered Professional Engineer
T101 003

10b. Describe the type and extent of supervision received.

This position is under the general direction of the administrator of Department of Transportation's Southern Regional District Headquarters. The incumbent's responsibilities are broad in scope and complexity. Decisions influence the District's mission in support of the overall transportation mission in Nevada. The commitment of contract services, safeguarding assigned resources, obligating funds are areas of responsibility included in work performed by this position. The incumbent is responsible for coordinating matters related to contracts, personnel, financial and data processing activities with appropriate Division Heads.

11. What statutes, laws, rules, procedures or guidelines are used in performing assignments?

Nevada Revised Statutes-various, Consultant Agreement Procedures, NDOT Standard Plans and Specifications, Contract Procedures Manual, Rules for State Personnel Administrative, State Administrative Manual, Handbook for Personnel Administrative, Transportation Policies and Procedures Manual, Accounting Coding Manual, Transportation Guide to Prohibitions and Penalties, and Early Return to Work Procedures.

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

The following people may be contacted during the prosecution of the job.

Attorney General Staff - Litigation matters; legal sufficient review on proposed service agreements
Contractors & Consultant - Direct work in progress, request for proposals, service adequacy assessments
Other Government Agencies - Coordinates Inter-local and Inter-cooperative agreements and other services performed with District
District Clerical, Construction, Maintenance, Facility Management, Permits, Stockroom--purchases and Traffic - Coordinates services and support requirements
Department Contract Services - Coordinates signature approval service agreements, formal amendments, and public bidding processes
Department Director's Office, Data Processing & Telecommunications, Human Resources, Purchasing & Stores, and Accounting - Finalize support processes on District requirements

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

Incumbent is required to move document files, contracts and planning documents and publications in binders, weight may be adjusted for accommodation.

14. Provide any additional information about the job which you consider to be important to the classification, but which have not been previously mentioned.

Incumbent is a staff member of the District Headquarters, during the absence of the District leadership, the holder of three position holders; incumbent serves as the organization's spokes person.

331

STATE OF NEVADA - POSITION QUESTIONNAIRE

☐ New Position
☒ Existing Position

AGENCY ID NO. 2941 DEPARTMENT of Cultural Affairs DIVISION of Museums and History

POSITION CONTROL NO. 0013 EMPLOYEE NAME Cynthia E. Geraldo

CURRENT CLASS TITLE Administrative Services Officer I CLASS CODE 7.218 GRADE 37
(If existing position)

REQUESTED CLASS TITLE Administrative Services Officer II CLASSCODE 7.217 GRADE 39

GEOGRAPHIC LOCATION OF POSITION Carson City EMPLOYEE PHONE NO 687-4345

APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the information on page 1, and the statements provided in this NPD-19 are correct and complete. Changed responsibilities were/will be effected on State Personnel's receipt.

WS 1/5/06
Signature of Appointing Authority or Designated Representative — Date

Cynthia E. Geraldo 1-5-06
Signature of Employee — Date

FOR COMPLETION BY BUDGET DIVISION ONLY
(Required for new positions and when NAC 284.126, subsection 3 applies.)

☑ Approved Effective Date (If change is approved by State Personnel) Per agreement with dept. funds from Interest account will be made available if needed.
☐ Disapproved

RECEIVED
JAN 05 2006
DEPARTMENT OF ADMINISTRATION
OFFICE OF THE DIRECTOR
BUDGET AND PLANNING DIVISION

..... 2-1-06
Signature — Date

FOR COMPLETION BY DEPARTMENT OF INFORMATION TECHNOLOGY
(Required when NRS 284.172 applies)

☐ Approved ☐ Disapproved

....
Signature — Date

FOR COMPLETION BY STATE PERSONNEL AND BUDGET DIVISION

Agency ID.....
Position..... Effective Date 1/5/06 Expire Date 1-25-06 Type.....
Action.....
Part-time (Percent).....
Class Code 7.217 Title ASO II Grade 39
Class Option.....
Division Code..... IFC/Legislative Approval Required? ☒ No ☐ Yes ..... Date Received

INSTRUCTIONS TO APPOINTING AUTHORITY

☐ Use the NPD-3 procedure.
☒ Submit Personnel Action form and refer to NAC 284 13.6, subsection..... Incumbent meets MQ's: ☒ Yes ☐ No
☐ Other.....

Study No 280-2-06
Analyst ..... Date 3-15-06
Approved D. Chavez Date 3-16-06

NPD-19 (Rev. 3-99)

Took to Budget Status rev

1. What is prompting this request? If this is an existing position, state the significant changes in duties and responsibilities which have been made in the position since it was established or last reviewed by State Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.

This position was last reviewed by State Personnel on October 4, 1999 (see Attachment A, NPD-19). At the time of that reclassification, the position was located at the Nevada State Museum and responsible for only fiscal management of that single agency. As part of an extensive divisional reorganization, this position has since moved to the Division Administrator's Office, which enabled centralization of all fiscal, administrative, payroll, contracts, and personnel duties for the entire division within the Division Administrator's Office. On July 1, 2001, this position was moved into B/A 2941 – Division Administrator's Office and the PCN# was changed to PCN #0013. Over the past five years, ten months, all oversight responsibility has been given to this position for the entire division, which includes B/A 1350, 2870, 2940, 2941, 2942, 2943, 2944, 4216, 5033, 5034, 5035, 5036, 5037, 5038 and 5039. This position is also in charge of the three private investment accounts. All administrative reports, financial documents, personnel documents, contract documents, and payroll documents are processed through the division office and final approval is applied by this position.

2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)

None, this is the first Chief Fiscal Officer position created for the Division of Museums and History.

3. Briefly describe the major purpose of this job.

This position serves as the Chief Fiscal/Administrative/Personnel Officer for the Division of Museums and History, which includes the Division Administrator's Office and seven museums located throughout the state. This position has responsibility for working with various museum directors, museum fiscal staff, and program managers and provides financial management oversight and assistance. This position has direct supervision over all budgets on behalf of the Division Administrator, which includes seven general fund budgets, seven dedicated trust fund budgets, one Museums and History trust fund, and three private investment accounts administered by the Board of Museums and History. This position also provides for appropriate level of agency representation with other state, federal, and non-governmental agencies with decision-making authority.

Fiscal duties include detailed cost analysis, budget expenditure projections, purchasing, contract negotiation and administration, and establishing and monitoring internal controls and procedures. This position is also responsible for formulating, developing, and monitoring comprehensive agency and program budgets. Research and compilation of proposed purchases, expenditures, and contracts is provided by this position.

Additionally, this position prepares and presents written justifications for budget proposals and compares expenditures against spending authority and develops revenue and expenditure forecasts by analyzing historical fiscal data, trends, and assesses

program needs. Final approval of all claims, payments, and reimbursements of division costs is placed on this position.

The fact that division activities are funded with a mix of state, tourism, federal, and private funding, along with admission fees and train ride fees make consistent and ongoing fiscal analysis extremely important.

Administrative duties include assisting the Division Administrator with policy and administrative decision-making in response to changes within the division, overseeing requirements contained within the various federal, state, and private funding grants, staff supervision, development of NPD-19's and position development, interviewing and hiring, development of procedures, management of information systems, and interaction with other state and federal agencies including the divisions within the Department of Cultural Affairs, BLM, Attorney General's staff, and various other state, city, county, and federal managers and representatives.

This position receives and determines validity of complaints regarding specific fiscal programs and/or staff, makes objective determination of problems, works with technical staff to alleviate problems, taking into consideration public relations, the division mission as well as legal and technical requirements.

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

   Please see Attachment B.

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly or annual basis. If this is an existing position, please put an asterisk next to each duty that is new.

DUTY NO.	DUTY	FREQUENCY
1 ☆	**Administration** A. Assists the Administrator in ensuring compliance with Departmental policy, procedures, plans and directions; initiates and evaluates research projects and regulation/legislative review and interpretation. B. Provides administrative advice and support regarding critical management and administrative issues including planning of programmatic initiatives, Divisional operations and conformity, work flow analysis, performance indicators and financial options. C. Serves as the Division's personnel officer responsible for coordinating personnel services issues, including employee relations, classification coordination's, position control, evaluation, training, payroll, MSIs and meeting reporting requirements. D. Develop draft CIPs for submission to Public Works; coordinate and negotiates divisional needs with Buildings & Grounds, private landlords, motor pool, etc. as necessary.	25%
2 ☆	**Fiscal Oversight** A. Administration of Division's fiscal process system. Oversight responsibility for accounting and external financial reporting functions including preparation of annual financial reporting requirements,	25%

	responsible for Division-wide compliance with State Administrative Code policies and practices, training and technical assistance to all Museum accounting staff. **B.** Serves as the Division's fiscal officer responsible for approval of all vouchers, journal vouchers, bill claims, work programs, budget changes, including employee payroll approval for the division, special time adjustment sheets and meeting reporting requirements. **C.** Responsible for accountability of Division's funds, including review and interpretation of regulations with regard to use of funds; prepares draft federal and state fiscal reports on behalf of Administrator. **D.** Responsible for development and oversight of Division's internal control policies. Oversight responsibility for any corrective action required. **E.** Formulates necessary working plans to implement and monitor federally approved grants/contracts. Reviews and assures compliance with state and internal control policies. **F.** Responsible for planning and prioritizing in conformance with the Division's philosophies, analyze internal service to improve effectiveness and efficiency of overall agency operations.	
3	**Budget Administration** **A.** Serves as Division point of contact to the Department for audit and financial issues. Prepares draft Divisional response to informational inquires. **B.** Coordinates preparation of the Division's draft biennial budget for submission to Director's office. Assembles budget for the Office of the Administrator for submission. **C.** Assists Division staff with budget preparation, provides guidance and technical assistance. Reviews and recommends Divisional approval, recommends necessary modifications to Divisional and program budgets as necessary. Advises Administrator of potential problem areas, areas of significant increase in expenditures and/or restrictions on use of funds. **D.** Prepares and assists Director's Office in preparation of fiscal notes for proposed legislation. **E.** Prepares, reviews, and approves budget revisions and justification for the Division. Assists Director's Office as requested with presentations to Interim Finance Committee of State Legislature. **F.** Assists Administrator and Director's Office with documentation and preparation of presentations to legislative money committees and other legislative committees/interim committees as assigned by the Administrator or Director's Office.	**20%**
4	**Staff Supervision** **A.** Develops and maintains current Work Performance Standards for all staff. **B.** Prepares Employee Development Reports. **C.** Directs the daily activity and training of assigned staff. **D.** Participates in all mandatory supervisory training and updates supervisory skills on an ongoing basis. **E.** Delegates/assigns workload and monitors workflow. **F.** Assures that employees are kept informed of agency and state	**15%**

	policies. G. Continually monitors employee performance. H. Promotes teamwork and employee morale. I. Learns and maintains working knowledge of personnel rules, SAM, and agency policy. J. Keeps direct supervisor informed of staff activities and problems. Notifies Department Personnel Officer of any problems having potential for legal ramifications.	
5	**Data Management** A. Coordinates information system needs and various survey and informational request responses; works with Department Technology Staff to develop Divisional technology plan. B. Identify problem areas; coordinate with internal, external agencies to resolve the issues; formulate basic data elements required to support Divisional activities; coordinate development with Department Technology Staff for program needs.	10%
6	**Special Assignments** Responsible for special assignments as delegated by the Administrator or Director's Office.	5%

6. What duties are performed that require the incumbent to make choices, determinations or judgments? Please give examples.

This position exercises a great deal of autonomy in determining work load assignments, daily direction over staff and division budgets, approval authority for all division purchases, and reimbursements to vendors and contractors. Authority to obligate division funds and to reimburse for all types of services, contract negotiation, requests for proposals, and contract development require this position to implement independent decision-making authority. Due to the broad scope of responsibilities placed upon this position, the consequence of error is high.

7a. List the class titles and position control numbers of all employees that work under the supervision of this position.

Administrative Assistant III **PCN #0012**
Accounting Assistant III **PCN #0014**

7b. Describe the extent of supervisory responsibility exercised over these employees. (Check appropriate boxes.)

☐ Final selection ☒ Work assignment ☒ Performance appraisal ☒ Discipline
☒ Training ☒ Work review ☐ Other (Specify)_____

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

Certified Contract Monitor, Certified Personnel Representative, Certified Payroll Representative, Certified with NEBS.

9. List equipment which is used that requires specialized training.

Incumbent must be proficient in word processing programs and spreadsheet development.

10a. List the name, title and position control number of the position's supervisor.

Wallace Steffan, Division Administrator, PCN #0001

10b. Describe the type and extent of supervision received.

Minimal, incumbent expected to work independently, position requires authority to make independent decisions within established procedures and regulatory parameters.

11. What statutes, laws, rules, procedures or guidelines are used in performing assignments?

NRS 381 and 241, State Administrative Manual, Rules for Personnel Administration, Payroll Procedures Manual, Americans with Disabilities Act, American Association of Museums Code of Ethics, Carson City Ordinances.

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

Contacts are required on a regular basis with federal, state, city, and private representatives to carry out the duties as listed in duties above.

Federal: **BLM and DOE grant staff.**
State: **Deputy Attorney Generals, Division Administrators, Department Director, Department ASO, Department Personnel Officer, Department Public Information Officer, Board of Museums and History Members, Other Division management and staff within Department, Budget Office Staff, LCB Fiscal Staff and Auditors, Office of the Controller's Staff, Treasurer's Office Staff, State Purchasing Staff, and Department of Conservation Staff.**
City: **Various Officials including the Carson City Redevelopment.**
Private: **Various Vendors and Private Auditor.**

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

Unlike other state agencies, the Chief Fiscal Officer of the Division of Museums and History, oversees the Dedicated Private Trust Fund budgets administered by the Board of Museums and History which requires annual budget preparation, review and approval versus the biennial process of State Budgets.

RECEIVED

MAR 0 6 2000

NEVADA DEPT. OF PERSONNEL
CARSON CITY, NEVADA

STATE OF NEVADA — POSITION QUESTIONNAIRE

☐ New Position
☒ Existing Position

AGENCY ID NO. 3650 DEPARTMENT Office of the Military DIVISION State Administration

POSITION CONTROL NO. 0003 EMPLOYEE NAME Joanne Keller

CURRENT CLASS TITLE Administrative Services Officer II CLASS CODE 7.217 GRADE 39
(If existing position)

REQUESTED CLASS TITLE Administrative Services Officer III CLASS CODE 7.216 GRADE 40

GEOGRAPHIC LOCATION OF POSITION Carson City EMPLOYEE PHONE NO. 887-7307

APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the information on page 1, and the statements provided in this NPD-19 are correct and complete. Changed responsibilities were/will be effected on 3-6-00

Signature of Appointing Authority or Designated Rep. — Date 3 MAR 00 — Signature of Employee Joanne M. Keller — Date 3/3/00

FOR COMPLETION BY BUDGET DIVISION ONLY

(Required for new positions and when NAC 284.126, subsection 3 applies.)

☐ Approved Effective Date *(If change is approved by State Personnel)* ☐ Disapproved

Signature — Date

FOR COMPLETION BY DEPARTMENT OF INFORMATION SERVICES

(Required when NRS 284.172 applies.)

☐ Approved ☐ Disapproved

Signature — Date

FOR COMPLETION BY STATE PERSONNEL AND BUDGET DIVISION

Agency ID

Position — Effective Date — Expire Date — Type

Action

Part-time *(Percent)*

Class Code — Title NO Change — Grade

Class Option

Division Code — IFC/Legislative Approval Required? ☐ No ☐ Yes — Date Received

INSTRUCTIONS TO APPOINTING AUTHORITY

☐ Use the NPD-3 procedure.

☐ Submit Personnel Action form and refer to NAC 284....., subsection.....

Incumbent meets MQ's: ☐ Yes ☐ No

☒ Other NO Change

Study No. 031-2-00

Analyst — Date 6/8/00

Approved — Date 6-8-00

(Rev. 6-94)

1. **What is prompting this request? If this is an existing position state the significant changes in duties and responsibilities which have been made in the position since it was established or last reviewed by State personnel. If this is a new position have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organization goals, etc., if applicable.**

This request is prompted by a gradual accumulation of duties.

The degree of autonomy in decision making – and therefor the consequence of error – has increased dramatically in the last several years. Due to the national defense demands placed upon the Adjutant General as a result of the reposturing of the National Guard within the Department of Defense, the Adjutant General is consistently out of state, requiring the Administrative Services Officer II to function under only the most general direction. Authority to act independently in establishing and enforcing policy, administering fiscal affairs and managing the state work force has been necessarily delegated to this position.

Since this position was last evaluated in 1991, the number, size and complexity of programs administered by the agency have grown, with the addition of state security detachments at both the Air Base and the Army Aviation Support Facility, the addition of the ChalleNGe Program for at-risk youth, the addition of the Electronic Security Systems Operation and Maintenance program, and the expansion of the Army environmental and Air real property sections.

The responsibilities for coordination with military personnel have also expanded. This position sits as a voting member on the Facilities Board and chairs the Facilities Maintenance Committee and the State Supervisors' Committee. For operational and/or administrative issues, the Administrative Services Officer II must regularly coordinate with: the Air National Guard Executive Officer, the Support Group Commander, the Base Civil Engineer, the Base Fire Chief and the Base Security Chief; and the Army National Guard Chief of Staff, the Construction & Facilities Management Officer and the Plans Operations & Military Support Officer.

2. **What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s).** ***(A separate NPD-19 may be required for these positions.)***

The Adjutant General B/A 3650 PCN 0001

3. **Briefly describe the major purpose of this job.**

The major purpose of this job is to administer the state operations for the Office of the Military. This includes: the operation and management of accounting and budgeting functions; developing, coordinating and justifying the agency's Executive Budget Request; represents the agency with the Department of Administration and the Nevada State Legislature (including the Legislative Counsel Bureau and the Interim Finance Committee); administers the maintenance of all Nevada National Guard facilities (approximately sixty buildings in fifteen locations, statewide); administers the personnel and payroll functions for 74.5 state employees; establishes policies and procedures and implements an effective system of internal control; operates and manages the purchasing, inventory and fixed asset accounting functions; initiates, reviews, coordinates and administers contracts for minor construction, maintenance and janitorial, groundskeeping, administrative and professional services; and the design and implementation of corrective recommendations resulting from state or federal audit.

4. **Attach a copy of the agency organizational chart to this form. Please circle this position.**

See attached

5. **List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentage should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly or annual basis. If this is an existing position, please put an asterisk next to each duty that is new.**

DUTY NO.	DUTY	FREQUENCY
1.	**STRATEGIC AND TACTICAL PLANNING.** Coordinates with various military officials to develop short- and long-range goals and objectives for the state work force; develops and monitors performance measures; develops the agency's Executive Budget Request; consults with military program managers to help develop federal budget requests; in consultation with the Adjutant General and executive military staff, writes the agency's Strategic Plan.	20%
2.	**FISCAL OPERATIONS AND MANAGEMENT.** Responsible for all aspects of state accounting. Establishes policies, procedures and internal controls to ensure strict accountability for all state and federal funds; monitors expenditures and authorizes expenditures from selected categories; reviews state expenditure reports and monthly internal management reports to ensure compliance with budgeted authority and state and federal regulations; reviews and approves federal vouchers for the collection and allocation of federal funds; develops, authorizes, justifies and presents Work Program Requests to augment/revise authorized budgets; approves Journal Vouchers, equipment purchases, travel claims, hardware and software purchases, contracts and other agreements; POC for the Budget Division and LCB-fiscal.	20%
3.	**PERSONNEL AND PAYROLL.** Administers the agency's personnel and payroll functions; develops and authorizes requests to hire as exceptions to the hiring freeze; appoints successful applicants for vacant positions; develops and authorizes requests for special salary adjustments and other extraordinary payroll actions; reviews Time Sheets and approves batches; authorizes all disciplinary actions; reviews and approves employee appraisals and developmental plans; approves innovative and non-standard shift plans; authorizes all paid overtime, leave without pay, administrative leave and shift schedules on holidays; consults with and periodically advises military supervisors regarding state personnel rules and procedures; meets regularly with state employees to discuss personnel, payroll and other matters; chairs the State Supervisors' Committee which assists in the development/revision of agency policies, procedures and practices regarding state employees and supervision.	20%

4. **COORDINATION/COLLABORATION.** Responsible for coordinating state plans and operations with those of the military. Regularly consults with the Army Construction & Facilities Management Officer and the Air Support Group Commander to coordinate priorities and activities. Works with the various military financial offices to coordinate budgeting and expenditures. Consults with the United States Property & Fiscal Officer to resolve disputes. Serves on and/or chairs various inter-disciplinary committees and task groups to develop unified plans and approaches. 10%

5. **MAINTENANCE AND REPAIR OF FACILITIES.** Administers the state maintenance program – through the Facilities Supervisor IV – to maintain safe, attractive and functional facilities for the use of the Nevada National Guard. Chairs the Facilities Maintenance Committee; reviews work order reports and production; approves construction contracts; collaborates with the State Public Works Board on Capital Improvement Projects; allocates repair and maintenance funds; monitors, reviews and approves (in accordance with delegated signature authority) expenditures; consults with the Army Chief of Staff and the Air Executive Officer on maintenance issues. 10%

6. **OTHER DUTIES AND RESPONSIBILITIES.** Performs a wide array of operational and administrative state functions in support of the Nevada National Guard. As directed, represents the Adjutant General at various conferences and meetings; acts as the appointing authority in personnel matters; approves as the agency head various state administrative documents; responsible for the annual inventory of fixed assets; manages and operates purchasing, contracting, training and travel functions; accounts for and approves expenditures from the Adjutant General's Construction Fund (B/A 3652) and the National Guard Benefits Account (B/A 3653); annually reconciles federal and state funding; consults with and advises section supervisors on management and administrative topics and themes; interprets state rules and regulations for military command staff. 20%

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6. **What duties are performed that require the incumbent to make choices, determinations or judgments? Please give examples.**

Generally, all of the above.

7a. **List the class titles and position control numbers of all employees that work under the supervision of this position.**

Facilities Supervisor IV	0022
Accountant Technician II	0034
Management Assistant III	0044

and for state administrative purposes only (operational supervision provided by military personnel):

Property Inventory Manager	0031
Architectural Drafter IV	0030
Program Officer I	0270
Environmental Scientist III	0048
Asst Fire Chief/ Air Nat'l Guard	0226 ✓
Asst Fire Chief/ Air Nat'l Guard	0227
Security Officer Supervisor	0283
Communications Systems Spec	0312

7b. Describe the extent of supervisory responsibility exercised over these employees. *(Check appropriate boxes)*

X Final selection X Work assignment X Performance appraisal

X Training X Work Review X Discipline Other (*specify*)

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

9. List equipment which is used that requires specialized training.

Various office equipment including a network computer, facsimile, copier and calculator.

10a. List the name, title and position control number of the position's supervisor.

Drennan A. Clark, MGEN NVANG The Adjutant General 0001

10b. Describe the type and extent of supervision received.

General Direction: this position has a high degree of authority to make independent decisions and to implement those decisions without the supervisor's approval; performance is evaluated on broad outcomes.

11. What statutes, laws, rules, procedures or guidelines are used in performing assignments?

The Master Cooperative Agreement by and between the National Guard Bureau and the State of Nevada and implementing regulations (AGR/5-1) thereto

State Administrative Manual

State Personnel Rules (NAC 284)

Nevada Revised Statutes, esp. Chapter 412

various agency- and military-specific rules, regulations, policies and guidelines

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

MGEN Drennan A. Clark	general direction
Col Louis Cabrera Col Dennis George Col Lawrence Cerfoglio LtC Kathy Patterson LtC Aaron Kenneston LtC Terrence Sullivan	collaboration
Perry Comeaux Don Hataway Diane Jungwirth Jim Rodriguez Maud Naroll	fiscal and administrative
Jeanne Greene Mary Ellen Komac	personnel and payroll

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

14. Provide any additional information about the job which you consider to be important to the classification, but which have not been previously mentioned.

Under the Adjutant General, the Office of the Military is comprised of three distinct yet inter-related organizations and functions which, in another state department, would probably be designated as divisions: the Army National Guard, the Air National Guard and the State Administration Office. Each "division" is headed by an administrative chief of staff: Colonel Dennis George is the Army Chief of Staff; Colonel Larry Cerfoglio is the Air Guard Executive Officer; this position serves as the "Chief of Staff" for all state operations.

STATE OF NEVADA — POSITION QUESTIONNAIRE

RECEIVED MAY 10 2001 NEVADA DEPT. OF PERSONNEL CARSON CITY, NEVADA

☐ New Position
☒ Existing Position

AGENCY ID NO. 3719 DEPARTMENT Prisons DIVISION Prison Industries

POSITION CONTROL NO. 301 EMPLOYEE NAME Johnny R. McCuin

CURRENT CLASS TITLE Administrative Services Officer II CLASS CODE 7.217 GRADE 39
(If existing position)

REQUESTED CLASS TITLE Administrative Services Officer III CLASS CODE 7.216 GRADE 41

GEOGRAPHIC LOCATION OF POSITION Las Vegas, Nevada EMPLOYEE PHONE NO. (702) 486-6491

APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the information on page 1, and the statements provided in this NPD-19 are correct and complete. Changed responsibilities were/will be effected on 4/1/01

Signature of Appointing Authority or Designated Representative — Date 5/3/01

Signature of Employee — Date 4/20/01

5/8/01

FOR COMPLETION BY BUDGET DIVISION ONLY

(Required for new positions and when NAC 284.126, subsection 3 applies.)

☐ Approved Effective Date *(If change is approved by State Personnel)*
☐ Disapproved

Signature — Date

FOR COMPLETION BY STATE PERSONNEL AND BUDGET DIVISION

Agency ID 3719

Position 301 Effective Date Expire Date Type

Action No Change

RECEIVED MAY 14

Part-time *(Percent)*

Class Code Title Grade

Class Option

Division Code IFC/Legislative Approval Required? ☐ No ☐ Yes Date Received

INSTRUCTIONS TO APPOINTING AUTHORITY

☐ Use the NPD-3 procedure.

☐ Submit Personnel Action form and refer to NAC 284....., subsection.....
Incumbent meets MQ's: ☐ Yes ☐ No

☐ Other.....

Study No. 213-3-01 I

Analyst Date 7-23-01

Approved Date 7-23-01

NPD-19 (Rev. 3-92)

APP-IN 5-15-01 RA

1. *What is prompting this request?* The level of responsibilities coupled with a greater autonomy in decision making, and consequences of errors have increased significantly during the past two years. In addition to being responsible for the accounting, budgeting and fiscal management of Prison Industries' operations statewide, the incumbent also oversees purchasing and inventory management as well as data processing and communications equipment. Responsibilities have increased in the area of contracts and leases. The incumbent previously did not deal with private-sector partners until a contract was signed. Currently the incumbent may make initial contact with a prospective partner and communicate throughout the contract negotiation phase. Recently, facilities management and overseeing construction for buildings to support new Prison Industry programs have been assigned to the incumbent. Fiscal oversight of a new NDOP program, Project REACH, which is funded through a grant and administrated through an independent contractor, has recently been assigned to the incumbent. In addition, a similar program, Community Work, which is internally managed and must be self-sufficient, has been assigned to the incumbent.

2. *What positions, if any, previously performed these new or additional duties?*

   a. Previously the Assistant Director for Industrial Programs exclusively negotiated with private-sector businesses to become partners with Prison Industries. Currently, the incumbent may work collaboratively with a private-sector business throughout the contract negotiation process. The incumbent has negotiation authority up to the signing of the contrat.
   b. Biennial budget requests were previously drafted and sent to the Fiscal Division of the Nevada Department of Prison for finalization. Currently the incumbent directs the preparation and finalization of all three Prison Industry budget accounts representing manufacturing, agriculture and private-sector alliances statewide.
   c. The Prison Industries Capital Improvement fund (Budget Account 3728) is a restricted fund for the purpose of funding buildings and equipment to support new industries. The fund was initiated in 1994 and up to this point in time no expenditures had been made. As the fund now has sufficient cash to support its objective, this position is tasked with the facilities management and construction administration of that program.
   d. As the Assistant Director for Industrial Programs has taken on broader responsibilities, many of his Prison Industries' management functions along with the decision-making authority to carry them out have been delegated to this position.
   e. Prison Industries recently contracted with the American Correctional Association for accreditation. To achieve and maintain this accreditation, additional administrative, fiscal and accounting responsibilities were assumed by this position.
   f. Project REACH and the Community Work programs have just been initiated.

3. *Briefly describe the major purpose of this job.* Under administrative direction, the incumbent oversees all expenditures including personnel, travel, operating, training and equipment of Prison Industries' (PI) Central Administration, the Community

Work Program, and all manufacturing and agriculture operations of the division. Additionally, the incumbent oversees the cost accounting as well as the operating procedures of the manufacturing and agriculture operations to ensure that the selling price of products produced generate the revenues needed to produce the products as well as cover all other operating costs of the division. The incumbent prepares quarterly financial statements and testifies before the Prison Industries Advisory Board on their contents. He reviews and monitors each manufacturing shop's operating statements and plans for future operations. The incumbent prepares the biennial budget request for the PI, Prison Dairy and PI Capital Improvements (PICI) budget accounts representing manufacturing, service and agriculture operations statewide as well as any work programs needed to augment them. The incumbent directs, plans, and controls the accounting section of PI that provide centralized customer billings and vendor payment services for PI operations in all eight medium and maximum security prisons in the State as well as the dairy and other minimum security facilities. The incumbent makes determinations and priorities regarding the use of the PICI fund.

4. *Organizational Chart.* See Attachment A.

5. *List of duties:*

Duty #	DUTY	%
1.	**Directs and coordinates the fiscal control and administrative accounting system of Prison Industries**	30
a.	Provides annual reconciliation of fixed assets by due date for both Controller and the Department of Administration.	
b.	Ensures payables are processed within five working days of receipt.	
c.	Ensures all receivables are posted within two days of receipt.	
d.	Assures the addition of interest charges on all accounts over 30 days old and in excess of $50.00.	
e.	Assures all deposits are made within the time limits specified by policy.	
f.	Sends monthly statements to those customers with accounts receivable balances over 30 days old.	
g.	Provides a mechanism for collection of all receivables over 60 days old. Such receivables will be collected within 30 days of action or referred to the Controller for collection.	
h.	Prepares general journal entries from bi-weekly free staff payroll registers to properly allocate payroll costs to the applicable Prison Industry cost center.	
i.	Prepares general journal entries from monthly cost center reports to adjust raw material and operating supply inventories to actual amounts.	
j.	Calculates and prepares general journal entries from monthly cost center reports to capitalize raw materials, direct labor and overhead to work-in-process and finished goods inventories.	
k.	Prepares general journal entries from monthly cost center reports to reclassify indirect inmate labor costs from direct labor.	
l.	Prepares general journal entries from monthly cost center reports to record transfers of materials between cost centers.	

Duty #	DUTY	%
m.	Prepares general journal entries from monthly cost center reports to record warranty costs incurred during the month.	
n.	Develops written procedures that separate duties in accordance with generally accepted accounting procedures.	
o.	Develops written procedures for the implementation of the requirements of the State Administrative Manual.	
p.	Develops written procedures for the control of access to the financial system.	
q.	Provides the Assistant Director a report summarizing the total outstanding accounts receivables each Friday.	
r.	Provides the Assistant Director a weekly report summarizing the total outstanding accounts payable.	
s.	Provides the Assistant Director a weekly accounts receivable report.	
t.	Provides annual reconciliation with Controller's Budget Status Reports within 60 days of receipt of the year-end Budget Status Report.	
u.	Reconciles the Controller's weekly Budget Status Report with cash received (accounts receivable) and cash paid out (accounts payable and free staff payroll register) within 10 days of receipt of Budget Status Report.	
v.	Provides Controller with year-end balance sheet information by due date set by the Controller.	
2.	**Analyzes financial information.**	10
a.	Provides a consolidated balance sheet within 90 days of the close of the fiscal year.	
b.	Provides a consolidated income statement within 90 days of the close of the fiscal year.	
c.	Provides a statement of cash flows within 90 days of the close of the fiscal year.	
d.	Provides an annual report analyzing the financial activity for inclusion in a division-wide report within 90 days of the close of the fiscal year.	
e.	Provides annual operating statements of each Prison Industry Program within 90 days of the close of the fiscal year.	
f.	Provides the Assistant Director with quarterly comparative financial and operating statements within 60 days of the close of each quarter.	
g.	Provides the Assistant Director with quarterly and annual comparative financial ratio analysis of key financial revenue and expenditure activities of each Prison Industry program within 60 days of the close of each quarter and 90 days of the close of the fiscal year.	
h.	Prepares footnotes to the year-end financial statements in accordance with generally accepted accounting procedures.	
i.	Provides the Assistant Director with quarterly recommendations regarding individual operations based on financial performances within five working days of completion of operating statement.	
3.	**Prepares and monitors annual budget**	12
a.	Obtains budget requests from all cost centers 45 days before the first submission is due.	
b.	Reviews requests with the Assistant Director for budget priorities within five working days of receipt of budget request.	

Duty #	DUTY	%
*	c. Completes budget submission within established timetables.	
	d. Provides the Assistant Director with supporting documentation to defend budget requests in all hearings.	
*	e. Participates at hearings, as required.	
	f. Provides each cost center with an annual operating budget.	
	g. Provides the Assistant Director with quarterly reviews of expenditures versus budget authority by cost centers.	
	h. Provides each cost center with a copy of the weekly Controller's Budget Status Report for their expenditure reconciliation.	
4.	**Prepares work programs to augment the current budget.**	5
	a. Monitors expenditures from each budget account category to ensure expenditures do not exceed authority.	
	b. Performs a trend analysis and gathers expected future expenditure information for cost centers indicating need for more budget authority.	
	c. Prepares work programs, with supporting documentation, and submits to the Department of Administration for immediate implementation or to meet the next Interim Financial Committee meeting for approval.	
*	d. Testifies at Interim Financial Committee meetings, as required.	
5.	**Directs and coordinates annual inventory physical counts.**	2
	d. Provides written annual inventory procedures to each cost center at least 45 days before the close of the fiscal year.	
	e. Provides inventory cards and other physical count requirements at least 15 days before the close of the fiscal year.	
	f. Provides the Assistant Director with annual review of Prison Industries' procedure regarding inventories to assure they are current and meet ongoing control and reconciliation requirements by end of the third quarter of fiscal year.	
	g. Provides training to all central office staff doing on-site supervision.	
	h. Provides written instructions to each staff person.	
	i. Assigns count locations to each Central office staff person to assure complete coverage.	
	j. Supervises the on-site year-end physical inventory count of between two to four manufacturing locations.	
	k. Collects and evaluates the test counts, ending inventory results and final valuation of all cost centers. Investigates any material differences between the perpetual and physical count methods of tracking inventories.	
6.	**Interprets and monitors compliance with Statutes, State Administrative Manual, Departmental Policies and Prison Industries Procedures in the areas of fiscal control and administrative accounting.**	1
	a. Provides current relevant copies of all available information.	
	b. Provides a semi-annual report to the Assistant Director on compliance.	
	c. Provides the Assistant Director with a follow-up report on any non-compliance issues every 30 days thereafter until compliance is achieved.	
*	d. Provides the NDOP with missing overtime codes from staff timesheets for inclusion in their quarterly staff overtime reports within established timeframes.	

Duty #		DUTY	%
	7.	**Provides support and technical assistance to field staff in the area of fiscal control and administrative accounting.**	5
	a.	Provides an annual review of Prison Industries' procedures to the Assistant Director with recommendations for changes necessary by March 1, of each year.	
	b.	Provides the Assistant Director with a checklist to verify compliance with procedures updated annually as needed with the review due by March 1.	
	c.	Provides on-site training to bring locations into compliance within 45 days of notice on non-compliance.	
	8.	**Coordinates both internal and external audits.**	2
*	a.	Requests bids from private Certified Public Accounting firms to audit financial statements every three years.	
*	b.	Provides all assistance required of auditors to complete their audit. Such as ensuring workspace is provided, escorting auditors within institutions, etc.	
	c.	Provides auditors with all data necessary to complete their audit within their designated timetables.	
	d.	Provides the Assistant Director with draft responses to all audit findings within 5 working days of receipt of findings.	
	e.	Provides the assistant Director with quarterly status reports until all accepted audit recommendations are implemented.	
	f.	Drafts procedures to allow for at least annual auditing of all financial reporting requirements by cost centers.	
	g.	Provides annual report to the Assistant Director by November 1, of each year delineating all variances from financial reporting requirements.	
*	9.	**Administers TJ Wholesale Partnership**	5
*	a.	Ensures workspace and equipment is available to meet production requirements.	
*	b.	Prepares payroll registers for all production locations not supervised by a Prison Industry Supervisor (Warm Springs Correctional Center 15-30 inmates; HDSP 40-80 inmates; & Jean Conservation Camp 25-50 inmates).	
*	c.	Ensures processing of payroll register by staff is completed and mailed to NDOP Inmate Services within 1 day after completion of the payroll register.	
*	d.	Coordinates and solves problems between institutions and TJ Wholesale.	
	10.	**Prepares and/or monitors contracts.**	4
*	a.	Prepares contracts for approval by the Board of Examiners..	
	b.	Monitors open-ended material contracts negotiated by State Purchasing with vendors on behalf of Prison Industry manufacturing shops.	
*	c.	Performs as contract monitor for all Prison Industry contracts.	
	11.	**Approval authority for all Prison Industry purchase requests for materials, equipment, or services costing greater than $250.00.**	3
	a.	Grants or denies purchase requests ranging from $250 to $5,000 from Prison Industry supervisors based on cost center's needs, priorities and remaining budget authority.	
	b.	Determines whether to deny, seek direct purchase authority from State Purchasing or have State Purchasing purchase materials or equipment on behalf of the requesting cost center for purchase requests greater than $5,000 based on the timetables of the cost center's needs, priorities and budget authority.	5

Duty #		DUTY	%
	12.	**Investigates complaints regarding inmate pay issues.**	1
	a.	Receives complaints concerning inmates not receiving pay in a timely manner from Prison Industry supervisors as well as private-sector companies operating under contract with Prison Industries.	
	b.	Investigates complaint and determines its validity.	
	c.	Determines current status of pay processing on legitimate complaints and provides guidance to prevent similar problems.	
	d.	Provides the complaining supervisor the results of the investigation.	
	e.	Investigates and answers inmate inquiries about all pay issues made by inmates employed in a Prison Industry program.	
	13.	**Monitors compliance with the U.S. Department of Justice's Prison Industry Enhancement program.**	3
	a.	Plans and performs audits or reviews of certified program compliance.	
	b.	Oversees procedures implemented by certified shops for compliance with Federal guidelines.	
	c.	Provides the Assistant Director with a written report of findings within 10 days of completion of the audit or review.	
*	d.	Accompanies personnel designated by the Department of Justice during their review of Prison Industries' compliance with the Prison Industry Enhancement Program requirements. Answers questions or obtains documents to support such compliance.	
*	e.	Audits programs in other states as requested by the Correctional Industries Association	
*	f.	Attends national training seminars and leads discussion groups.	
	14.	**Supervises data processing functions.**	1
	a.	Identifies data processing needs.	
	b.	Acquires software.	
	c.	Acquires hardware.	
	15.	**Acts as the Assistant Director, Prison Industries, in his absence.**	3
	a.	Approves bi-weekly Timesheets of all Prison Industry staff reporting to the Assistant Director and the NDOP Southern Administrative Office staff.	
*	b.	Directs or approves in-state travel requirements of Prison Industry staff.	
*	c.	Disciplines Prison Industry's personnel if needed.	
*	d.	Takes appropriate action on any matters pertaining to Prison Industries.	
*	16.	**Fiscal Management Compliance Monitor for Accreditation with the American Correctional Association's Standards for Correctional Industries.**	2
*	a.	Ensures the fiscal management standards are in-place.	
*	b.	Writes or rewrites operational procedures to correct deficiencies.	
*	c.	Prepares a filing system to tract compliance issues.	
*	17.	**Building & Grounds Management**	3
*	a.	Acquires buildings for manufacturing needs	
*	b.	Prepares contracts for disassembly, moving and assembling buildings as needed.	
*	c.	Approves purchase orders for building improvements and upkeep.	
*	18.	**Supervises Community Work Program**	5

Duty #	DUTY	%
* 47	a. Supervises Program Director	
* 10	b. Provides fiscal support (calculates inmate/employer assessments to cover costs).	

6. *What duties are performed that require the incumbent to make choices, determinations or judgments?*

a. In preparing financial statements, the incumbent must determine:
   (1) The valuation of the ending inventories balances of each cost center.
   (2) A fair estimate of uncollectable amounts recorded in accounts receivable.
   (3) An estimated amount to accrue for revenues or expenses when the amount is unknown at the time the financial statements are prepared (i.e. Interest or license plate fees receivable or expenses paid by NDOP). 5

b. In posting entries into the automated accounting system, the incumbent must determine:
   (1) The allocation of free-staff payroll into the appropriate cost center's account.
   (2) What expenditures should be treated as "prepaid expense" and properly allocates those expenditures between the balance sheet and income statement during the proper reporting periods.
   (3) The adjustments needed to balance ending inventories to actual amounts and what expense accounts (materials, direct labor, and overheads) to increase or decrease for the differences.

c. After analyzing cost accounting data, the incumbent must determine:
   (1) The proper overhead and selling, general and administrate rates each shop should charge to recapture their particular indirect manufacturing costs.
   (2) Whether any product pricing adjustments need to be made in order for the shop to operate profitably.
   (3) Whether there is a likelihood of errors or irregularities made by any of the cost centers.

d. When customers complain about late charges being added to their account, the incumbent must make judgments as to whether: 5
   (1) Delays in posting the customer's payment were caused by Prison Industries' staff and, if so, directing the elimination of the finance charges.
   (2) The customer was, in fact, late making his payment and, if so, directing that the finance charges stand.
   (3) The payment terms with that customer excluded finance charges and, if so, directing the elimination of the finance charges.

e. In approving purchase orders for raw materials from Prison Industries' manufacturing shop supervisors, choices between vendors are sometimes made weighing time of delivery over cost to meet customer deadlines.

f. When major equipment breakdowns occur, choices are made as to whether to repair the equipment or purchase new equipment weighing factors such as:
   (1) The cost of the repair versus the cost of new equipment.
   (2) The delay imposed on the shop to have the equipment repaired considering the open order backlog the shop is experiencing at that time.

(3) Whether a like piece of equipment can be rented or borrowed from another shop while the inoperable equipment is being repaired.
(4) Past breakdown experiences of that particular equipment item.

g. When events occur that interrupt normal office procedures (i.e. a major report is requested with insufficient time to meet the deadline, a staff member is on extended absence, etc.) the incumbent must make choices in prioritizing immediate tasks to be accomplished and/or determine reassigning subordinates' job assignments.

h. Choosing between having finished goods shipped via common carrier or by Prison Industries' in-house shipping department is occasionally made weighing factors such as:
(1) Cost
(2) Customer needs
(3) Product assembly requirements

7a. *List the class titles and position control numbers of all employees that work under the supervision of this position:*

a. Direct
(1) Accountant Technician II, Code 7.141, Grade 32, PCN 318
(2) Accountant Technician I, Code 7.143, Grade 30, PCN 344
(3) Community Work Program Director (Proposed position), Grade 36

b. Indirect
(1) Accounting Specialist (Proposed), Grade 27

c. Functional
(1) PI Supervisors (6)
(2) Prison Dairy Manager
(3) Private-Sector Partners (6)

7b. *Describe the extent of supervisory responsibility exercised over these employees.*

a. Direct: Makes final-hiring selections, work assignments, and performance appraisals. Trains employees and reviews work. Disciplines employees if needed.

b. Indirect: Makes final-hiring selections, provides training, reviews work assignments, and performs supervisory review of Employee Appraisal and Development Form.

c. Functional:

(1) PI Supervisors: Approves purchase requests. Directs cost accounting procedures. Provides input to the Assistant Director on fiscal performance for employee's annual appraisal. Directly supervises in the absence of the Assistant Director.

(2) Private-Sector Partners

(a) Manpower Models: Directs inmate payroll procedures. Approves operating supplies and equipment purchases. Resolves production problems, inmate pay issues and other complaints from inmates, staff, employers or institutions.

(b) Employer Models: Resolves inmate pay issues and other complaints from inmates, staff, employers or institutions.

8. *List any licenses, certificates, degrees, or credentials that are required by law for this job.*

Those determined within the Department of Personnel's Class Specifications.

9. *List equipment which is used that requires specialized training.*

a. Computer
b. PC is linked to a file server.
c. The software primarily used is:
(1) CYMA PASIII (Professional Accounting Series)
(2) Excel (Spreadsheet)
(4) Word (Word Processor)
d. Ten-Key calculator, copier and printers

10a. *List the name, title and position control number of the position's supervisor:*

Howard S. Skolnik, Assistant Director of Prison Industries, position number 300.

10b. *Describe the type and extent of supervision received.*

Manages all functions under administrative directions. Directives for special or unusual assignments are in terms of the outcome requested. The course of action used to achieve the desired outcome is at the discretion of the incumbent.

11. *What statutes, laws, rules, procedures or guidelines are used in performing assignments?*

a. State Administrative Manual (SAM)
b. NDOP Administrative Regulations (AR)
c. NDOP Policies
d. Prison Industries' Administrative and Operational procedures
e. Federal Department of Justice's Prison Industry Enhancement Program guidelines.
f. Federal tax laws (i.e. Status as employee or independent contractor, filing of Forms 1098, Miscellaneous Income.

12. *What people are contacted in carrying out the duties of this position?*

a. Prison Industry Cost Center Supervisors:
(1) Receives and approves/disapproves purchase order requests.
(2) Resolves operational problems.
(3) Requests information regarding the preparation of the budget/work programs.
(4) Requests information regarding cost accounting issues.

(5) Provides training concerning cost accounting and other Prison Industry's Operational Procedures.

b. Budget Division:

(1) Issues concerning budget preparation.

(2) Answers questions concerning work programs submitted for approval.

(3) Answers questions concerning Prison Industries' requests for equipment substitutions.

c. Legislative Council Bureau:

(1) Issues concerning budget preparation.

(2) Answers questions concerning work programs submitted for approval.

d. Prison Industries' Advisory Board members:

(1) Testifies during meetings on matters concerning information included in financial statements prepared since the last meeting.

(2) Answers questions and/or provides information to be included in the next Advisory Board meeting's agenda.

(3) Answers questions and/or provides information requested that were raised in the previous Advisory Board meeting.

e. Controller's Office:

(1) Resolves issues concerning rejected voucher payables or cash deposits.

(2) Provides and explains data concerning Prison Industries' year-end balance sheet holdings.

(3) Reconciles cash carry forwards from one fiscal year to the next.

(4) Provides any other information requested by the Controller's Office such as capitalization of equipment purchases not processed through State Purchasing.

f. State Treasurer's Office:

(1) Answers inquiries concerning cash deposits.

(2) Coordinates between Treasurer's Office and Prison Industry staff members concerning travel advances.

(3) Resolves issues concerning quarterly interest due on cash deposits held in B/As 3719, 3727 and 3728

g. Prison Industries' customers:

(1) Resolves customer complaints.

(2) Asks pertinent questions to determine whether or not to grant credit terms to customer for anticipated purchases.

h. Prison Industries' private-sector business partners:

(1) Resolves inmates pay problems.

(3) Coordinates need for additional inmates or work space.

(4) Other issues between Prison Industries and the business partner such as, increases/decreases in rental space, safety and/or security.

i. Prison Industry Marketing Coordinators:
   (1) Resolves operational problems between Marketing Coordinators, cost center supervisors and/or customers.
   (2) Request information regarding the preparation of the budget/ work programs.

j. NDOP Inmate Services concerning inmate payroll.

k. NDOP Institution Wardens, Associate Wardens and Administrative Service Officers concerning Prison Industry program issues relative to their institution.

l. Prison Industries' Inmate Clerks - provides training concerning cost accounting issues.

m. Other Persons/Agencies as required or requested, such as:
   (1) The IRS concerning inmate status as employee or independent contractor.
   (2) Potential private sector business partners concerning general issues involved with running a business using inmate labor.
   (3) Other State's Prison Industry staff concerning such things as accounting issues, products made, vendors used, etc.
   (4) SIIS concerning inmates injured on the job.
   (5) Risk Management concerning insurance matters.
   (6) Attorney Generals Office concerning uncollectable accounts, contract preparation or compliance issues, and general questions or answers.

13. *Describe any unusual physical demands or working conditions in this job:*

Frequent visits to and within prison institutions at various locations Statewide. This requires the incumbent to not only travel overnight frequently, but also work closely with offenders.

14. *Provide any additional information about the job which you consider to be important to the classification, but which have not been previously mentioned.*

The responsibilities of this position have grown significantly during the past two years. The incumbent continues to provide more directives for functions outside of the fiscal and accounting areas. For example, the incumbent negotiated with a private-sector company to lease 30,000 square feet of space and employ up to 125 inmates at the Lovelock Correctional Center. The contract was signed resulting in bringing in $54,000 per year in rental fees to Prison Industries and reducing incarceration costs to the tax payers by room and board assessments against those inmates' wages employed in the program. Over $100,000 was saved by successfully bidding on an excess building versus ordering one from the factory. Seven buildings were acquired by the incumbent from the Nevada Test Site for use as manufacturing, hazardous material storage and warehousing. Purchasing new buildings would have taken years to accomplish due to budgetary constraints.

STATE OF NEVADA - POSITION QUESTIONNAIRE

☐ New Position
☐ Existing Position

AGENCY ID NO. 11585 DEPARTMENT Lovelock Correctional Center DIVISION Nevada Department of Corrections

POSITION CONTROL NO. 5 AGENCY ORG.# 3759 FUND# 440

EMPLOYEE NAME Bernard E. Schneider

CURRENT CLASS TITLE (If existing position) Administrative Services Officer II CLASS CODE 07217 GRADE 39.10

REQUESTED CLASS TITLE Administrative Services Officer III CLASS CODE 7.216 GRADE 41.10

GEOGRAPHIC LOCATION OF POSITION Lovelock, Nevada EMPLOYEE PHONE NO (775) 273-425

APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the information on page 1, and the statements provided in this NPD-19 are correct and complete. Changed responsibilities were/will be effected on JULY 1, 2005

Bernard Vine 6/21/05
Signature of Appointing Authority or Designated Representative Date

Signature of Employee 6/9/05
Date

FOR COMPLETION BY BUDGET DIVISION ONLY
(Required for new positions and when NAC 284.126, subsection 3 applies.)

☐ Approved Effective Date (If change is approved by State Personnel) 7/1/05 RECEIVED ☐ Disapproved

not in Executive Budget

D. Reed 6/29/05
Signature

JUN 29 2005
DEPARTMENT OF ADMINISTRATION
OFFICE OF THE DIRECTOR
BUDGET AND PLANNING DIVISION

FOR COMPLETION BY DEPARTMENT OF INFORMATION TECHNOLOGY
(Required when NRS 284.172 applies)

☐ Approved ☐ Disapproved

Signature Date

FOR COMPLETION BY STATE PERSONNEL AND BUDGET DIVISION

Agency ID 440-3759

Position 0005 Effective Date Expire Date Type

Action

Part-time (Percent)

Class Code Title NO change Grade

Class Option

Division Code IFC/Legislative Approval Required? ☐ No ☐ Yes

RECEIVED
JUN 29 2005
NEVADA DEPT OF PERS. ADM.
CARSON CITY, NEVADA
Date Received

INSTRUCTIONS TO APPOINTING AUTHORITY

Use the NPD-3 procedure

Submit Personnel Action form and refer to NAC 284 subsection.
Incumbent meets MQ's. ☐ Yes ☐ No
If NO explain

Study No 291-2-05
Analyst Date 5/27/5
Approved Date 8/23/05

1. What is prompting this request? If this is an existing position state the significant changes in duties and responsibilities which have been made in the position since it was established or last reviewed by State Personnel. If this is a new position have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.

The assigned duties of the rural Administrative Service Officer II at Lovelock Correctional Center are unlike those of the same position at other major institutions. Due to Lovelock Correctional Center being located a minimum of 150 miles from the nearest major institution; Lovelock Correctional Center must rely on all staff to multi-task. For example, the Administrative Service Office at Lovelock Correctional Center must be aware of most aspects of the day to day operations of the institution as he may be tasked with being Acting Assistant Warden of Operations, if by chance the Associate Warden of Operations is on sick leave, vacation or attending training off site. Occasionally, when the Associate Warden of Operations and the Associate Warden of Programs are away, the Warden may delegate his position for a short period of time to the Administrative Service Officer until his return. Being in a rural institution, the ASO II is required to sit, at times, as a Hearing Officer, for disciplinary action or sit on a hiring panel for the hiring of Correctional Officers or the promotion of Correctional Officer to a higher ranked position.

It should be noted that since the assignment of Humboldt and Carlin Camps in 2001, the responsibilities of the ASO II at Lovelock Correctional Center has also increased. Camp supervisory responsibilities also entail that the ASO II must drive several times a year to the camps for on-site meetings with support staff, review maintenance, culinary, warehouse, inventories and budget procedures, as well as inspect the camp for cleanliness and improprieties.

Following is an outline depicting what prompts this request and significant change in duties and responsibilities since my hire in 1995.

I. <u>Re-Evaluation of Position</u>
   a. The ASO II position at Lovelock Correctional Center has not been reviewed since 1991.

II. <u>Significant Change in Duties and Responsibilities</u>
   a. Delegated by the Warden to act as Warden, AWO or AWP in their absence.
   b. Sit on interview panels for new employees outside of the scope of administrative service and make recommendations for hire, i.e., custody and programs.
   c. Sit as Hearing Officer for pre-disciplinary hearings and make recommendations for disciplinary action in all areas of employment, i.e., administrative services, operations, programs.

d. Act in the Warden's behalf by inspecting conservation camps at Humboldt and Carlin and make recommendations to the Warden and Camp Lieutenants.
e. Supervise, mentor and make decisions on budget expenditure, maintenance and food delivery to Humboldt and Carlin Camps which were not my duties prior to 2002.
f. Author, justify and defend bi-annual budget to Central Office and Director for Humboldt Conservation Camp and Carlin Conservation Camp which were not included in my assisgned duties prior to 2001.
g. When Lovelock Correctional Center was established in 1991, assigned duties for the ASO II were for an inmate population of 500 and a bi-annual budget of $14,000,000. In 2005, Lovelock Correctional Center's inmate population is averaging between 1,500 and 1,600. Bi-annual budget is over $36,000,000.

2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). *(A separate NPD-19 may be required for these positions.)*

Position	Class Title	Position Control Number
Warden	12.501	0001
AWO	12.506	0002
AWP	12.553	0004

Camp Warden positions no longer exist.

3. Briefly describe the major purpose of this job.

The first and foremost duties of the Administrator is to insure the safety of the community, staff and inmates, to maintain a clear and positive environment, to facilitate a positive inmate attitude and behavior, to accomplish this purpose in a cost effective manner and assure that all expenditures of the budget meet the criteria and laws set forth by NDOC policies and the laws of the State of Nevada.

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

Please see Attachment #1 - Lovelock Correctional Center Organizational Chart

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly or annual basis. If this is an existing position, please put an asterisk next to each duty that is new.

DUTY NO.	DUTY	FREQUENCY
1	**Acting Warden:** ▪ Third in command to act in the Warden's behalf when he is absent from the Institution. ▪ Act in the Warden's behalf when visiting the Camps assigned to the Institution. ▪ Ensure that the Institution operates within the guidelines of Administrative Regulations and Institutional Procedures in a manner prescribed by law. ▪ Prepare daily morning report for the ADO ▪ Maintain communication with Central Office regarding critical instances at the Institution. ▪ Chair meeting in the Warden's behalf.	10%
2	**FISCAL MANAGEMENT:** Responsible for management of all fiscal activities at institution and assigned facilities, which include, but is not limited to Lovelock Correctional Center, Carlin Conservation Camp and Humboldt Conservation Camp. **Annual Budget:** ▪ Direct development of L.C.C.'s, H.C.C.'s and C.C.C.'s biennial budget for submittal to the Warden, Director and Legislature. ▪ Monitor and track expenditures throughout the fiscal year and make projections of expenditures and year end balances. ▪ Recommend work program adjustments to ensure encumbrances remain within allocated levels. **Inmate Payroll:** ▪ Supervise the development of L.C.C.'s, internal inmate payroll system to include submittal of pay level, hours worked, where worked and monitor posting to inmate's accounts. **Inmate Accounts:** ▪ Direct and supervise inmate's accounting at L.C.C., H.C.C. and C.C.C... Monitor and track all accounts involving inmate funds which include payroll, restitution, postage, copy work, stores purchases, hobby craft, inmate/employee services and inmate savings. **Travel:** ▪ Direct and supervise development of travel requests and claim forms. Monitor and track L.C.C.'s travel expenditures and claims to ensure compliance with all applicable rules, regulations and laws. **One-Shot or Special Budgets:** ▪ Direct development of this type budget. Monitor and track all expenditures through this account to ensure compliance with all applicable laws, rules and regulations.	35%

3	**ADMINISTRATION AND MANAGEMENT** Administer and direct departments at institution and assigned facilities, which include but are not limited to: **Accounting Office:** • Administer accounting office functions and staff. Direct development of work process procedures and policies for internal fiscal accounting. • Administer and direct Lovelock Correctional Center's employee payroll system to include timekeeping system and maintenance of records. • Direct supervision of 3 staff members. **Food Services:** • Manage food purchases generated by the Food Manager to ensure funds are available and orders meet requirements of laws, rules and regulations. • Inspect the culinary for cleanliness, inventory and quality of food on a regularly basis. • Supervise 4 free staff employees and 104 inmate workers **General Maintenance:** • Manage general maintenance material purchases requested by the maintenance supervisor to ensure funds are available and orders meet requirements of all laws, rules and regulations. • Inspect maintenance work order for completion and quality of work. Ensure that the Maintenance work areas are clean and safe. • Manage and supervise inmates in the area of P/I and Administration yard labor. Supervise the maintenance and painting of Administration, Visiting and Training areas. • Supervision of 14 staff employees and 8 inmate workers. **Inmate Store:** • Administer inmate store functions and staff to include inventory appraisal, stock pricing, inventory accountability, merchandise distribution and ordering, warehousing and inmate fund monitoring. • Supervise 2 free staff employees. **Laundry:** • Direct function of the laundry through coordination of purchasing, receiving and delivery activities. • Inspect laundry for inventory and quality control. • Ensure all areas are clean and safe. • Supervision of 1 free staff employee and 15 inmate workers. **Warehouse:** • Direct functions of the warehouse through coordination of purchasing, receiving and delivering activities. Direct development of work process procedures and policies for internal fiscal accounting. • Inspect warehouse for inventory and quality control. Ensure that all areas are clean and safe. • Supervise staff of 5 and 5 inmate workers.	25%

6. What duties are performed that require the incumbent to make choices, determinations or judgments? Please give examples.

I. Acting Warden, Assistant Warden of Programs or Assistant Warden of Operations
When acting in these positions, one must demonstrate knowledge, skill and confidence to administer the institution or conservation camps.

II. Sit as Pre-Disciplinary Officer
Have knowledge and demonstrate skill to determine what disciplinary action should be taken, if any.

III. Fiscal Management
Have knowledge to develop a bi-annual budget the Lovelock Correctional Center, Humboldt Conservation Camp and Carlin Conservation Camp. Supervise payroll by ensuring that time sheets are filled out correctly as well as administering accounting practice for Lovelock Correctional Center.

IV. Purchasing
Ensure purchase order numbers are assigned to store requisitions before purchases are made and review all store requisitions for compliance with budgeting guidelines.

7a. List the class titles and position control numbers of all employees that work under the supervision of this position.

As Acting Warden, all 265 employees at Lovelock Correctional would be under my supervision. The number of employees under my direct supervision varies dependent upon which departmental responsibilities are being assumed at that time, i.e., administrative, operations, and/or programs departments.
Please see Attachment #2.

Direct Supervision at all times of

PCN 372 Facility Sup. 3
344 Food Service Mgr 3
354 Supply Tech 2
360 Acct Tech 2
378 Ad Ass 2

7b. Describe the extent of supervisory responsibility exercised over these employees. *Check appropriate items.)*

__Final Selection X Work Assignment X Performance Appraisal

X Training X Work Review X Discipline __Other *(Specify)*

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

Bachelor degree or equivalent combination of education and experience on a year to year basis.

4	**SUPERVISION:** ▪ Responsible for and supervises the functional manager for accounting, food service, laundry and warehouse. Indirectly responsible for manager's support staff. ▪ Completes Work Performance Evaluations and Work Performance Standards on all functional managers. Reviews all other personnel evaluations rendered on staff members within the Business Manager's scope of responsibility.	5%
5	**PURCHASING:** ▪ Purchases will be made daily as required for budget accounts 3759, 3741 and 3652, categories 04, 05, 07, 20, 29, 50 and 75. DOC-520 form will be used in the purchasing process to provide necessary control on Department financial commitments and clarify hierarchy for initiation and approval of departmental purchasing. All documentation relating to purchases will be maintained in the office of the ASO. ▪ If approved, the Stores Requisition is sent to Central Procurement for processing. If disapproved, the Stores Requisition will be returned to its initiator. ▪ Upon receipt of the purchase order from Central Procurement, supervise the distribution of these purchase orders to initiator for placing the order. ▪ Emergency purchases may be defined as conditions occurring which if not addressed could result in the loss of life or limb or security of the institution. In such instances a Stores Requisition could be walked through the approval process.	10%
6	**VEHICLE FLEET MANAGER:** Administer the vehicle fleet at L.C.C. ▪ Coordinate assignment/use and preventative maintenance of all vehicles at L.C.C. via Institutional Procedure on Vehicle Fleet Management, which is reviewed and updated yearly. ▪ Develop usage reports defining mileage, usage, operators, and maintenance performed on vehicles monthly. ▪ Responsible for ensuring all accidents involving State vehicles are documented on RSK-001 forms by person responsible for damage and submitted with estimates in a timely manner to the Property & Contracts Coordinator in Central Office. ▪ Once approval is received from Central Office, a Stores Requisition is generated for a $100 check to meet the deductible. Co-payment for insurance check is paid directly to vendor.	5%
7	**SUPPLY ISSUANCE:** ▪ Responsible for business office staff and warehouse support staff regarding the implementation/distribution of supplies to various locations within the facility. ▪ Ensure proper procedures are followed as to ordering and processing Stores Requisitions for office supplies, agency uniform issue and personal hygiene issuance from warehouse. Monthly reports generated to show use/abuse of supplies by different areas within the institution.	5%
8	**PUBLIC RELATIONS:** ▪ Manage and supervise inmates on public relations and recruitment publications.	5%

9. List equipment which is used that requires specialized training.

Computer, ten key, fax, typewriter

10a. List the name, title and position control number of the position's supervisor.

Lenard Vare', Warden, Lovelock Correctional Center, Position #0001
Lori Bagwell, Chief of Fiscal, Position #0315

10b. Describe the type and extent of supervision received.

Final authority.

11. What statutes, laws, rules, procedures or guidelines are used in performing assignments?

State of Nevada Revised Statutes
State of Nevada Administration Code
Department of Corrections Administration Regulations
State of Nevada Personnel Manual
Lovelock Correctional Center Institutional Procedures

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

To maintain up to date communication and rapport, close contact is required with the following:

Warden, AWO, AWP, Lieutenants and Sergeants
Department Supervisors and staff
Vendors
Fiscal Budget Analyst

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

None

14. Provide any additional information about the job which you consider to be important to the classification, but which have not been previously mentioned.

In each institution, there are Post Charts. Each Post Chart is divided into employee classifications. In that Chart under Management, there are four (4) positions: 1. Warden, 2. Associate Warden of Operations, 3. Associate Warden of Programs and 4. Administrative Service Officer. Each of these administrative positions has been reclassified without or before additional duties, except the ASO II position.

The ASO position at Lovelock Correctional Center has had significant changes in duties and responsibilities which require decision making, planning, organizing, coordinating and supervising workers in two or more areas.

As of now, the Administrative Service Officer II position at Lovelock Correctional Center is a Grade 39. The Correctional Lieutenant will be a Grade 39, being compensated the same as the Administrative Service Officer II. The CCS III position, now a Grade 38, will move to a Grade 40, which is still higher than the ASO II in the administrative field.

It should be noted that in 1995 all administrative positions under the Warden were the same Grade due to the similar responsibilities at the institution.

PK

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☐ New Position
☒ Vacant Position
☐ Filled Position

DEPARTMENT: Public Utilities Commission	RECEIVED DIVISION OF HUMAN RESOURCE MANAGEMENT FEB 27 2017 COMPENSATION, CLASSIFICATION RECRUITMENT DIVISION CARSON CITY, NEVADA
DIVISION: Administration	
GEOGRAPHIC LOCATION OF POSITION: Carson City	
AGENCY ID# (3 digits): 580 / FUND# (3 digits): 224 /	
AGENCY ORG/BUDGET# (4 digits): 3920 / POSITION CONTROL#: 0108 /	
CURRENT CLASS TITLE (If vacant or filled position): Management Analyst II /	CLASS CODE: 7.625 / GRADE: 35 /
REQUESTED CLASS TITLE: Administrative Services Officer II	CLASS CODE: 7.217 / GRADE: 39
EMPLOYEE NAME: / PHONE#: / EMAIL:	
SUPERVISOR NAME: Breanna Potter / PHONE#: 775-684-6167 / EMAIL: bpotter@puc.nv.gov	

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.

Changed responsibilities were/will be effected on: Date

Appointing Authority or Designated Representative signature: Date: 2-27-17

Employee signature: Date

Is this request being submitted with agency approval or knowledge? ☐ No ☒ Yes

3a. FOR COMPLETION BY BUDGET DIVISION ONLY

RECEIVED FEB 28 2017 GOVERNOR'S FINANCE OFFICE BUDGET DIVISION

Required for new positions and when NAC 284.125 (3) applies

☐ Approved effective date (if change is approved by DHRM) Date

☒ Approved – date to be determined and change to be approved by DHRM

☐ Disapproved

Part-time (%) Expire date

Signature: Melanie H. Date 3/10/17

Notes: intend in advance 4/12/17

3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY

Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services Information Technology subgroup.

☐ Approved ☐ Disapproved

Signature Date

4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY

Dept code 580	Effective date 2/27/17	Expire date
Division code 3920		
Class code 0108	Title Administrative Services Officer II	Grade 39
Class option	IFC/Legislative approval required? ☒ No ☐ Yes, date approved	

INSTRUCTIONS TO APPOINTING AUTHORITY

Incumbent meets MO's. ☐ No ☐ Yes

☒ Other: USE HIRING PROCEDURES

Exam# 224-17

Analyst: Date 4/11/17

Supervisor: Date 4/11/17

GOVERNOR'S FINANCE OFFICE BUDGET DIVISION APR 11 2017

NPD-19 (Rev 11/12)

1. **What is prompting this request? If this is an existing position, state the significant changes (as defined in NAC 284.126) in duties and responsibilities which have been made in the position since it was established or last reviewed by Human Resource Management. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.**

The position of Management Analyst II (MAII) is currently vacant and was previously an Administrative Services Officer I (ASOI). It was changed to MAII in July 2011.

In 2013, the position of Manager of Fiscal Services/Human Resources (Manager) was created using a vacant unclassified position. This management position currently supervises an Administrative Analyst (Personnel Officer), a MAII, a Personnel Analyst, and an Accounting Assistant 3. The salary of the Manager is $69,557 (unclassified position title code U3902).

The relatively small size of the agency means that most employees take on more responsibilities to get the job done, this position is no exception. Nearly every fiscal and human resource related function in this agency flows through this office. Therefore, we are requesting the authority to eliminate or transfer the unclassified Manager position to another division within the agency, and to make the much needed upgrade of this position, MAII, back to the Administrative Services Officer series. This will align this position with other positions in the State, including Department of Public Safety, the General Services Division, and the Museum's and History's fiscal staff maintaining continuity and parity.

$12 million budget per year ; $55 million in revenue (reg. assessment, Universal Energy Charge assessments, access line surcharges, inspection fees, fines-penalties.

2. **What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)**

(Before 2013) Management Analyst II (7.625), pay grade 35. Position 0108
(Currently) Pub/Edu/Stat Analys Ofcr (EA) U3902. Position 0009

3. **Briefly describe the major purpose of this job.**

The position is responsible for the supervision, coordination and oversight of the accounting, budgeting, and fiscal management functions of the agency; human resource management, and ensuring goals and objectives are met. This position works directly and frequently with the Governor's Finance Office, Purchasing, Controller's Office, Internal Audits, Treasurer's Office and serves as the agencies sole Contract Manager. Additionally, this position meets and works with other PUCN managers to coordinate fiscal and personnel needs as well as coordinates various other projects.

This position requires a broader scope of responsibility and greater complexity of work than an ASO I as there is only general direction provided to this position by the Deputy Director of the agency, which is why we are requesting an upgrade to ASOII.

Agency info: Though the PUCN is a relatively small agency, with 96 FTE, we regulate over 500 gas, electric, telecommunications, water and sewer utilities in Nevada and have an operating budget of approximately $24 million over the biennium. The utilities we regulate and the decisions that are made in this agency effect the daily lives of all Nevadans.

4. **Attach a copy of the agency organizational chart to this form. Please circle this position.**

5. **List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.**

DUTY#	DUTY	FREQUENCY
1	Plan, develop, and maintain two budget accounts (BA 3920 and 3921) while complying with budgeting rules, regulations and statutory requirements, to include entry into NEBS. Work with program and division managers to develop the budget. Review budget proposals for completeness and accuracy. Develop enhancement requests and written justifications. Participate in the strategic planning process to include performance measures and benchmarking. Manage revenue/expenditure tracking and monitor revenues and expenditures against budgetary authority, prepare financial statements and reports of revenue and expenditures to include fiscal year-end projections for Deputy Director and Executive Director: analyze fiscal data to identify trends, changes in fund balances, and/or correct coding/posting by using internally generated budget tracking systems and databases: and external accounting systems (i.e., Advantage, DAWN) to reconcile/balance accounts. Make recommendations to Deputy Director and Executive Director and prepare work programs. Prepare and maintain records, notifications, and reports of collection activities on uncollected debt.	50%
2	Responsible for leadership, coordination and oversight of the Fiscal Services/Human Resources division. Ensures quality work product and fiscal integrity across the agency. Analyze and resolve fiscal operating and management problems. Monitors, updates, and creates internal policy and procedures pertaining to Fiscal Services/Human Resources. Oversees human resource functions to include position classification, recruitment strategies, training and development. and incentive programs.	20%
3	Prepare contract documents and amendments for submittal to the Board of Examiners. Ensure contract is in compliance with all insurance requirements and with Secretary of State's business license requirement. Maintain Contract Manager certification as required by State Purchasing. Manage, monitor, reconcile and compile data and prepare expense reports for three (3) federal grants: one federal grant for the PUCN's Gas Pipeline Safety Program and two federal grants for the PUCN's Gas Pipeline Safety Damage Prevention in accordance with state and federal grant award instructions. Prepare Single Audit Reporting Forms at fiscal year-end.	20%

4	Serve as acting Deputy Director in the Deputy Director's absence; testify before PUCN, Board of Examiners, and Legislature; assist in the review and preparation of fiscal notes during the Legislative Session; participate in budget meetings with the Governor's Finance Office, Department of Administration, and Legislative Counsel Bureau; serve as the liaison with external auditors.	5%
5	Set the assessment rate for the annual rail tonnage inspection fees and the annual "mill" assessment based of various factors (i.e.. expenditures, rate payer impact, reserves). Monitor collections for the annual rail tonnage inspection fees and universal energy charge assessment. The mill assessment is used to fund the budget and if not set at an appropriate rate, the impact would be vast.	5%

6. What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.

1) Work independently performing technically complex assignments critical to the financial health of the PUCN;
2) Prepare and administer budgets; accurately prepare revenue projections and expenditures; monitor revenues and expenditures to determine accuracy of budget and analyze trends: analyze and assess programs, policies and operational needs and make appropriate adjustments and recommendations to upper management;
3) Prepare clear and concise administrative and financial reports;
4) Prepare, analyze and interpret complex financial and accounting reports;
5) Interpret and apply rules, regulations, policies and procedures relative to the Commission;
6) Collect, compile, compute, analyze, and interpret data for use in preparing financial and statistical reports and composing business correspondence;
7) Plan, implement and monitor methods necessary to achieve specific goals and objectives;
8) Prioritize assignments, delegate and multi-task to accomplish PUCN goals within the prescribed schedules;
9) Oversee, direct, and coordinate the work of lower level staff;
10) Use discretion sharing confidential or sensitive information and files;
11) Effectively segregate the issues;
12) Exercise sound decision making skills in determining the proper course of action in fulfilling the PUCN's responsibility for the programs it administers;
13) Assist staff and the public with research, records requests and other inquiries;
14) Apply sound judgement to the numerous issues that come up each day in order to troubleshot and resolve problems;
15) Participate and take the initiative for innovate and long range planning as needed for programs and responsibilities under his/her direction.

This position is also expected to know the state's financial and accounting systems and assure the PUCN's compliance with the state's statutes, laws, rules, procedures and guidelines as well as federal grant procedures and guidelines.

7a. List the class titles and position control numbers of all employees that are supervised by this position.

One (1) Professional – Unclassified Position:
Pub Edu/Stat Analys Ofcr (U3902), position control number 0354

One (1) Personnel Analyst (7.527), position control number 0015

One (1) Accounting Assistant 3 (2.301), position control number 0110

7b. Describe the extent of supervisory responsibility exercised over these employees. (Check appropriate boxes.)

☒ Final selection ☒ Work assignment ☒ Performance appraisal ☒ Discipline
☒ Training ☒ Work review ☐ Other (specify):

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

Bachelor's degree from an accredited college or university in business administration, accounting, finance or related field.

9. List equipment which is used that requires specialized training.

Personal computer
Various software applications (i.e. Access, Excel, Word)
Electronic Files and Records Management System
Docket Tracker
Data Bases for: Utilities, Travel/Training, Receipts/Deposits
CyberSource (online electronic payments system)
Southwest Airlines Business Travel (SWABIZ)
State systems, including: Nevada Executive Budget System (NEBS), Nevada Employee Action and Timekeeping System (NEATS), Advantage Financial, Division of Human Resource Management -HRDW, Contract Entry and Tracking System (CETS)
Data Warehouse of Nevada (DAWN)
Works

10a. List the name, title, and position control number of the position's supervisor.

Breanne Potter, Commission Secretary/Deputy Director (U4520), position control number 105

10b. Describe the type and extent of supervision received.

This position requires a broader scope of responsibility and greater complexity of work than an ASO I as there is only general direction provided to this position by the Deputy Director of the agency, which is why we are requesting an upgrade to ASOII.

The incumbent must be able to maintain confidentiality and work independently within the guidelines which are a compilation of agency policy, administrative directives, and in accordance with NRS and NAC requirements.

The incumbent must exercise sound decision making skills in determining the proper course of action in fulfilling the Commission's responsibility for the programs it administers.

The incumbent has the latitude to determine the priority of the assignments and organize tasks to accomplish Commission goals within the prescribed schedules. Work is periodically reviewed by Deputy Director to ensure conformance to applicable regulations and general acceptability.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?
Chapters 703 and 704 of the NRS and NAC set forth the enabling legislation and framework for the Commission's regulatory duties. Assignments are also performed consistent with the State Administrative Manual (SAM), various financial and accounting system procedures, State Controller procedures, Federal grant procedures. Agency Procedures Manual. NRS 426.295, 455.170, 702.160 and corresponding provisions of the Chapters 755, 702, and 707 of the NAC. As a state agency, the Commission is also subject to the Administrative Procedure Act and the Nevada Open Meeting Law requirements as delineated in Chapters 233B and 241 of the NRS, respectively, and performs its regulatory and "quasi-judicial" functions in accordance with these statutes.

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

The incumbent interacts with the Chairman, Commissioners, Utilities Hearings Officer, Executive Director, Deputy Director, The Office of General Counsel, and various staff (i.e. policy advisors, economists, engineers, financial analysts), the Governor's Finance Office, the Legislature, federal and state agencies, utilities, independent contractors, venders, general public and others.

The purpose of these contacts is to plan, organize and coordinate activities; provide and obtain information; resolve problems; research and interpret documentation related to assigned functions to determine applicable precedents, regulations and/or administrative guidelines; and represent the interests of the PUCN.

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

Work is performed in a standard office setting.

14. Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.

- Responsible for leadership. coordination and oversight of the Fiscal Services/Human Resources division.
- Plans. develops. and maintains the Commission's biennial budget under the guidance and direction of the Deputy Director/Commission Secretary and Executive Director, while complying with budgeting rules, regulations and statutory requirements.
- Works with program and division managers to develop the budget (revenue and expenditures). reviews budget proposals for completeness and accuracy.
- Analyzes proposed budget and finds alternatives if the proposed results are unsatisfactory and presents to the Executive Director and Deputy Director/Commission Secretary.
- Set assessment rate for annual rail tonnage inspection fees and the annual "mill" assessment.
- Monitors collections for the annual rail tonnage inspection fees and universal energy charge assessment.
- Prepares and maintain records, notifications. and reports of collection activities on uncollected debt.
- Develops enhancement requests and written justifications.
- Participates in the strategic planning process to include performance measures and benchmarking.
- Monitors revenues and expenditures against the budget and prepares monthly reports for the Executive Director and Deputy Director/Commission Secretary.
- Oversees internal revenues and expenditures to ensure it is within budgetary authority.
- Estimates future financial needs to include travel, training and other financial projections by analyzing historical fiscal data and trends.
- Develops work programs to appropriately align budgetary authority.
- Develops, monitors and manages federal grants, state contracts and procurement processes.
- Administers draws, tracking and reporting revenue and expenditures for federal grants in accordance, with state and federal grant award instructions.
- Works with agency staff to develop legislative fiscal notes.
- Ensures quality work product and fiscal integrity across the agency.
- Analyzes and resolves fiscal operating and fiscal management problems.
- Monitors, updates, and creates internal policy and procedures pertaining to fiscal services.
- Attends, prepares and presents testimony to legislative committees on behalf of the Commission.
- Makes presentations to various state, local and federal agencies.
- May be expected to perform additional job-related duties and to have or develop additional specific job-related knowledge and skills.
- Oversee the human resources program for the agency to include: recruitments; new hires and personnel changes; employee relations; job description/classification coordination; evaluation/job performance; payroll; requirements and changes regarding employee benefits; monitoring and tracking employee training requirements; and processing personnel related paperwork.

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☐ New Position
☐ Vacant Position
☒ Filled Position

DEPARTMENT: Conservation and Natural Resources	RECEIVED NEVADA DEPT OF PERSONNEL APR 0 5 2012 COMPENSATION & CLASSIFICATION DIV CARSON CITY, NEVADA
DIVISION: Division of State Parks	
GEOGRAPHIC LOCATION OF POSITION: Carson City	
AGENCY ID# (3 digits): 704 / FUND# (3 digits): 101	
AGENCY ORG/BUDGET# (4 digits): 4162 / POSITION CONTROL#: 0011	

CURRENT CLASS TITLE (If vacant or filled position): Administrative Services Officer II	CLASS CODE: 7.217	GRADE: 39
REQUESTED CLASS TITLE: Administrative Services Officer III	CLASS CODE: 7.216	GRADE: 41

EMPLOYEE NAME: Kirsten Hettrick	PHONE#: 684-2778	EMAIL: khettrick@parks.nv.gov
SUPERVISOR NAME: Dave Morrow	PHONE#: 684-2771	EMAIL: dmorrow@parks.nv.gov

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.

Changed responsibilities were/will be effected on: 12/08 & 7/11. Date:

Appointing Authority or Designated Representative signature: David K. Morrow Date: 04/05/12

Employee signature: Kirsten Hettrick Date: 4/5/12

Is this request being submitted with agency approval or knowledge? ☐ No ☒ Yes

3a. FOR COMPLETION BY BUDGET DIVISION ONLY

RECEIVED APR 05 2012 DEPARTMENT OF ADMINISTRATION OFFICE OF THE DIRECTOR BUDGET AND PLANNING DIVISION

Required for new positions and when NAC 284.126 (3) applies.

☐ Approved effective date (if change is approved by DHRM) Date:

☒ Approved – date to be determined and change to be approved by DHRM

☐ Disapproved

Part-time (%): Expire date:

Signature: Date: 11-17-12

Notes: Agency has provided a reasonable budget plan for this review

3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY

Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services: Information Technology subgroup.

☐ Approved ☐ Disapproved

Signature: Date:

4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY

Dept code:	Effective date:	Expire date:
Division code:		
Class code:	Title: NO CHANGE	Grade:
Class option:	IFC/Legislative approval required? ☐ No ☐ Yes, date approved:	

INSTRUCTIONS TO APPOINTING AUTHORITY

Incumbent meets MQ's: ☐ No ☐ Yes

Other:

Study#: 3-23-12

Analyst: Date: 5/22/12

Supervisor: Mary Day Date: 5/22/12

Rev 11/12

1. **What is prompting this request? If this is an existing position, state the significant changes (as defined in NAC 284.126) in duties and responsibilities which have been made in the position since it was established or last reviewed by the Department of Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.**

This position was last reviewed in 2008, the following changes have been made since that date:

In December 2008, an existing Conservation Staff Specialist position, PCN#0067, was reclassified to a Management Analyst II position, grade 35. This position was moved into the accounting unit and placed under the direct supervision of this ASO II position. The management analyst II position was reclassified to become the contract monitor and manager for the agency and oversees the contract process for all contracts and leases for the agency. This includes managing the large concession contracts such as Shakespeare at Sand Harbor, Spooner Cross Country Ski/bike rental concession, restaurant at Sand Harbor concession, Super Summer Theater at Spring Mountain Ranch concession, as well as several grazing leases and many revenue contracts statewide. The management and oversight of contracts and leases has increased the fiscal complexity and placed a higher level of responsibility on the ASO II incumbent. The ASO II is now a certified contracts monitor for the agency and assists the MAII in completing contracts and leases, managing the concession and grazing leases, completing the RFP process for new leases and concessions as well as provides training for the position and assists the MAII in answering questions from the field on contract completion.

In the 2011 Legislative session, SB 442 was approved and established effective July 1, 2011. This is a new budget account for the agency for opening and operating gift shops at different park locations.SB442 created the Fund for State Park Interpretative and Educational Programs and Operation of Concessions; authorizing the Administrator of the Division of State Parks of the State Department of Conservation and Natural Resources to establish certain concessions withinstate parks. This new fund will be used to operate and maintain gift shops sales outlets at the parks and will fund interpretive and educational programs throughout the agency once the funding level is adequate to fund these programs.This is a self sustaining budget account that doesn't revert at the end of the fiscal year and mustgenerate sufficient revenue to fund the stores, including salary costs of employees and provide enough profit for the interpretive and educational programs. This new budget account/program is currently being implemented, withtwo gift shops open at Valley of Fire State Park in Overton, Nevada and Spring Mountain Ranch in Blue Diamond, Nevada. The budget currently is small but expanding and the financial reports are being developed. An oversight committee has been created to monitor the Nevada State Park Sales Outlets (NSPSO) and the ASO II is on the committee along with the Deputy Administratorand the two Region Managers. All of the fiscal management has been placed on the ASO II which includes learning how to maintain an enterprise fund and create the necessary fiscal reports to show profit/loss for the gift shop program.

What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)

The contract management was previously supervised by the administrator, PCN#0001. The sales outlet budget account is new to the agency.

3. **Briefly describe the major purpose of this job.**

Functions as the sole business manager for the Division of State Parks, the incumbent oversees all agency accounting functions including budgeting, personnel/payroll, federal grant reporting/oversight, contracts/leases and internal controls for the agency. The position also acts as a problem solver and the financial and business consultant to not only the division administrator, but also all park unit/region managers. The incumbent also must work collaboratively with other state resources agencies, as well as local and federal jurisdiction personnel.

4. **Attach a copy of the agency organizational chart to this form. Please circle this position.**

5. **List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.**

DUTY#	DUTY	FREQUENCY
1	**Budget Request:** Taking a lead role with the Administrator, Deputy Adminsitrator and the Chief of Planning and Development in formulating and developing all aspects of the budget request for B/A 4162. This includes researching and compiling information on expenditures and revenues for budgeting purposes. Prepare written explanations, spreadsheets and justifications for the budget. Answer questions from the State Budget Office, LBC, Governor's Office and the Director's Office in regard to the agency's budget development. Provide fiscal guidance to the Administrator and the Deputy on budgeting issues. Attend budget hearings with LCB and the State Budget Office to explain and defend the budget request. Analyze the budget requests from the regions and determine the appropriate budget decision unit. Analyze historical data to provide revenue and expenditure forecasts and assess program needs for the executive budget. Input budgets into the Nevada Executive Budget System (NEBS). Ensure the budget is accurate, complete and correct before finalizing.	15%
2 *	**Budget Management:** Plan, organize and oversee all agency accounting functions. This includes providing the Regional Managers their annual budgets. There are 2 regions, 24 parks and 2 sections in the Division Office, the Administrative section and the Planning and Development section Set up all budget information for the above through the IFS system. Provide oversight in all aspects of these budgets and all of the other 8 budget accounts for the agency. Currently 7 of the budget accounts total approximately $35,000,000 and the Q1 budget account has a current budget of $23,000,000. Four of these budget accounts include funding for Capital Construction, that require following specific rules and regulations. Many projects include multiple, complex funding sources with a mix of different budget accounts and federal matching requirements. The incumbent oversees the fiscal functions of these construction budgets. Analyze monthly budget recaps prepared by fiscal staff for all budget accounts. Resolve any problems that occur and advise the Administrator. Work closely with the Accountant Technician I and Chief of Planning and Development to ensure the construction project contracts are paid timely and accurately. Complete work programs for B/A 4162 and B/A 4170 and review and approve all work programs completed by the Accountant Technician I. Submit work programs directly to the Budget Office for approval. • New budget accounts include the gift shop budget account 4165 with a current balance of $343,000 and expanding. In addition, budget account 4604 was established by the legislature through the sale of property in southern nevada. The statute was written so that the interest on $14,846,000 rather than the principal can be used toward park maintenance projects. Both of these new budget accounts require fiscal oversight in addition to the other budget accounts the agency maintains.	25%

3	**Policies/Procedures/Internal Controls:** Formulate and develop agency internal control policies and procedures. Provide agency assistance to ensure the internal controls are followed by the agency. Meet with Internal Control auditorsand provide assistance during an audit. Answer audit questions and provide audit responsecorrective action with timeline given. Revise internal controls when necessary due to changes made in fiscal practices/procedures. Assist with the agency's internalaudit and self assessment questionnaire. Write the report on internal controls as required biennially. Formulate, implement, revise and monitor fiscal policies and procedures for the agency. This includes revising and maintaining the agency'smanual pertaining to the user fees collected in the parks. Also, review, revise and write new agency policies as necessary to ensure laws, rules and regulations are followed. Oversee maintenance of records retention pertaining to fiscal/personnel/payroll records.	5%
4	**Federal Grants:** Oversee and coordinate with other state and federal agencies to ensure allthe fiscal functions of grant requirements are met in order to maintain grant funding levels and not jeopardize the availability of funds. Since federal and other grants are reimbursable it is difficult to manage available cash on hand. It is imperative that expenditures and requests forreimbursements are done promptly to manage available cash on hand and pay vendorsin a timely manner. The incumbent oversees the federal grant billing to ensure cash management is followed. This includes oversight of the fiscal management of federal programs administered by Parks Recreational Trails program and L&WCF program which typically grow in funding annually as new grants are Congressionally approved each year. Prepare Single Audit reporting forms for all federal grants annually to ensure compliance with the Single Audit Act as required by the State.	5%
5 •	**Contracts:** As the agency's lead financial officer, review and approve all contracts including consultant and construction contracts and Special Use Permits. Ensure funding availability prior to approvingall contracts. Oversee fiscal aspect of all contracts for the agency to assure funds are spent as appropriated. Provide guidance to staff concerning contract development, processingand approval. Answer questions from the Budget Office regarding contracts. Assist Concession Manager in reviewing financial statements received from lessee to assure contract requirements are met. Advise Administrator, Deputy Administrator of problems or concerns. • Oversee the management of all contracts/leases/concessions and revenue contracts completed for the agency. Provide assistance and training to the MAII, contracts manager. Assist with agency RFP contract process.	15%
6	**Performance Indicators:** Develop monthly/annual statistical information projections for Performance Indicators by analyzing the previous year's actuals reported andcompiling the data for projections. Oversee the collection of data needed to compile the indicators quarterly, which includes monthly visitation reports, FTE by park, User Fees collected. Complete indicators quarterly to be sent to the agency's budget analyst at the Budget Office and the fiscal analyst at LCB. Evaluate indicators and advise Administrator if problems occur. This information is used in budget development and determining agency's performance.	3%
7	**Fiscal Year End Closing:** Oversee all aspects of fiscal year closing. Monitorall budget accounts and categories to ensure overspending doesn't occur. Oversee preparation of all balance forward work programs. Advise Administrator of any problems or concerns during fiscal closing.	2%

8	**Personnel/Payroll Management:** Responsible for the oversight of personnel and payroll functions for 93 permanent personnel and 138 seasonal positions to ensure all employee's paperwork is completed correctly and paychecks are accurate. The agency is a 24 hour, 7 day per week agency resulting in increased timesheet complexity. Most Central Payroll coding is used including shift differential and call back pay. All seasonal employees are positive reporters as opposed to the standard exception reporter. The incumbent must ensure all internal controls are followed concerning personnel and payroll. Answer questions from staff regarding personnel/payroll. Provide guidance to Personnel Analyst I, Administrator, Deputy Administrator, Chief of P&D, Regional Managers and field office employees. Approve personnel and payroll documents completed by the Personnel Analyst I. Revise internal forms and procedures as needed. Review and revise internal policies as needed in concurrence with Personnel Analyst I, Deputy Administrator and Administrator. Prepare financial report for balancing salaries to the pay registers and the IFS system. Analyze these financial reports to ensure funding is adequate for payroll.	10%
9	**Park User Fee Management:** Oversee accounting functions for all user fees collected, currently at $3,600,000 annually. The amount of user fee revenue that the agency is Legislatively required to collect has increased by over $1,000,000 since 2010 due to budget cuts in general fund revenue. It is critical that the user fee revenue collection be accurate and monitored closely to provide adequate notification to the Administrator if the revenue will fall short for the year so that operating budgets can be cut to cover the shortfall. Review monthly User Fee Reconciliation completed by Accountant Technician I before itis forwarded to the Budget Office, LCB Fiscal analyst, the Director's Office as well as the Regional Managers, Administrator, Deputy Administrator and Chief. Assure debt collection is included in the Accounts Receivable report and submitted to the Controller's Office quarterly.	8%
10 *	**Supervision:** Responsible for the direct supervision of the Personnel Analyst I, the Management Analyst II*, the Accountant Technician I in the Division Office and indirect supervision of the Account Assistant II and Accounting Assistant III in the Division Office. Shared supervision of the Accounting Assistant IIIs in the Northern and Southern regions and oversee the work completed by the Accounting Assistant IIs in the Northern and Southern regions. Supervision includes assistance in planning, organizinf and managing programs as assigned. Develop and implement goals and objectives for these positions, establish procedures, keep work flow organized and timely. Review completed reports and financial statements from staff. Provide guidance as needed. Assign special assignments when the need arises while maintaining existing work flow. Make final selection of staff during recruitment and provide training as needed. Develop work performance standards for staff and evaluate performance based on these standards.	12%

6. **What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.**

1. Manage fiscal accounts to ensure adequate funding will be available to complete the fiscal year. If funding levels fall short, must research and explain to the Administrator as well as recommend solutions including alternatives to complete the fiscal year.

2. Set staffing priorities for special projects; such as when the Budget Office or LCB needs research done in order to answer a question. Assign the task, help adjust work flow and oversee completion of the assignment.

3. Research and interpret laws, regulations and other directives, defend those interpretations to Division, Department, Budget Office and LBC as necessary and required.

4. Determine if a fiscal occurrence merits the writing or revising of a policy for the agency.

5. Complete and oversee work programs needed to transfer funds or authority to avoid overspending as necessary and required. Review and approval of all work programs completed for the agency.

6. Manage the Internal Controls system and determine if they are being followed by the agency. Recommend solutions to the Administrator as problems occur.

7. Oversee purchasing program statewide and determine if a questionable purchase made was appropriate and allowable under SAM, Internal Controls or policy, correct if necessary. If not an allowable purchase, present solutions to the Deputy Administrator or Regional Manager. Recommend changes in purchasing procedures to field as required.

8. Make final selection on new fiscal personnel staff in Division office.

9. Establish priorities, monitor progress and staff work loads and redirect as necessary.

10. Determine if equipment purchase requests are within Legislatively approved budget and funds available.

11. Determine best course of action to resolve personnel problems within supervised staff. Listening to employees and assisting with a resolution to the problem.

12. Assist the Personnel Analyst with providing guidance to employees to resolve their problems and issues.

13. Make other procedural or accounting system changes as necessary, oversee implementation.

14. Assist Management Analyst II in reviewing and interpreting contracts/concessions to understand deadlines and requirements of the contracts/leases to prevent audit exceptions and avoid possible breech of contract.

7a. **List the class titles and position control numbers of all employees that are supervised by this position.**

Personnel Analyst I, PC# 0032
Accountant Technician I, PC# 0155
Accounting Assistant II, PC# 0163(indirect)
Accounting Assistant III, PC 0039(indirect)
Management Analyst II, PCN#0067
Accounting Assistant II, PC 0075- (indirect)
Accounting Assistant III, PC 0004-Northern Region-50%
Accounting Assistant II, PC 0005-(indirect)
Accounting Assistant III, PC 0065-Southern Region-50%
Seasonal Student Position, PCN# 0202

7b. Describe the extent of supervisory responsibility exercised over these employees. (Check appropriate boxes.)

☒ Final selection ☒ Work assignment ☒ Performance appraisal ☒ Discipline
☒ Training ☒ Work review ☒ Other (specify):

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.
NONE

9. List equipment which is used that requires specialized training.
Personal computer and related software such as Word, Excel, State accounting and budgeting programs such as Advantage, NEBS, NEATS, State Contract database (CETS)
10 key adding machine

10a. List the name, title, and position control number of the position's supervisor.
David K Morrow, Administrator, PCN#0001

10b. Describe the type and extent of supervision received.
Under administrative direction, with a high degree of authority to make and implement independent decisions not requiring supervisor's approval.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?
Nevada Revised Statutes
Nevada Administrative Codes
State Administrative Manual (SAM)
GAAP
Internal Controls Procedures
State Parks Fee Manual
State Parks Policy Manual & safety manual
Federal Grant guidelines
State Purchasing Contracts Monitor Manual

12. **What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.**

Agency Administrator, Deputy Administrator and Chief- Discuss budgeting & purchasing issues and problems, coordinate fiscal meetings to discuss agency's budgets, discuss internal control policies and procedures, discuss personnel and payroll matters and discuss contract, concession and lease issues.

Budget Analyst- Budget Office- Answer questions concerning budget request, discuss budget problems or concerns, discuss the need for work programs, answer questions concerning contracts, provide clarifcation or additional information on contracts. Provide explanations and answer to budget questions. Discuss items requested to go to the Board of Examiners.

Board of Examiners- Provide testimony when requested by the Board of Examiners.

Fiscal Analyst-LCB- Answer questions concerning budget request, visitation report, various types of contracts. Provide clarification as needed.

Legislature- Provide testimony when requested by the Administrator.

Deputy Director & Director of DCNR- Discussions concerning agency's budget completion and submittal and the agency budget issues. Discussions concerning personnel issues.

ASO II-Director's Office- Discuss Tahoe EIP program and procedures and QI program and procedures, discuss budgeting issues and problems.

Federal Highway Administration- Meetings necessary to coordinate federal documentation for Parks to administer the federal RecTrails grant program in compliance with federal regulations.

National Park Service- Discuss Land & Water Conservation Fund grant program, coordinate federal documentation to ensure compliance with federal requirements for the program.

Controller's Office- Discuss accounting problems or concerns with Accountant assigned to the agency or to set up new accounting categories or gl's, Single Audit Act reporting and Year end closing forms.

State Purchasing- Discuss orders placed through State Purchasing such as fund availability, shipping dates and addresses, items ordered and quotes received. Discuss contract issues or questions on RFP process.

Attorney General Office- Discuss contract, lease or concession issues. Request advice on contract issues.

Treasurer's Office- Concerns over deposits, proper depositing of credit card funds

State Personnel/Payroll – Answer questions regarding payroll or ESMT's to personnel records.

State Lands – Discuss license plate grants received, procedures for the Tahoe EIP team, grazing leases

Regional Managers/Park Supervisors- Discuss accounting issues and problems in order to come to a resolution. Provide oversight and guidance on budget issues and problems. Discuss issues with personnel paperwork or contracts, leases and concessions.

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

This position often works under stress to meet deadlines for budgets, work programs, BOE contract deadlines and fiscal closing dates set by other state agencies and also internal deadlines. This causes additional stress among the staff in the fiscal/personnel/payroll unit.

14. Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.

This position requires the ability to organize, plan, implement and oversee multiple areas of responsibility which requires the ability to prioritize assignments to complete tasks in a timely manner when outside influences often change or increase priorities. This position works with a diverse group of employees in different professional and technical classifications to assist them in management of fiscal duties or in dealing with personnel issues statewide.

STATE OF NEVADA - POSITION QUESTIONNAIRE

☐ New Position
☒ Existing Position

AGENCY ID #	3253	DEPARTMENT	EMPLOYMENT, TRAINING AND REHABILITATION		DIVISION	REHABILITATION	
AGENCY ORG#	901		POS. CONTROL #	0002	FUND #	101	
EMPLOYEE NAME	Katherine L. Yonkers						
CURRENT CLASS TITLE *(If existing position)*	Administrative Services Officer I		CLASS CODE	7.218	GRADE	37	
REQUESTED CLASS TITLE	Administrative Services Officer III		CLASS CODE	7.216	GRADE	41	
GEOGRAPHIC LOCATION OF POSITION	Carson City		EMPLOYEE PHONE #	775-684-4071			

APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the information on page 1, and the statements provided in this NPD-19 are correct and complete.
Changed responsibilities were/will be effected on August 4, 2008.

RECEIVED SEP 11 2008 PERSONNEL

Deborah Brown 8-4-08
Signature of Appointing Authority or Designated Representative — Date

Katherine L Yonkers — August 4, 2008
Signature of Employee — Date

FOR COMPLETION BY BUDGET DIVISION ONLY
(Required for new positions and when NAC 284.126, subsection 3 applies.)

☒ Approved Effective Date (If change is approved by State Personnel) — ☐ Disapproved

Carla Gregg 9/10/08
Signature — Date

FOR COMPLETION BY DEPARTMENT OF INFORMATION TECHNOLOGY (Required when NRS 284.172 applies.)

☐ Approved ☐ Disapproved

Signature — Date

FOR COMPLETION BY STATE PERSONNEL AND BUDGET DIVISION

RECEIVED SEP 11 2008 DEPARTMENT OF ADMINISTRATION OFFICE OF THE DIRECTOR BUDGET AND PLANNING DIVISION

Agency ID
Position — Effective Date 9/11/08 — Expire Date — Type
Action
Part-time (Percent)
Class Code 7.217 — Title ADMINISTRATIVE SERVICES OFFICER II — Grade 39
Class Option
Division Code E25 R05 — IFC/Legislative Approval Required? ☒ No ☐ Yes
Date Approved

INSTRUCTIONS TO APPOINTING AUTHORITY

☐ Use the NPD-3 procedure.
☒ Submit Personnel Action form and refer to NAC 284.134, subsection 1, 2
Incumbent meets MQ's: ☒ Yes ☐ No
☐ Other

Study No. 075-07
Analyst [illegible] Date 10/30/08
Approved [illegible] Date 11/3/08

NPD-19 (Rev 10/07) HAND CARRIED TO BUDGET 11/3/08

1. What is prompting this request? If this is an existing position, state the significant changes in duties and responsibilities which have been made in the position since it was established or last reviewed by State Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.
Significant changes in the complexity of duties and responsibilities have been made in the position since it was last reviewed. The position is under the direction of the Administrator/Deputy Administrator and is responsible for the fiscal and budgetary duties of budget account 3253 which is over $3,000,000.00 and has the additional administrative responsibility over private funds which were more than $9,000,000.00 in gross receipts for fiscal year 2007. The Business Enterprises of Nevada Program (BEN) provides business opportunities throughout Nevada for the blind and visually impaired under the federally administered Randolph Sheppard Act. This position oversees thirty (30) Nevada businesses with various degrees of complexity, each unique from another. Each business has individual coding and tracking mechanisms within the state's accounting system. Each business essentially carries its own budget. The incumbent now administers budget planning and development and prepares weekly, monthly, quarterly and yearly financial and service reporting. This position oversees the collection of fees and loan repayments, purchasing, construction, project planning, development and implementation, program accounts payable, program payroll management, program and BEN site auditing, program and BEN site inventories, contract negotiation, permit processing, and insurance maintenance on all BEN sites. The incumbent now acts as a financial and business consultant to the BEN Operators. This position assists in product pricing and customer service, merchandising and product placement, program branding and personnel/vendor issues. The incumbent must possess training skills and knowledge of the food service industry. The incumbent must possess basic knowledge of construction and business build-out. Duties not only require significant understanding of federal regulation pertaining to Randolph Sheppard but now require significant knowledge of federal contracting with the Department of Defense and the Department of Interior (BLM, National Forest Service) as well as the Department of Energy and GSA. Duties require significant knowledge of complex state and local regulations, local business codes and health regulations with a high degree of consequence of error. There is very close communication with a chosen deputy attorney general for legal interpretation and opinion. Essentially the incumbent assists in the service provision of 30 private businesses throughout the state as well as administers the state program within federal parameters. This position not only monitors the BEN Operators and Trainees but also one Administrative Assistant III, two Administrative Assistants II, one Business Enterprises Officer II and one Business Enterprises Officer I (BEO I). The Program has requested that one of the AAII positions be upgraded to a BEO I.

2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)
Administrator, Rehabilitation (budget 3268) position 0001Deputy Administrator, BSBVI, Rehabilitation (budget 3268) position 0002.

3. Briefly describe the major purpose of this job.
(NRS 426.560, 426.670) The purposes of NAC 426.010 to 426.500, inclusive, are to establish standards and procedures for the administration of a comprehensive program which will provide to blind persons in this State opportunities to operate vending facilities as business enterprises and to provide to blind persons and other persons who are disabled opportunities for employment at vending facilities (NRS 426.560, 426.670) The Bureau intends, whenever feasible, to establish new vending facilities and to expand, remodel or refurnish existing facilities.

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly or annual basis. If this is an existing position, please put an asterisk next to each duty that is new.

Position is probably most similar to the ASO III benchmark position at the Department of Health and Human Services, Mental Health and Developmental Services Division, Rural Clinics. Incumbent worked for MHDS/Rural Clinics in the past and is familiar with this ASO III position.
Although duties 1 through 5 are not necessarily entirely new, the degree of complexity has increased.

DUTY NO.	DUTY	FREQUENCY
1*	Oversee the management, fiscal and physical requirements of thirty privately owned businesses with various degrees of complexities, each business is unique from another. Initiate new BEN operator trainees and provide opportunity to become licensed operators. Plan and participate in open meetings with the Nevada Committee of Blind Vendors.	30%
2*	Administer budget, participate in budget planning and development and prepare weekly, monthly, quarterly and yearly financial and service reporting. Oversee the collection of fees and loan repayments, program accounts receivable and payable, program payroll management, program and BEN site auditing both internal and external, program and BEN site inventories and insurance maintenance on all BEN sites.	30%
3*	Locate potential BEN sites. Initiate and conduct contract negotiation, permit processing project planning, development and implementation, major equipment purchasing, building construction.	20%
4 *	Research federal regulation pertaining to Randolph Sheppard, significant research and knowledge of federal contracting process with the Department of Defense and the Department of Interior (BLM, National Forest Service) as well as the Department of Energy and GSA. Duties require significant research and knowledge of complex state and local regulations, local business codes and health regulations with a high degree of consequence of error.	10%
5 *	Collaborate with the Attorney General's office on the initiation of remedies to program legal matters. Participate in formal and informal hearings. Initiate disciplinary action against BEN operators, if necessary.	10%

6. What duties are performed that require the incumbent to make choices, determinations or judgments? Please give examples.
Site Viability/Waivers: Incumbent performs a complete site analysis and evaluates new and existing real property locations for financial viability, safety, future service, growth potential and so forth. Then she determines if the location should stand as an independent site or serve as an auxiliary to an existing site. Through intense monitoring of a site's business status, the incumbent must also determine if a site should be closed. The consequences are far reaching. The incumbent must plan the development and build-out of a new building and business. She reviews the architectural plans and permits, makes construction choices, provides for equipment placement, product merchandising and customer service. Closure of a site requires the termination of a myriad of contract decisions on how to dispose of equipment, supplies, product, and the location of another site for the existing operator.

Operator Selection: If the incumbent determines that the site is viable, she must then choose a qualified Operator. Sometimes this requires a bidding process in which certain criteria must be met. The incumbent might also decide not to put a facility to bid and will appoint an Operator. The

incumbent must know the skills and qualifications of the individual Operators and predict the demands and complexities of the corresponding site location. She must be able to defend her choices and decisions in possible legal challenges.

Contract Negotiation: The incumbent not only requires a significant understanding and interpretive skills regarding federal regulation pertaining to Randolph Sheppard but also a significant knowledge of federal contracting with such entities as the Department of Defense and the Department of Interior (BLM, National Forest Service) as well as the Department of Energy and GSA. Duties require significant knowledge of complex state and local regulations, local business codes and health code regulations. Knowing what the Program is capable of providing and knowing the requirements of the customer is imperative. Decisions must be defendable and must hold up to scrutiny. Negotiation usually involves some type of occupancy of real estate with property and public safety liability issues to agree upon. There is a high degree of consequence of error.

BEN Operator and Employee Disciplinary Action: NRS and NAC are specific as to the responsibilities of State Licensing Agent (DETR) and the Operator. However, the consequence for infraction is usually non-specific. BEN Operators are individual business owners and not state employees. Therefore, discipline must be appropriate to statute, regulation and program policy while remaininig mindful that Operators are independent business people and not employees nor independent contractors who are contracted with the State. Incumbent also makes sensitive personnel decisions that can result in a high degree of consequence of error.

Loan/Subsidy Requests: After researching an Operator's request for a loan or subsidy, the incumbent formulates her decision before presentation to the Administrator. Although guided by regulation and policy, individual circumstances for each location and Operator often present unique situations that must be evaaluated on their own merit. Her decisions have direct finacial impact on the Operator, their private business and the BEN Program.

Budget Forecasting: Incumbent must be familiar with NEBS, base budget and the justification of enhancements. Although budgeted through the General Fund, budget 3253 is fee based. Incumbent must also analyze and make forecast budgets for approximately thirty (30) highly individualized private businesses. Therefore past performance must be tempered with current and future ecomony concerns and expectations.

New Site Build Outs and Remodels: Decisions must be made for architects, plan and permit design, traffic flow, equipment placement, materials use, communication and utility lines and access points, ADA and public safety, interior design, waste management, EPA concerns and all other constuction costs. There can be a high degree of consequence of error.

Major Equipment Purchases: Incumbent must research and then decide on Operators requests for major purchases. Commercial equipment must be chosen for cost effectiveness, safety, durability and dependability. Warranties and performance standards are also involved in the decision making process also, ease of maintenance and repair. Incumbent has the final decision on major equipment purchases.

Legal Actions: Although represented by the office of the State Attorney General, decisions as to case direction must be outlined by the incumbent. The decision process not only requires significant understanding of federal regulation pertaining to Randolph Sheppard but requires significant knowledge of federal contracting with the Department of Defense and the Department of Interior (BLM, National Forest Service) as well as the Department of Energy and GSA. Incumbent must acquire significant knowledge of complex state and local regulations, local business codes and health regulations with a high degree of consequence of error.

7a. List the class titles and position control numbers of all employees that work under the supervision of this position.
One Administrative Assistant III-0015, two Administrative Assistants II-0015/0103, one Business Enterprises Officer II-0003 and one Business Enterprises Officer I-0102. I have requested that one of the AAII positions be upgraded to a BEO I. This position also monitors approximately twenty BEN Operators and Trainees.

7b. Describe the extent of supervisory responsibility exercised over these employees.
Check appropriate boxes:

☒ Final selection ☒ Work assignment ☒ Performance appraisal ☒ Discipline
☒ Training ☒ Work review ☐ Other (Specify) _____

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.
I am not aware of any that are required by law.

9. List equipment which is used that requires specialized training.
Commercial Kitchen Equipment.

10a. List the name, title and position control number of the position's supervisor.
Deborah Braun, Administrator/Deputy Administrator, BSBVI, Rehabilitation (budget 3268) position 0002.

10b. Describe the type and extent of supervision received.
Incumbent receives minimal supervision with the day-to-day administration of the BEN Program. There is a close partnership in personnel matters, Operator disciplinary proceedings and legal issues. Incumbent meets regularly with Administrator/Deputy Administrator.

11. What statutes, laws, rules, procedures or guidelines are used in performing assignments?
- Federal Randolph Sheppard Act, Chapter 6A of Title 20 of the U. S. Code part 395
- Nevada Revised Statutes: NRS Chapter 426-Persons With Disabilities
- Nevada Administrative Code: Chapter 426-Persons With Disabilities
- State Administrative Manual
- Department of Employment Training and Rehabilitation Policy Manual
- Business Enterprises of Nevada Policies and Procedures
- Nevada Committee of Blind Vendors By-Laws
- Nevada Open Meeting Law
- State and Local Health Codes
- State and Local Building Codes
- ADA and Public Safety Regulations
- State and Local Tax and Business Codes
- Uniform Commercial Code (UCC)

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.
<u>Nevada Committee of Blind Vendors (NCBV)</u>:

Position serves as the main liaison between the State Licensing Agency (SLA) and this committee. Regular quarterly open meetings are held and special meetings are held as needed. NCBV input is requested on most BEN matters.

Deputy Attorney General (DAG):
There is almost daily contact with a designated deputy to discuss pending or potential legal actions and issues.

Federal Agencies:
- Department of Defense (DOD): Contract negotiations and/or litigation.
- Department of Energy (DOE): Contract negotiation and/or contractual matters.
- Department of the Interior (DOI), Bureau of Land Management (BLM), Bureau of Reclamation (BOR) and National Forrest Service (NFS): Contract negotiation and/or contractual matters
- US Department of Education: Randolph Sheppard interpretation, NAC regulations, Arbitration Matters and Federal Reporting.

State of Nevada:
- Legislators: Randolph Sheppard and BEN issues usually as they pertain to food services within a specific project.
- Board of Examiners: Approval for contracts and approval to dismiss non-collectible debt.
- Budget Office: Various budgetary concerns.
- Agency Directors: Establish vending space and service.
- Purchasing: Inventory issues.
- Motor Pool: Agency/ BEN vehicles concerns.
- LCB Auditors: Program Audits.
- Vocational Rehabilitation Counselors: Potential BEN Operators.

Municipal:
- Washoe, Clark and Rural Counties): Contract negotiation and/or contractual matters.
- Reno, Sparks, Carson City, Las Vegas, Henderson): Contract negotiation and/or contractual matters.
- Regional Transportation Commissions): Contract negotiation and/or contractual matters.

CFOs Corporations and Companies: Contract negotiation and/or contractual matters.

Other States: State Business Enterprises Program Officers to discuss items of mutual program interests.

Advocacy Groups: National Federal of the Blind and Blind Vendors Associations to discuss federal legislation and other items of interest to blind operators.

Private Attorneys: Incumbent is contacted by attorneys representing individual clients. Incumbent has interaction with private attorneys that are contracted through the Attorney General's office on Randolph Sheppard and DOD contract matters.

Investigative Agencies: Incumbent authorizes background and credit investigations on prospective BEN Operator Trainees.

Financial Auditing Firms: State Law requires independent financial audits on Operators whose yearly gross receipts equal $150,000 or more. Incumbent may outside auditing of a BEN business whenever she deems it is warranted.

Private Vendors, Contractors: Contract negotiation and/or contractual matters.

- Food Service Suppliers: Contract negotiation and/or contractual matters.
- Business Consultants: Contract negotiation and/or contractual matters.
- Accounting and Bookkeeping: Questions and concerns on individual profit and loss statements.
- Payroll Firms: Questions and concerns on individual profit and loss statements.
- Perishable Commodities: Locate vendors on behalf of BEN Operators.
- Architect and Design: Contract negotiation and/or contractual matters.
- Construction Trades people, Plumbers, Electricians, Builders, Painters and so forth: Contract negotiation and/or contractual matters.
- Maintenance Firms: Maintain Commercial Kitchen equipment, HVAC and plumbing systems.
- Vending Equipment and Companies: Contract negotiation and/or contractual matters.

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.
Although there is physical travel, some exposure to caustic cleaning material and food-borne bacteria, and some moving/assembling of furniture and equipment, most of the demands are mental rather than physical.

14. Provide any additional information about the job which you consider important to the classification, but which have not been previously mentioned.
This position administers a program that is a true hybrid and is unique to the state system of government. It is a melding of state law and private industry. The Business Enterprises of Nevada (BEN) Operators have filed several litigious actions against the State of Nevada throughout the years. Although other state agencies may regulate certain aspects of private business, no other state program is legally mandated to regulate a group of private businesses to the extent required of the BEN Program.

STATE OF NEVADA - POSITION QUESTIONNAIRE

654

☒ New Position
☐ Existing Position

AGENCY ID NO. 650 DEPARTMENT of Public Safety DIVISION Emergency Management

POSITION CONTROL NO. [redacted] 0024 AGENCY ORG.# 3673 FUND# [redacted]

EMPLOYEE NAME [redacted]

CURRENT CLASS TITLE [redacted]
(If existing position)

CLASS CODE [redacted] GRADE [redacted]

REQUESTED CLASS TITLE [redacted]

CLASS CODE [redacted] GRADE [redacted] Super

GEOGRAPHIC LOCATION OF POSITION Carson City

EMPLOYEE PHONE NO [redacted] 687-5350

APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the information on page 1 and the statements provided in this NPD-19 are correct and complete. Changed responsibilities were/will be effected on _____

Signature of Appointing Authority or Designated Representative ..... Date 10/08/04

Signature of Employee ..... Date .....

FOR COMPLETION BY BUDGET DIVISION ONLY
(Required for new positions and when NAC 284.126, subsection 3 applies.)

☒ Approved Effective Date (If change is approved by State Personnel) 7-1-05
☐ Disapproved

Signature E. L. Boothe 6-2-05

RECEIVED
JUN 03 2005
NEVADA DEPT. OF PERSONNEL
CARSON CITY, NEVADA

FOR COMPLETION BY DEPARTMENT OF INFORMATION TECHNOLOGY
(Required when NRS 284.172 applies)

☐ Approved ☐ Disapproved

Signature ..... Date .....

FOR COMPLETION BY STATE PERSONNEL AND BUDGET DIVISION

Agency ID.....

Position..... Effective Date 7/1/05 Expire Date..... Type.....

Action.....

Part-time (Percent).....

Class Code 7.216 Title Administrative Services Officer III Grade 41

Class Option.....

Division Code P30 IFC/Legislative Approval Required? ☐ No ☐ Yes .....
Date Received

INSTRUCTIONS TO APPOINTING AUTHORITY

☒ Use the NPD-3 procedure.

☐ Submit Personnel Action form and refer to NAC 284....., subsection.....
Incumbent meets MQ's: ☐ Yes ☐ No

☐ Other.....

Study No. 224-2-05
Analyst ..... Date 7/5/05
Approved ..... Date 7/5/05

NPD-19 (Rev. 3-99)

sent to Budget 7/6/05

1. What is prompting this request? If this is an existing position, state the significant changes in duties and responsibilities which have been made in the position since it was established or last reviewed by State Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.

This is a request for a new position. Within the past 4 years, the amount of funds under management by the Division of Emergency Management (DEM) has increased from approximately $2-3 million to approximately $175 million. Funding from federal sources has not only increased in frequency and volume but also in complexity. Each new funding cycle from the federal government brings a new set of guidelines and regulations specific to those funds. Having multiple funding cycles for the same grant program active means there are multiple sets of regulations for those funds. Keeping the expenditures and reporting on the State level and for the sub-grants in compliance is an enormous and complex task with tremendous risk. Non-compliance not only puts future funds at risk but it can also place the State in the position of having to repay potentially millions of grant dollars back to the federal granting agency. It is the combination of the increased volume, the increased complexity and the increased risk that has resulted in the request for the Administrative Services Officer III. At this time, DEM does not have an adequate level of fiscal staffing to provide for sufficient fiscal processes and controls necessary to insure its ability to safeguard its resources. The position requested should be at a level sufficient to support the Chief and Deputy Chief of DEM and to exercise fiscal oversight over DEM and its related budget account and federal programs.

This position will be responsible for oversight of the following budget accounts:

3673	1008	1335 (indirectly)
3674	3602	1336
3675	6027	

Attached is a copy of the most recent detailed listing of all federal grant programs currently managed by the DEM.

2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)

While some of the duties have fallen upon an existing ASO I and Accountant III by default, there are significant voids with potentially serious ramifications in duties that have either been neglected or performed at a substandard level.

3. Briefly describe the major purpose of this job.

Under general direction of the Chief/Deputy Chief, the ASO III will be accountable for the performance of an ASO I and Accountant Tech III as well as financial coordination with program managers and program officers in homeland security and emergency management federal grant programs.

The ASO III's accountabilities can be divided into three categories:

1. Review and oversight of all agency budgets
2. Federal grants financial oversight, internal agency audits, audit oversight, and review and approval of state/federal financial reporting
3. Development, review and maintenance of all related fiscal policies/procedures.

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

Please see attached organizational chart.

5. List the duties performed this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly or annual basis. If this is an existing position, please put an asterisk next to each duty that is new.

DUTY NO.	DUTY	FREQUENCY
1	Review, approval and oversight of all agency budgets preparation and management – to include preparing oral and written justification for the budget proposals to executive and legislative branches of government.	40%
2	Develop, implement, and refine policies, procedures and internal controls for the following processes: subgrant management, subgrant audits, internal agency audits, external agency audits, and federal grant reconciliation/oversight for state and federal reporting purposes. Oversight for development of automated systems used to maintain records and generate reports.	35%
3	Agency coordination of federal grant requirements relative to all federal grant programs managed by the agency. Oversight, management and coordination of all agency federal/state audits.	15%
4	Review and approval of agency administrative internal policies and procedures.	10%

6. What duties are performed that require the incumbent to make choices, determinations or judgments? Please give examples.

The ASOIII has to have a capability level sufficient to effectively anticipate and identify the issues relevant to the budgetary needs of the agency three to four years in advance that will provide for efficient operation of the agency. In addition, this position must be at a level to adequately interact with federal, state and local officials. Finally, this new position will have to have the capability to manage and supervise the fiscal and management processes in an ever evolving and growing organization both fiscally and programmatically.

7a. List the class titles and position control numbers of all employees that work under the supervision of this position.

Administrative Services Officer I – PCN 0007 3 5
Accountant Technician III – PCN 0022 3 21
Administrative Assistant II – PCN 0008
Administrative Assistant I – PCN 0006

7b. Describe the extent of supervisory responsibility exercised over these employees. (Check appropriate boxes.)

X Final selection X Work assignment X Performance appraisal X Discipline
X Training X Work review ☐ Other (Specify)_____

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

Bachelor's degree in business administration, accounting, finance or related field and must possess a valid Nevada driver's license.

9. List equipment which is used that requires specialized training.

EM2000 Software, Specialized Alarm Systems

10a. List the name, title and position control number of the position's supervisor.

Kamala Carmazzi, Deputy Chief Emergency Management, 0001

10b. Describe the type and extent of supervision received.

General Administrative Direction

11. What statutes, laws, rules, procedures or guidelines are used in performing assignments?

Nevada Revised Statutes
Nevada Administrative Code
NEBS Procedures
State Comprehensive Emergency Management Plan
Department/Division Policies and Procedures
Internal Audit Division Internal Controls Checklist
Code of Federal Regulations
Robert T. Stafford Act
OMB Circulars
Grant Specific Program Criteria and Guidance
Various Public Law
Legislative Directives (Bills, Letters of Intent, IFC Directives, etc.)
Commission Policies and Guidelines as approved

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

- Elected/Public Officials – for the purpose of providing requested information, discussing technical program/financial issues and coordinating emergency response (when applicable).
- State/Local Officials – for the purpose of providing analysis, program interpretation, preparation of plans/reports for the Division's state/federal programs and coordinating emergency response (when applicable).
- Federal Officials – for the purpose of providing requested information, obtaining official determinations on program issues, seeking technical assistance related to program elements, providing state information/statistics and coordinating federal assistance within the state during an emergency/disaster.
- Tribal Nations – for the purpose of providing analysis, program interpretation and guidance on state policies/procedures and program mandates.
- Private Sector Officials – for the purpose of coordination of program objectives which partner with the private sector and coordination of emergency response (if applicable) dependent upon impact of emergency/disaster relative to the private sector.

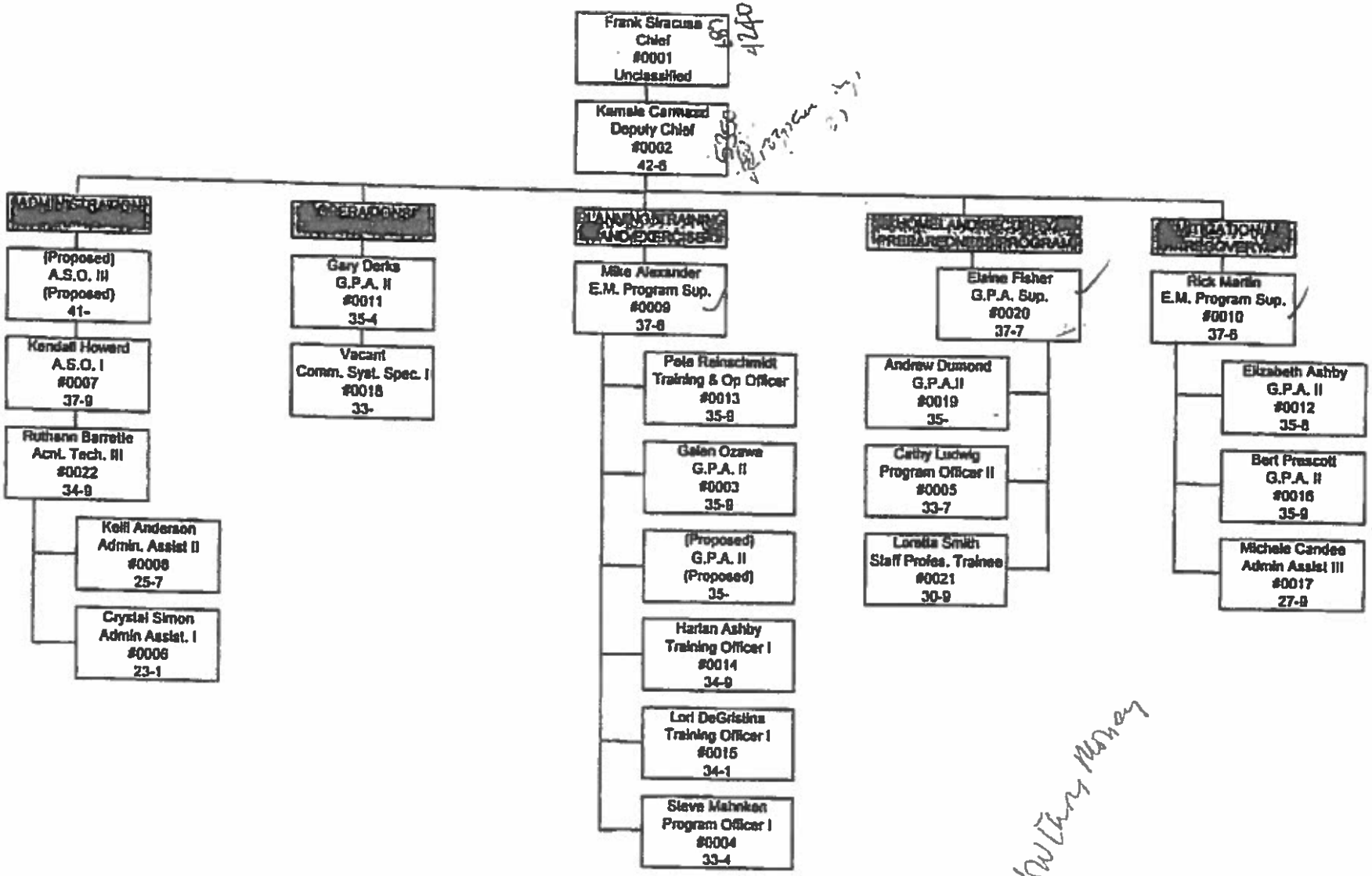
13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

During an emergency/disaster when the State's Emergency Operations Center (EOC) has been activated, this position is required to work 12-hour shifts as the agency maintains a 24-hour operation. Additionally, this position would be responsible for making immediate financial determinations during an emergency/disaster.

14. Provide any additional information about the job which you consider to be important to the classification, but which have not been previously mentioned.

This position is critical to the future fiscal management of this agency. As this agency has seen in excess of a 8,400% increase in its fiscal management responsibilities over the past 2-3 years, this position is necessary to protect the State's resources from loss and potentially an unnecessary obligation for repayment to the federal government. Further, during an emergency/disaster, there are often financial impacts to state agencies and in obtaining necessary emergency response resources. This position must have knowledge of the policies relative to the State's various emergency assistance and disaster funds and how these funds apply to the type of incident and level of government.

NV Division of Emergency Management
Organizational Chart
Proposed



CLASSIFICATION STUDY CORRESPONDENCE/CONTACT AND INFORMATION LOG

Study # 224-2-05

DATE	INFORMATION GATHERED/COMMENTS	INITIALS
6/3/2005	Date Study Received	
6/3/05	Ltr sent to Agency	MB
6/3	BG	
6/8 -	Left Msg for Supervisor	
	on leave to 6/16 - Left Msg	
6/17	No Return Call -	
6/28 -	Call from Sup - ASO II - Not ASO III - not happy	
6/30	Per Dana - Frank Siracusa call PI - wants	
	us to look at again.	
6/30	Left Msg to set up Meet w/ F.S. office -	
7/1	Per Anne - Frank set up meeting w/ Jeanne on 7/5 @9A	
7/5	Meeting Jeanne / Frank Siracusa, Kandale Carnazzo	
	Ron Foster, myself -	
7/5	Meeting JT/RF/BG - Sign off as III	
	6/8 - 6/28	
	20 Day HOLD TIME - NO Return Call from	
	Supervisor	
	Not A	
	good comparison	
	for ASO III	
	TOTAL DAYS ON HOLD	

Hold Time

KIH

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

☐ New Position
☐ Vacant Position
☒ Filed Position

DEPARTMENT: TRANSPORTATION	
DIVISION: ADMINISTRATIVE SERVICES	
GEOGRAPHIC LOCATION OF POSITION: CARSON CITY HEADQUARTERS	
AGENCY ID# (3 digits): 800	FUND# (3 digits): 201
AGENCY ORG/BUDGET# (4 digits): 4660	POSITION CONTROL# 070001
CURRENT CLASS TITLE (If vacant or filed position): ADMINISTRATIVE SERVICES OFFICER III	CLASS CODE: 7.216 / GRADE: 41
REQUESTED CLASS TITLE: ADMINISTRATIVE SERVICES OFFICER IV	CLASS CODE: 7.215 / GRADE: 44
EMPLOYEE NAME: JENNIFER EYERLY	PHONE#: 775-888-7358 / EMAIL: jeyerly@dot.state.nv.us
SUPERVISOR NAME: ROBERT NELLIS	PHONE#: 775-888-7183 / EMAIL: nellis@dot.state.nv.us

RECEIVED State Personnel Department of Administration DIVISION OF HUMAN RESOURCE MANAGEMENT
OCT 19 2016
COMPENSATION, CLASSIFICATION RECRUITMENT DIVISION CARSON CITY, NEVADA

AGENCY RECEIVED date stamp FEB 02 2016 HUMAN RESOURCES DIVISION DEPT. OF TRANSPORTATION

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.

Changed responsibilities would be effected on: Date: 11/23/2015

Appointing Authority or Designated Representative signature: Robert C. Nellis Date: 2/1/16

Employee signature: Jenyerly Date: 2/1/16

Is this request being submitted with agency approval or knowledge? ☐ No ☒ Yes

BUDGET DIVISION RECEIVED OCT 13 2016 GOVERNOR'S FINANCE OFFICE BUDGET DIVISION

3a. FOR COMPLETION BY BUDGET DIVISION ONLY

Required for new positions and when NAC 284.128 (3) applies.

☐ Approved effective date (if change is approved by DHRM) Date:

☐ Approved – date to be determined and change to be approved by DHRM

☐ Disapproved

Part-time (%): Expire date:

Signature: Date: 10/13/16

Notes:

DTS

3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY

Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services: Information Technology subgroup.

☐ Approved ☐ Disapproved

Signature: Date:

4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY

Dept code:	Effective date:	Expire date:
Division code:	Withdrawn	
Class code:	Title:	Grade:
Class option:	IFC/Legislative approval required? ☐ No ☐ Yes, date approved.	

RESTRICTIONS TO APPOINTING AUTHORITY

Incumbent meets MQ's: ☐ No ☐ Yes

☐ Other:

Study#: 141-17

Analyst: Date: 12/21/16

Supervisor: Date: 12/22/16

NPD-19 (Rev. 11/12)

1. **What is prompting this request? If this is an existing position, state the significant changes (as defined in NAC 284.126) in duties and responsibilities which have been made in the position since it was established or last reviewed by the Department of Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.**

"Significant change" means a change in the duties and responsibilities assigned to a position in a class that:
(1) Is outside of the scope of the class as described by the class specification;
(2) Is not part of the scope of responsibility of the position; and
(3) Results in the preponderance of duties and responsibilities being allocated to a different class

See attached

2. **What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)**

None

3. **Briefly describe the major purpose of this job.**

Under general administrative direction, this position serves as the independent business manager and provides oversight on the performance of nine diverse functional areas: Contract Services, Agreement Services, Data/Business Processing, Buildings and Grounds Maintenance, Facilities Management, Over Dimensional Vehicle Permits, Records Management, Reprographics and Mail Services. Primary responsibilities include fiscal and budget administration, contract administration, low-bid and qualifications-based procurement, legal compliance, program management and division administration. They are directly responsible for the procurement of over $300 million in highway construction contractors and $150 million in professional services per year. The incumbent ensures the development of administrative, operational, and financial records and reports; policy evaluation, oversight, coordination and planning functions; and ensures the operation of functional areas and completion of special projects is successful.

The incumbent must manage all sections to ensure they meet specific goals and objectives while aligning with the Department's overall mission. This requires liaising with the Director's Office, Transportation Board, Nevada Legislature and other state agencies to keep apprised of regulatory changes and how they impact each section. The incumbent must maintain a broad knowledge base of all section areas, has a high level of authority and autonomy to make and implement decisions, and must be able to represent the department in discussions on unique and complex laws, regulations and requirements related to each section.

This position is responsible for monitoring four budget accounts totaling $10.2 million to operate nine different program areas. The incumbent has direct responsibility to plan, organize, and manage all nine program areas, and must constantly review and evaluate program operations and results. Outcomes are compared to program goals, and the incumbent must develop and fully implement enhancements to improve efficiency and effectiveness. Solutions involving political sensitivity or very high financial costs receive the approval of the Director's office, but the majority of regular business operations are managed completely within the authority of the incumbent.

4. **Attach a copy of the agency organizational chart to this form. Please circle this position.**

5. **List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.**

DUTY#	DUTY	FREQUENCY
1	Direct, supervise and oversee the operations and activities of the following complex business sections: Contract Services; Agreement Services; Data/Business Processing; Buildings and Grounds Maintenance; Facilities Management; Over Dimensional Vehicle Permits; Records Management; Reprographics and Mail Services. Prepare or review performance evaluations, meet regularly to review and update section goals and objectives, recruit and retain high quality employees, assist managers with their professional development, ensure adequate resources are available.	20%

2*	Plan, organize, and manage nine different program areas. Review and evaluate program operations and results. Compare outcomes to program goals. Develop enhancements to improve efficiency and effectiveness. Evaluate alternative courses of action and autonomously implement the most desirable solution in the majority of cases. Refer politically sensitive or high-cost alternatives to the Director's Office, then implement the chosen solution. Provide the highest level of support, input, and recommendations to the Director's Office on complex legal and regulatory issues with all sections. Work collaboratively with the Transportation Board, Legislature, Federal Highway Administration and other regulatory bodies. Make formal presentations regarding activities of Administrative Services. Analyze complex issues considering all stakeholders, risks, and consequences, and make decisions as to the course of action that best serves the interests of the department.	25%
3*	Liaise with stakeholders, legislators, industry representatives, business owners and other interested parties. Attend ACG, ACEC, Nevada Trucking Association, Nevada Records Committee and other regular liaison, working group, subcommittee or committee meetings as necessary to accomplish the goals and objectives of Administrative Services. Analyze, negotiate solutions to, and resolve problems where competing interests and conflicting opinions exist. Remain apprised of the latest developments in the contracting, consulting, trucking, and records management business areas. Provide training, consultation, and expert opinion on matters pertaining to program areas.	20%
4	Evaluate all proposal, bidding, truck permitting, and contractual issues, applying regulatory and procedural requirements, understanding when the department has discretion to make decisions and when regulations dictate a course of action. Create and evaluate alternative courses of action and make recommendations to the Director as to the course of action that best serves the interests of the department. Handle bid and Request for Proposal protests and testify in court as necessary to defend the decisions of the department	10%
5	Provide management, program oversight, and compliance administration with a vast array of federal, state, and Transportation laws, regulations, policies and procedures affecting all sections. Draft, monitor and analyze potential changes to laws and regulations. Work with stakeholders, legislators, government officials and NDOT Directors to understand impacts of legislative and regulative changes on all Administrative Services sections and the Department. Prepare fiscal notes and testify or participate in public meetings as necessary.	10%
6	Administer 4 budget accounts totaling $10.2 million to operate nine different program areas. Manage all section budgets, monitor spending, and approve payment vouchers. Perform long-range asset management planning, anticipating future business needs. Submit timely and relevant budget requests to adequately meet financial needs of the division. Manage resources adequately to remain within budget and meet the goals and objectives of the Division.	5%

7*	Perform complex special projects as assigned, requiring extensive coordination with other Divisions, regulatory agencies, the Directors Office, internal staff, and consultants, as well as redesigning complex processes and evaluating software systems for upgrades or improvements	10%

6. What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.

All duties require the incumbent to make sophisticated choices, determinations and judgments. Except for administrative duties such as approving timesheets, 100% of the time the incumbent must make decisions by gathering input from stakeholders and subject matter experts, crafting workable solutions, evaluating each solution on its merits and drawbacks, then either moving forward with the best decision or putting forth specific recommendations to the Director's Office. The position requires constant making of choices and determining solutions based upon the incumbent's judgment.

For example, handling a bid protest requires analysis of all relevant information, developing alternative resolutions, making choices about how each alternative will impact stakeholders and cause or mitigate risk, and applying judgment to make determinations about the best course of action.

Similarly when liaising with the trucking industry, contractors, elected officials, or Transportation Board members the incumbent must make choices about which information to provide that is relevant and timely, make determinations about which issues warrant further investigation, and apply judgment in explaining processes, procedures and decisions in the way that best serves the interests of the department yet is transparent and open to these groups.

7a. List the class titles and position control numbers of all employees that are supervised by this position.

39 Administrative Services Officer II
38 Business Process Analyst III
37 Facility Manager
35 Management Analyst II x2
35 Program Officer III
34 Business Process Analyst I
34 HVAC Specialist III
33 Program Officer II x4
32 Electrician II
31 Maintenance Repair Specialist II
31 Program Officer I x8
31 Reprographics Supervisor
30 Maintenance Repair Specialist I
29 Administrative Assistant IV
28 Maintenance Repair Worker IV
27 Administrative Assistant III x2
27 Reprographics Technician II x2
25 Administrative Assistant II x3
25 Reprographics Technician I
25 Maintenance Repair Worker II
23 Administrative Assistant I
23 Microfilm Operator II
22 Grounds Maintenance Worker II x2
21 Mail Services Clerk I
21 Custodian I

7b. Describe the extent of supervisory responsibility exercised over these employees. (Check appropriate boxes.)

☒ Final selection ☒ Work assignment ☒ Performance appraisal ☒ Discipline
☒ Training ☒ Work review ☐ Other (specify):

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.
None other than minimum qualifications required by the class specifications

9. List equipment which is used that requires specialized training.

This position requires a detailed understanding of a multitude of computer software programs, including
ePats – proprietary Electronic Procurement and Tracking System
eBidding – customized off-the-shelf electronic bidding software
Application Extender – customized off-the-shelf records storage and retrieval software
eDiscovery – customized off-the-shelf electronic legal discovery software
ODVP – proprietary online over-dimensional permit application software
B2GNow – contract compliance software
LCP Tracker – prevailing wage reporting software

This position also requires extensive knowledge of Federal regulations related to External Civil Rights, low-bid procurement, and quality-based services procurements. Specialized trainings are provided by the Federal Highway Administration in key program areas, and this knowledge is essential to NDOT's adherence to Federal regulations.

10a. List the name, title, and position control number of the position's supervisor.
Robert Nellis, Assistant Director – Administration, PC#2004

10b. Describe the type and extent of supervision received.
This position receives no day-to-day supervision. Robert Nellis provides general direction and passes on any specific requests from the Transportation Board or Director's Office. It is the incumbent's responsibility to manage the operations of all ten sections for which they are responsible.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?

1. Federal:
   - United States Code of Federal Regulations Title 23 – Highways
     172.5: Methods of Procurement
     633: Required Contract Provisions
     635: Construction and Maintenance Subpart A – Contract Procedures
     636: Design-Build Contracting
     658: Truck Size and Weight, Route Designations-Length, Width and Weight Limitations
   - United States Code of Federal Regulations Title 49 –Transportation
     49 CFR Part 26 – Disadvantaged Business Enterprises
     300-399: Federal Motor Carrier Safety Division, Department of Transportation
     7: Public Availability of Information (FOIA)
   - Davis-Bacon Act of 1931 – prevailing wages
   - The Brooks Act – quality-based service procurement
   - Title VI of the Civil Rights Act of 1964
   - Equal Employment Opportunity Act of 1972
   - The American Recovery and Reinvestment Act of 2009 (ARRA) Maintenance of Effort
     Title XII: Department of Transportation
     Section 1201: Preparation of maintenance of effort certifications and report of planned and actual spending

2. State:
   - NRS & NAC 239 Public Records
   - NRS 333 & NAC 333 Purchasing State
   - NRS 338 Public Works - prevailing wages, subcontractor reporting, contractor bidding
   - NRS 408.323 to NRS 408.367 Highways and Transportation Facilities
   - NRS 484D.600-484D.860, Traffic Laws/Equipment, Inspections and Size, Weight and Load of Vehicles; NAC 484.460-484.580, Traffic Laws/Vehicles of Excess Size and Weight.
   - NRS 624 Contractors
   - NRS 625.530 Professional Engineers – Restrictions upon Public Works

3. Court Order & Criminal/Civil Sanctions:
   - Compliance with subpoena duces tecum (records subpoenas)

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

The incumbent has regular contact with a wide variety of people, many at executive levels of government and private industry, including:

- Transportation Board (comprised of the Governor, Lieutenant Governor, Controller, and 4 other members appointed by the Governor) – preparing monthly reports of agreements and contracts, providing testimony at Transportation Board meetings, providing one-on-one updates on items such as NDOT consultant procurement processes, contractor prequalification, or the Disadvantaged Business Enterprise program.
- Associated General Contractors of America, Northern and Southern Nevada Chapters - perform a liaison function between the ACEC and NDOT on issues related to NDOT's procurement of licensed contractors. Provide updates on NDOT activities, provide training on systems, policies and procedures, discuss legislative changes and their impacts, work collaboratively on regulatory changes, and consult on the impacts of NDOT processes on the contracting industry in Nevada.
- American Council of Engineering Companies – perform a liaison function between the ACEC and NDOT on issues related to NDOT's procurement of engineering consultants. Provide updates on NDOT activities, provide training on systems, policies and procedures, discuss legislative changes and their impacts, work collaboratively on regulatory changes, and consult on the impacts of NDOT processes on the engineering industry in Nevada.
- Federal Highway Administration – maintain regular contact to ensure mutual understanding of NDOT processes and compliance with Federal regulations in order to preserve funding. Receive training and pass that information on to NDOT staff. Consult on non-standard situations.
- Nevada Labor Commissioner – consult regarding the application of prevailing wage law, correct rates, investigation of wage claims, and updates to regulations.
- Nevada Legislature – participate on subcommittees to provide input and feedback regarding pending or suggested legislative changes.
- Lawyers, judges and court officials when testifying in court.
- Other NDOT agencies including State Public Works, State Purchasing, and Public Safety to coordinate activities, understand processes and apply them consistently, discuss legislative changes, and make necessary program updates to be in compliance with laws and regulations.
- NDOT Director's Office – to make recommendations of specific courses of action related to procurement, compliance, and other high-liability or politically sensitive areas of Administrative Services.
- NDOT Division Heads – to coordinate activities affecting Administrative Services goals and objectives such as coordinating with Design on the timing of procurement of critical projects.
- Bid Review and Analysis Team – consult regarding issues with low-bid procurements, bid analysis, issues of responsiveness with bidders, and recommendations to award or reject contracts.
- Administrative Services Division staff – to provide business management and oversight of division functions.
- Various Software Vendors – to communicate system requirements, facilitate software implementation and testing, and conduct end-user training on both the software and NDOT processes and procedures related to the software.

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

None

14. Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.

The ASO III duties have clearly increased beyond the scope of the current classification. This position is essential to provide high-level management and technical expertise to all 9 sections, and act as business liaison to a large number of elected officials, agency administrators, lobbying groups, and professional associations. The level of independent autonomy and judgment is extremely high, and the incumbent must make daily choices and recommendations involving sophisticated interrelationships between regulations and the best interests of the Department and the State. The duties are more appropriately classified as an ASO IV.

NPD-19 – NDOT PC# 070001

Question 1

The duties assigned to the Administrative Services Officer III (ASO III) have extended beyond those of an ASO III to the point where the preponderance of duties are now at the level of an ASO IV. Over the past two years this position has received increasing responsibility and autonomy in decision-making over multiple sections, has been required to analyze, participate in, and make required updates for changing legislation in multiple areas, and has increasing responsibility to testify, educate, and liaise with Transportation Board members and other elected officials. In addition, this position is assigned complex, high-level, sophisticated special projects, such as managing the Contract Compliance section, and creating and managing a procurements management section.

The Administrative Services Division is a large, diverse division with 42 employees at varying levels from professional to technical to administrative. There are 9 different sections within the division that are each complex and require a deep understanding not only of business management practices, but also each section's operational details and complex regulatory requirements.

This position is responsible for the administration, management, program oversight, and ensuring compliance with a vast array of federal, state, and Transportation laws, regulations, policies and procedures. There is a high degree of authority to make and implement independent decisions, applying judgment and interpretation of statutes, without the approval of the Director's Office. The consequence of error can be extremely high: millions of dollars of Federal funding can be jeopardized by failing to adhere to Federal regulations, and this position directly manages the Contract Services and Agreement Services sections that procure over $450 million of services utilizing Federal funds every fiscal year.

In 2014 NDOT built a new 18,500 sf building at the Carson City Headquarters campus, adding additional responsibilities to the Buildings and Grounds section which is overseen by this position. The additional building requires increased maintenance and janitorial oversight responsibilities. The Buildings and Grounds section manages approximately $70,000 per fiscal year in major improvement projects. With over 600 employees in the Carson City area and sectional/divisional office space needs constantly changing, Buildings and Grounds has recently partnered with the Architecture division to be more heavily involved in major remodel work. This was necessary in order to keep up with demand, and represents an additional scope of responsibilities from those of a year ago.

The Records Management section used to be staffed primarily with administrative assistants, and the work consisted mainly of basic filing of paper documents. As NDOT has transitioned from paper to electronic record-keeping the work has become more sophisticated, requiring more program-level staff. Rather than sorting and filing, staff are responsible for correctly identifying and indexing documents, electronically tracking retention for each document, maintaining adequate security/access levels to electronic documents, and working with the software vendor to make enhancements to the retrieval system. Additionally NDOT acquired electronic records discovery software in 2014 to assist with the location of source records for subpoenas, court cases, hearings, and other litigation-related events. The management of the Records section has transformed from

managing simple filing activities to managing an electronic records storage and retrieval software system and an electronic discovery system for legal purposes.

The Administrative Services Division has been given increasing responsibilites related to reporting to the Transportation Board and Construction Working Group, liaising with the Transportation Board members and educating them on NDOT Administrative Services business management, responding to changes in Federal procurement laws and working with the Federal Highway Administration, and liaising with the Nevada Trucking Association, Associated General Contractors (Northern and Southern Nevada), the American Council of Engineering Companies, legislators and consultants on all nine business areas within Administrative Services.

The Transportation Board used to meet quarterly until 2012 when it began to meet monthly. Reporting and testifying requirements have increased for the Division as the Board requests increasingly complex information and continually makes changes to reporting requirements. The Transportation Board adopted a reporting matrix in September 2013. The ASO III has ultimate responsibility for reporting on Contracts, Agreements, and Settlements every month, providing relevant reports, documentation, and background information as well as conducting briefings of Board members. These liaising activities represent a significant increase in responsibilities.

The Construction Working Group has become much more active, seeking to understand NDOT business especially as it relates to the functions of the Administrative Services Division. The ASO III must keep the working group apprised of business activities, provide testimony on procurement methods and contracting processes, and obtain information for reporting purposes that is not easily collected or readily available. This is a significant increase in responsibilities.

The 2015 Legislature approved 59 new positions dedicated to Stormwater activities. The ASO III is responsible for ensuring all Administrative Services sections comply with the Environmental Protection Agency's consent decree. The consent decree requires extensive procurement of services, issuance of low-bid contracts, and retention of essential records to prove compliance to the EPA. The Contract Services and Agreement Services sections overseen by this position must ensure adequate, timely and efficient procurement of Stormwater-related services. There are also extensive record-keeping requirements, adding to the duties required in relation to Records Management. The EPA consent decree is a Federal requirement and represents another expansion of duties.

Recent complex legislative changes have placed additional duties on this position. The update to 23 CFR Part 172 related to procurement of consultant and design-related services was updated in May 2015 and requires more stringent requirements be followed in procurement, the incorporation of specific language and requirements in RFPs, and incorporation of Disadvantaged Business Enterprise goals on professional services. Recent changes to Federal Indefinite Delivery, Indefinite Quantity procurement procedures required lengthy, complex, ongoing liaising with FHWA executives and coordinating a major revision to the consultant procurement procedures. An update to FHWA 1273 – Required Federal Contract Provisions is anticipated this year, requiring extensive

coordination and updates to processes for procuring low-bid highway contractors, as well as changes to contract compliance activities. These changes also require liaising with the Local Public Agencies to update their processes and activities too.

The ASO III is assigned special projects in related business areas, or given management responsibilities outside the scope of their regular responsibilities. These special projects are complex and require extensive coordination with other Divisions, regulatory agencies, the Directors Office, internal staff, and consultants, as well as redesigning complex processes and evaluating software systems for upgrades or improvements. For example, this position became responsible for the day to day management of the Contract Compliance section located in Carson City Nevada in October 2014 and received general administrative direction from the Deputy Director - Southern Nevada regarding the section's activities. Contract Compliance is a critical section with NDOT that monitors compliance of approximately 40 prime contractors and hundreds of subcontractors on construction projects around the state. The ASO III was responsible for the management of the Contract Compliance section from October 2014 until March 2016. Contract Compliance is required to comply with a multitude of Federal and State reporting and regulatory compliance requirements, including:
49 CFR Part 26 – Disadvantaged Business Enterprises
Davis-Bacon Act of 1931 – prevailing wages
NRS 338 – prevailing wages, subcontractor reporting, contractor bidding
NRS 408 - Transportation
Title VI of the Civil Rights Act of 1964
Equal Employment Opportunity Act of 1972
Nevada Administrative Code
State Administrative Manual
Nevada Labor Commissioner Prevailing Wage Rates
State Contractor's Board licensing
The programs administered by Contract Compliance are highly complex, require an intimate knowledge of regulations, contain specific deadlines for reporting, and have regulations that frequently change requiring related processes and procedures to be updated in order to maintain compliance. For example the section investigates claims from employees against employers regarding nonpayment of prevailing wages. Prevailing wage rates are constantly changing and must be specified at the correct rates for each contract/project. Claims must be fully investigated and can lead to hearings and testifying in court for actions brought by either the employer or the employee. There are two complex software systems that track Disadvantaged Business Enterprise (DBE) compliance and Weekly Certified Payroll Reports, and both systems required the ASO III to perform extensive reconfiguration, data integrity evaluation, data correction, and staff and end-user training.

Compliance employees must train NDOT District staff in Reno, Elko, Las Vegas, and many other areas of the state in order to maintain consistency in meeting Federal and State requirements. Failure to comply with these requirements can result in loss of Federal funding, imposition of sanctions, and assessment of penalty fines potentially in the millions of dollars.

While the ASO III is no longer directly managing the Compliance section, they still act as a business liaison on Compliance duties and will continue to be involved with Federal auditing, reporting and compliance activities of that section.

In FY 2017 this position will be responsible for creating and managing a procurements management section to perform complex planning, financial, and project management functions for professional services agreements. This will require extensive coordination with other Division Heads, the Director's Office, NDOT Human Resources, Financial Management, Project Accounting, and Audit. Completely new policies and procedures will need to be developed and implemented, staff identified and trained, performance monitored, and adjustments made to the program to ensure maximum efficiency and effectiveness.

Special projects require a high degree of skill, strong management abilities, and the ability to effectively continue full operation of other Administrative Services Divisions while working on such special projects. This represents a significant increase in duties, but results in great overall benefit to the Department by making improvements and achieving efficiencies.

With the additional high-level, politically sensitive contact with Transportation Board members elected officials, and legislators, the degree of independent judgment, decision-making, and responsibility, and the extremely high risk of error, the duties assigned to the ASO III have extended to the point where the preponderance of duties are now at the level of an ASO IV.

CLASSIFICATION STUDY CORRESPONDENCE/CONTACT AND INFORMATION LOG

STUDY # 141-17

DATE	INFORMATION GATHERED/COMMENTS	INITIALS
	DATE STUDY RECEIVED	
10/13/16	received to assign; Please assign to Analyst Keisha Harris	KHD
10/18/16	Received folder	KIH
10/19/16	Pulled HPDW	KIH
10/20/16	Sent email to incumbent to schedule desk audit; desk audit scheduled 11/8 @ 10am	KIH
10/24	Pulled comparable NPD-19s	KIH
11/8	Conducted desk audit	KIH
11/09	Sent supervisor questions	KIH
12/7	Received supervisor's response	KIH
12/7	Requested revised organization chart to reflect answers in question 9 of the supervisor questions	KIH
12/9	Received revised org chart from Robert Nellis	KIH
12/13	Requested organizational chart that shows higher level reporting; received from Robert; requested Felicia Dennyl's work performance standard	KIH
12/14	Received WPS	KIH
12/20	Contacted Robert Nellis to inform of my current recommendation and why; recommend ASOIII no change as there has not been a significant change to the position that warrants the higher level; the position currently is managing some of the functions described in the series concept with a high degree of authority; duties are similar to those of the 1991 occupational group study	KIH
12/21/16	Agency withdrew study	KIH

STATE OF NEVADA - POSITION QUESTIONNAIRE (NPD-19)

RECEIVED
☐ Vacant Position
Reclassification
DIVISION OF HUMAN RESOURCE MANAGEMENT
X Filled Position

DEPARTMENT: Employment, Training and Rehabilitation (DETR)		2. Division of Human Resource Management (DHRM) COMPENSATION, CLASSIFICATION RECRUITMENT DIVISION CARSON CITY, NEVADA
DIVISION: Administration		
GEOGRAPHIC LOCATION OF POSITION: Carson City		
AGENCY ID# (3 digits): 908	FUND# (3 digits):	
AGENCY ORG/BUDGET# (4 digits): 3272	POSITION CONTROL#: 0042	
CURRENT CLASS TITLE (If vacant or filled position): Administrative Services Officer II		CLASS CODE: 7.217 / GRADE: 39
REQUESTED CLASS TITLE: Administrative Services Officer III		CLASS CODE: 7.216 / GRADE: 41
EMPLOYEE NAME: Debbie Bowman	PHONE#: 775-684-3962	EMAIL: d-bowman@nvdetr.org
SUPERVISOR NAME: Mark Costa	PHONE#: 775-684-3878	EMAIL: m-costa@nvdetr.org

1. APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

RECEIVED
PERSONNEL OFFICE
date stamp
JUN 13 2014
HUMAN RESOURCES
DETR CARSON CITY

CERTIFICATION: I certify that I have read the instructions page and the statements provided in this NPD-19 are correct and complete.

Changed responsibilities were/will be effected on: Date:

Appointing Authority or Designated Representative signature: Date: 6-6-14

Employee signature: Date:

Is this request being submitted with agency approval or knowledge? ☐ No ☐ Yes

3a. FOR COMPLETION BY BUDGET DIVISION ONLY

RECEIVED
BUDGET DIVISION
date stamp
JUN 12 2014
DEPARTMENT OF ADMINISTRATION
OFFICE OF THE DIRECTOR
BUDGET DIVISION

Required for new positions and when NAC 284.126 (3) applies.

☐ Approved effective date (if change is approved by DHRM) Date:

☒ Approved – date to be determined and change to be approved by DHRM

☐ Disapproved

Part-time (%): Expire date:

Signature: Date: 6/20/14

Notes:

3b. FOR COMPLETION BY ENTERPRISE IT SERVICES ONLY

EITS
date stamp

Required when NRS 284.172 applies for positions to be classified to or changing classification within the Fiscal Management & Staff Services: Information Technology subgroup.

☐ Approved ☐ Disapproved

Signature: Date:

4. FOR COMPLETION BY DIVISION OF HUMAN RESOURCE MANAGEMENT ONLY

Dept code: Effective date: 6/10/14 Expire date:

Division code:

Class code: 7.216 Title: ASO3 Grade: 41

Class option: IFC/Legislative approval required? ☒ No ☐ Yes, date approved:

INSTRUCTIONS TO APPOINTING AUTHORITY

Incumbent must MOVE: ☐ No ☒ Yes

☐ Other:

Salary: 4.36-14

Appointing Authority: Date: 8/13/14

Supervisor: Date: 8/14/14

NPD-19 (Rev. 11/11)

1. **What is prompting this request? If this is an existing position, state the significant changes (as defined in NAC 284.126) in duties and responsibilities which have been made in the position since it was established or last reviewed by Human Resource Management. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.** This position gained overall supervisory responsibility for all department accounting, contracting and equipment inventory and ordering. The scope of these tasks involves a department with just over a thousand positions and over fifteen locations throughout Nevada. Approximately 200K accounting transactions was completed in SFY13 involving over forty grants or sub-grants and eleven executive budget accounts. This position gained supervisory responsibility over three other positions (Management Analyst II, Supply Technician II and Supply Technician I for this task.

   In addition to the above duties, this position is also responsible for a reconciliation of grants with contracts and ultimately to the individual budget accounts and activities in accordance with the new Priorities and Performance Based Budgeting (PPBB). There are approximately forty federal grants over multiple years involving approximately two hundred contracts with other funding sources included. Total DETR biennial budget is approximately $356M. Nothing of this magnitude has been attempted at DETR to this extent. (The additional responsibility also involved transfer of an additional Management Analyst II and Program Officer to this position's span of control.)

2. **What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)**
   No previous position previously performed these duties.

3. **Briefly describe the major purpose of this job.**

This position is responsible for the purchasing, equipment tracking, contracting and grant management of all Employment Security Division (ESD) budget accounts: Employment Security Division (B/A 4770), and ESD Special Fund (B/A 4771); all DETR Admin Services Division budget accounts: Nevada Equal Rights Commission (NERC) (B/A 2580), DETR Admin Services (B/A 3272), Research & Analysis (R&A) (B/A 3273), Information Development and Processing (IDP) (B/A 3274), and one NERC gift account (B/A 2581) and all five Rehabilitation Division budget accounts: Vocational Rehabilitation (B/A 3265), Services to the Blind (B/A 3254), Rehabilitation Administration (B/A 3268), Bureau of Disability Adjudication (B/A 3269), Blind Business Enterprise of Nevada (B/A 3253), Blind Gift Fund (B/A 3291) and Rehabilitation Gift Fund (B/A 3291).

This position also oversees budget development, monitoring and administration for all ESD and Admin budget accounts mentioned in the above paragraph. Being responsible for all accounting involves payment of invoices; cost allocation of expenditures not clearly attributable to any one budget account, drawing and administering revenues. These budget accounts involve supporting eighteen locations throughout the state and about 919 budgeted FTE positions plus up to 160 intermittent positions using multiple funding sources totaling approximately $178M per state fiscal year in addition to an Unemployment Insurance Trust Fund of nearly $200 million which serves approximately 34,000 Unemployment Insurance claimants, nearly 15,000 participants in various workforce development programs and about 700 individuals filing discrimination cases every year.

where is org chart is MA3?

This position supervises one Admin Services Officer I who supervises seven staff: one Management Analyst II, Accountant Tech II, Program Officer I, Supply Technician II and I, and two Accounting Assistant IIs. The position also supervises one Management Analyst III who supervises seven staff: one Management Analyst II, two Accountant Tech IIs, one Accountant Tech I, two Accounting Assistant IIIs, and one Accounting Assistant IIs.

4. **Attach a copy of the agency organizational chart to this form. Please circle this position.**

See attached.

5. **List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly, or annual basis. If this is an existing position, please put an asterisk (*) next to each duty that is new.**

DUTY#	DUTY	FREQUENCY
1	Assist with the development and preparation of the Department's biennial budget for assigned accounts -- Under the direction of the CFO and using data provided by the Director, Division Administrators and State Budget Office regarding available resources, workload and volume of services needed to fulfill the statutory purpose of the unit, prepare biennial budgets consistent with the requirements of the Department of Administration Budget & Planning Division. Budget preparation and analysis must be accurate and meet the required deadlines.	25%

2	In conjunction with the Budget and Fiscal Analysis Unit, supervise the preparation of program budgets, spending plans, and projections for monthly financial and Budget Status Reports. • Attend monthly budget meetings for assigned accounts with responsible Administrators and their staff. Advise Administrators on status of current fiscal year and future budget authority. • Advise the Deputy Chief Financial Officer of any areas of concern and recommended appropriate work program requests and corrective action.	25%
3	Supervision 1. Manage the Accounting and Reporting sections for DETR Admin (including the Procurement, Stockroom, contracting unit and inventory Unit), and the Employment Security Division including the Benefit desk, and provide leadership to the staff. There are the new procurement/grants management and contract manager positions. Since these are new positions (or positions reassigned to these new tasks) nobody has supervised them before.* 2. Train, supervise and evaluate the performance of management staff, and manage the training, supervision and evaluation of technical and clerical staff. 3. Advise the CFO, Director, Division Administrators and Bureau Chiefs in areas of fiscal management and financial reporting as appropriate.	25%
4	Supervision of Financial Management's responsibility for developing, processing, administering, and monitoring all of DETR's contracts while complying with State requirements and DETR business needs and ensuring the contracted entities are treated fairly. Maintain contract logs and track remaining contract balances. Meet with program staff to identify contracting needs and develop a course of action to satisfy them. Ensure staff assists with preparing the Statement of Work (SOW) and solicitation requirements as needed. FM contracting staff will also "put the contract together" and obtain the necessary signatures. FM staff will serve as the contract manager when necessary and ensure fiscal administration of the contracts is executed. The integrated approach linked to grants and centralized in Financial Management concerning contract development, tracking, and balances in collaboration with program staff is new.*	10%
5	Supervise the reconciliation of grants with contracts and ultimately to the individual budget accounts and activities in accordance with the new Priorities and Performance Based Budgeting (PPBB). There are approximately forty federal grants over multiple years involving several hundred contracts with many funding sources included. Inventory and document key data for all grants and make available to all interested parties. The PPBB itself is new. Currently, there is no legislatively approved PPBB or even performance measurements in place. It should also be mentioned the traditional line budget is still in effect so this task is not merely trading one budget methodology for another. The linking or association of grants to the funded contracts is also new for DETR. Completion of task requires developing new procedures, training staff and re-orienting workload to a degree not previously done before.*	15%

6. **What duties are performed that require the incumbent to make choices, determinations, or judgments? Please give examples.**
The number of different budget accounts and their size requires the incumbent to make decisions regarding employee work flow and workload, procedures, grant draws, checks and the gathering of information for use in budget development and reporting. For example, the steps in processing a requisition have to be detailed with quality control measures considered and ensuring the appropriate budget account, funding source or grant is charged. The results have to be reconciled to internal and external reporting. As problems arise, funding levels change or are interrupted and audit findings occur revisions in the workflow have to be made. Consequently, these decisions are continuously made in a dynamic environment.

The incumbent has to build working relationships with division administrators, program chiefs, federal officials and senior staff from other state agencies. Consequently, there are daily decisions about what issues to pursue, how to present DETR's point of view and when to acknowledge the other party is correct and then relate the results of these interactions to FM staff and management. Assessing the personalities and wants of the staff involved is challenging and one solution does not work in all cases.

On their own initiative and also at the direction of senior management the incumbent must be able to prioritize multiple tasks and completely stop work on one assignment and begin work on something else at a moment's notice. Accomplishing this task requires assessing duties and assignments to determine deadlines, consequences and time needed to complete them and then considering all of these criteria in assigning work to staff and/or performing it herself.

7a. **List the class titles and position control numbers of all employees that are supervised by this position.**
Administrative Services Officer I (PCN 0120) Management Analyst III (PCN 0061)
MA2 + P01

7b. **Describe the extent of supervisory responsibility exercised over these employees. (Check appropriate boxes.)**

X Final selection
X Training
X Work assignment
X Work review
X Performance appraisal
☐ Other (specify):
X Discipline

8. **List any licenses, certificates, degrees, or credentials that are required by law for this job.**
None

9. **List equipment which is used that requires specialized training.**
None

10a. **List the name, title, and position control number of the position's supervisor.**

Mark Costa, Administrative Services Officer IV, PCN 0004

10b. Describe the type and extent of supervision received.

Work product items, including federal, state and internal reports and biennial budget submissions, are reviewed and suggestions for improvements are made. Since the supervisor, PCN 0004, has overall responsibility of the Financial Management Unit, this position keeps the supervisor apprised of progress, problems, issues and opportunities affecting workflow and information products in the incumbent's assigned areas. The supervisor and this position will also review, discuss and develop courses of action pertaining to personnel development, and improving fiscal operations.

11. What statutes, laws, rules, procedures, or guidelines are used in performing assignments?

There are many regulations, laws and statues which affect this position. Here are some of them.

Workforce Solutions – AB449 of the 2011 Legislature
Employment Services - Wagner Peyser Act of 1933
Rehabilitation Division – Social Security Act of 1935
Federal/State Partnership – NRS 612
Workforce Development – Federal Workforce Investment Act of 1998
DETR Admin Services – NRS 232.910
Nevada Equal Rights Commission – NRS 613.405, NRS, 651.110 and NRS 118.110
Nevada State Administrative Manual
Nevada State Controller's Office Accounting Policies and Procedures
Nevada State Budget Office Directives

12. **What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.** The following people are contacted for the purposes fiscal management, accounting, budgeting, purchasing, contracting and grant administration.
Employment Security Division Administrator and two deputy administrators (Unemployment Insurance and Workforce Development)
Nevada Equal Rights Commission Administrator
Information and Data Processing Administrator
Research & Analysis Division Administrator
Administrative Services Administrator (Assistant to the Director)

The following people are contacted for resolution of problems and inquiries.
Budget Analyst IV @ Budget Office
Professional Level Staff @ State Purchasing
Accountants @ State Controller's Office

This position also works extensively with federal program specialists from the Department of Labor regarding the Resource Justification Model (RJM) and grant fiscal reporting.

13. **Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.**
None.

14. **Provide any additional information about the job which you consider to be important to the classification, but which has not been previously mentioned.**
This job requires to a large degree a combination of technical skill, supervisory expertise and diplomacy. The technical skill is needed for myriad of daily tasks involving accounting, purchasing, contracting, and budgeting and information technology awareness to guide staff and ensure DETR fiscal operations are uninterrupted. The staff engaged in various duties among different budget accounts and division requires skilled and experienced supervision. Finally, the incumbent must engage in diplomacy on a daily basis to work with the large number of management and staff outside of FM to accomplish the DETR's mission.

The position is faced with a great deal of pressure from the following entities:
1. Federal Department of Labor: Grant regulations are complicated and require frequent adjustment. In one case a particular grant had twenty modifications in one grant year. This position ensures revenue and expenditures comply with regulations and are reported accurately every quarter. The Resource Justification Model (RJM) is a massive data collection system that collects Unemployment Insurance administrative expenditures used by this agency to operate the program. RJM data is ultimately used by the Department of Labor to determine the amount of the Unemployment Insurance grant. This position is responsible for completing the RJM and defending the calculations with their results from federal and DETR officials.
2. Employment Security and Administrative Division Management: This position responds to inquiries and concerns from management regarding purchasing, budgeting, grants, and contracting issues. Justifications for unpopular actions have to be provided in response to vociferous objections. Building a strong working relationship with management is critical to the smooth operation of DETR despite the sometimes trying circumstances.

STATE OF NEVADA - POSITION QUESTIONNAIRE

☒ New Position
Existing Position

AGENCY ID NO. 3186 DEPARTMENT DCNR DIVISION NDEP

POSITION CONTROL NO. EMPLOYEE NAME New Position 0571

CURRENT CLASS TITLE (If existing position) CLASS CODE GRADE

REQUESTED CLASS TITLE Administrative Services Officer III CLASSCODE 7.216 GRADE 41

GEOGRAPHIC LOCATION OF POSITION Carson City EMPLOYEE PHONE NO N/A

APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the information on page 1, and the statements provided in this NPD-19 are correct and complete. Changed responsibilities were/will be effected on _____

RECEIVED APR 28 2006 NEVADA DEPT. OF PERSONNEL CARSON CITY, NEVADA

Signature of Appointing Authority or Designated Representative — Date 2/10/06

Signature of Employee — Date

FOR COMPLETION BY BUDGET DIVISION ONLY

(Required for new positions and when NAC 284.126, subsection 3 applies.)

☑ Approved Effective Date (If change is approved by State Personnel) IFC 4/4/06
☐ Disapproved

Signature: Mike Nolan — Date 5/1/06

FOR COMPLETION BY DEPARTMENT OF INFORMATION TECHNOLOGY

(Required when NRS 284.172 applies)

☐ Approved ☐ Disapproved

Signature — Date

FOR COMPLETION BY STATE PERSONNEL AND BUDGET DIVISION

Agency ID.....
Position..... Effective Date 4/4/06 Expire Date..... Type.....
Action.....
Part-time (Percent).....
Class Code 7.216 Title Admin Services Officer III Grade 41
Class Option.....
Division Code EIB IFC/Legislative Approval Required? ☐ No ☐ Yes ..... Date Received

INSTRUCTIONS TO APPOINTING AUTHORITY

☒ Use the NPD-3 procedure.
☐ Submit Personnel Action form and refer to NAC 284 ..... subsection ..... Incumbent meets MQ's: ☐ Yes ☐ No
☐ Other.....

Study No. 416-2-06
Analyst [illegible] Date 5/30/06
Approved D. Carvin Date 5/30/06

NPD-19 (Rev. 3-99)

Took to Budget 5/31/06 [illegible]

1. What is prompting this request? If this is an existing position, state the significant changes in duties and responsibilities which have been made in the position since it was established or last reviewed by State Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.

The Nevada Division of Environmental Protection has consolidated and reorganized its' Clean Water State Revolving Fund, Drinking Water State Revolving Fund, Brownsfield Revolving Fund, and AB198 program into a new bureau entitled the Office of Financial Assistance. The reorganization allows for greater operational efficiency, administrative coherence, and program flexibility. The ASO III functions as the business manager in the Office of Financial Assistance for the Clean Water State Revolving Fund and the Brownsfield Revolving Fund with direct responsibility for complex fiscal management, budgeting, and accounting for over $200 million in federal grants, $130 million in general obligation and leveraged bonds, $270 million in loans and contracts, and $5.5 million in administrative funds.

2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). (A separate NPD-19 may be required for these positions.)

None.

3. Briefly describe the major purpose of this job.

The ASO III serves as the business manager for the Office of Financial Assistance for the Clean Water State Revolving Fund and Brownsfield Revolving Fund for the Division of Environmental Protection. The complexity and magnitude of fiscal and administrative responsibilities managed by the ASO III including budgeting, fiscal management, and accounting for federal grants, general obligation and leveraged bonds, loans and contracts to municipalities, and administrative revenues and expenditures. The ASO III is expected to manage and ensure resources are available and the programs maintain liquidity and stability consistent with federal and state laws, rules, and regulations.

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

Copy attached.

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly or annual basis. If this is an existing position, please put an asterisk next to each duty that is new.

DUTY NO.	DUTY	FREQUENCY
1	Administration and management of the financial resources and expenses for the Clean Water State Revolving Fund and the Brownsfield Revolving Fund, to include preparation of complex work programs and financial statements, proposing related legislation, revising regulations. Review of complex and multifaceted projects for adherence to federal and State requirements.	25%
2	Administration and fiscal management of grants, contracts, bonds, and administrative revenues and expenditures. Analyze financial statements and data, and forecast revenues and expenses to ensure program liquidity and stability. Identify problems, and develop and implement solutions to problems.	25%
3	Preparation, implementation, and control of the biennial budget, and coordination of federal and state audit responses. Provide expert testimony as required to the Executive and Legislative branches of state government and to the U.S. Environmental Protection Agency. Long-range budget planning and analyzing and recommending appropriate action on budgetary issues.	25%
4	Analyze work flow, set priorities, and develop policies and procedures. Establish and monitor program goals consistent with state and federal law and Department and Division goals. Monitor internal fiscal data systems to determine the accuracy of and to track contracts and loans, expenses, revenues. Responsible for creating, implementing, monitoring and evaluating fiscal internal controls in accordance with federal and state requirements. Manage daily operations and technical activities.	25%

6. What duties are performed that require the incumbent to make choices, determinations or judgments? Please give examples.

Every duty listed requires the ability to:

- Make interpretations of federal and state law, regulations and other directives; defend those interpretations;
- Establish priorities, monitor progress and workloads and, as necessary, redirect efforts of individual employees;
- Coordinate efforts of individual employees to achieve the objectives and goals of the OFA;
- Project future program parameters and direction based on changes in State and federal laws; determine needed procedural changes; set goals and time schedules to ensure compliance;
- Make procedural or accounting system changes as necessary; oversee implementation;

- Project and analyze federal and state revenue and expenditure trends, determine corrective actions and initiate necessary budgetary or program changes;
- Make determinations on the mission, goals, and accomplishments; establish schedules and oversee implementation;
- Evaluate and judge the success or failure of fiscal systems, goals, or the mission; redirect or change goals to result in achievement;
- Make determinations on matters of financial and operational policy.

7a. List the class titles and position control numbers of all employees that work under the supervision of this position.

Management Analyst III, PC #0506;
Management Analyst I, PC #0509

7b. Describe the extent of supervisory responsibility exercised over these employees. (Check appropriate boxes.)

☒ Final selection* ☒ Work assignment ☒ Performance appraisal ☒ Discipline
☒ Training ☒ Work review

* Requires Administrator's concurrence

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

Position requires a Bachelor's degree from an accredited college or university in business administration, accounting, finance or a related field.

9. List equipment which is used that requires specialized training.

This position relies heavily on a personal computer and must have working knowledge of various software applications including, but not limited to, Microsoft Excel, Microsoft Word, and Access. The position must have working familiarity with the State Financial Data Warehouse (DAWN), the Nevada Executive Budget System (NEBS), IFS-HR Advantage, NEATS, Electronic Mail, and the Internet. The position also uses a 10-key calculator, telephone system, facsimile, and a copy machine on a daily basis.

10a. List the name, title and position control number of the position's supervisor.

Dave Emme, Chief, Environmental Programs, PC #0360

10b. Describe the type and extent of supervision received.

The position has a high degree of authority to make and implement decisions based on independent determination and judgment.

11. What statutes, laws, rules, procedures or guidelines are used in performing assignments?

NRS 353	State Financial Administration
NRS 372	Sales and Use Taxes
NRS 281, 284, etc.	General and Personnel related statutes
NRS 333	Purchasing
NRS 444	Solid Waste
NRS 444A	Recycling
NRS 445A	Water Programs
NRS 445B	Air Pollution
NRS 459	Brownfields
NRS 519A	Mining Reclamation
NRS 590	Petroleum

Regulations/NAC:

	Rules for State Personnel Administration
	State Administrative Manual
Mutiple	Divisions NAC
40 CFR 31	Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
40 CFR 35	State and Local Assistance
A-128	OMB Circular, Audits of State and Local Governments
A-87	Cost Principles for State and Local Governments
A-102	Grants and Cooperative Agreements with State and Local Governments
A-110	Uniform Administrative Requirement for Grant and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations
A-122	Cost Principles for Non-Profit Organizations
A-123	Internal Control Systems
A-133	Audit Requirements for State and Local Governments

Federal Manuals: EPA Automated Clearinghouse (ASAP) Payment System, Recipients Manual

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

- U.S. Environmental Protection Agency – Answer questions; provide clarification and expert testimony; provide additional information; defend actions or decisions taken by the OFA.
- Department of Administration – Same
- Legislative Counsel Bureau – Same
- State Controller – Same
- Federal and State Auditors – Same
- Division Staff – Same, as well as providing direction and guidance
- OFA Staff – Same, as well as setting priorities, providing direction and guidance, discussing goals, problems and other issues.

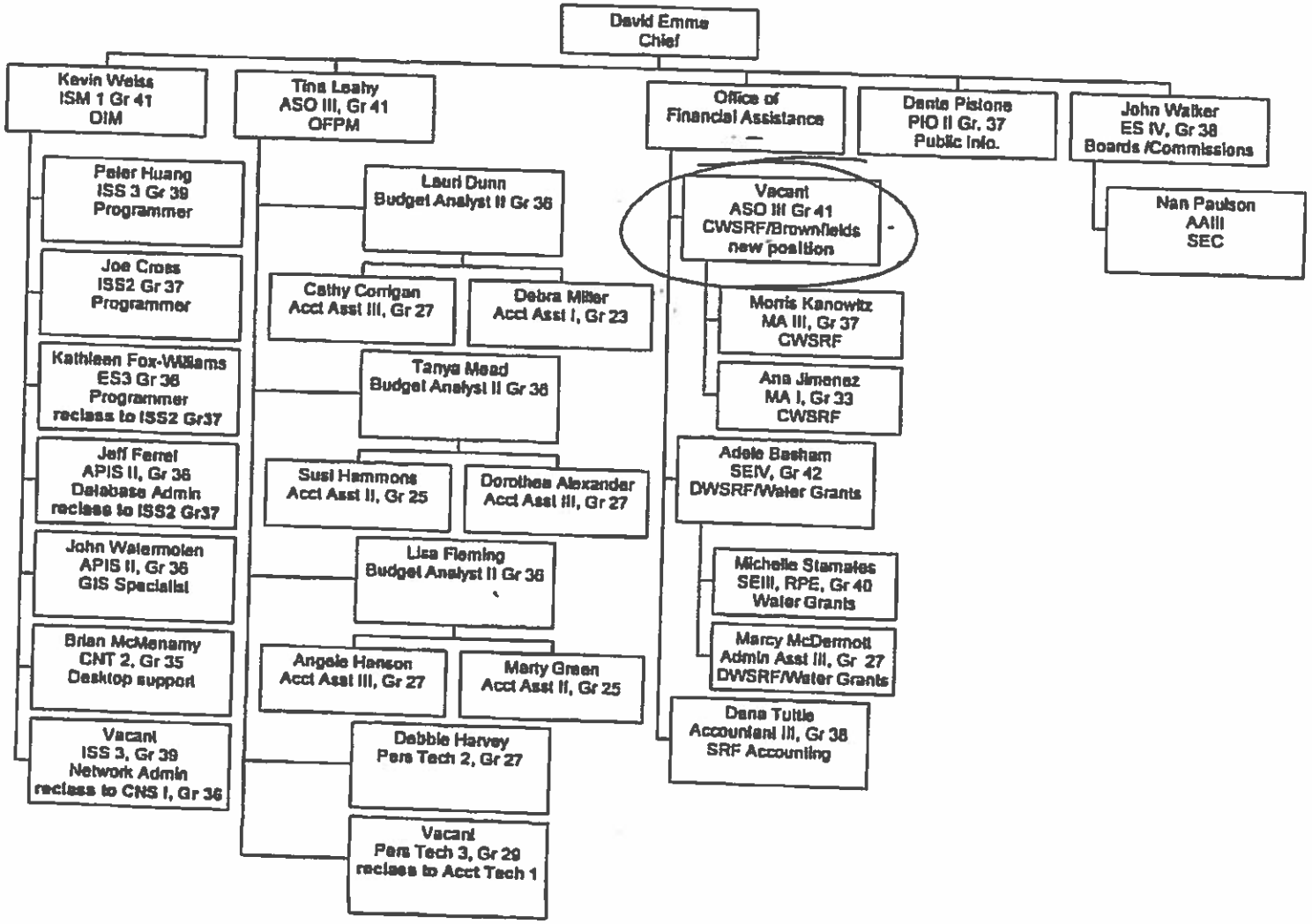
13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

None

14. Provide any additional information about the job which you consider to be important to the classification, but which have not been previously mentioned.

None

NDEP Bureau of Administrative Services–Proposed Organization
2-01-06



CLASSIFICATION STUDY CORRESPONDENCE/CONTACT AND INFORMATION LOG

Study # 416-2-06

DATE	INFORMATION GATHERED/COMMENTS	INITIALS
4/28/2006	Date Study Received	
5/5/06	Met w Dave Gunn —	
5/30	Peter & I met w Dave Gunn & Leo Drozdick	
5/30/06	Discussion w Peter — Pulsar marginally okay w NSOII	
	T/A Fund 32 deep	
	TOTAL DAYS ON HOLD	

STATE OF NEVADA - POSITION QUESTIONNAIRE

☐ New Position
☐ Existing Position

4714

AGENCY ID NO. .810.....DEPARTMENT...Department of Motor Vehicles.....DIVISION....Administrative Services Division

POSITION CONTROL NO. ..CC4011...EMPLOYEE NAME....Vacant.....

CURRENT CLASS TITLE.....Administrative Officer II .....CLASS CODE.....7.217.....GRADE.....39....
(If existing position)

REQUESTED CLASS TITLE...Administrative Officer III.....CLASS CODE.7.216.....GRADE.....41....

GEOGRAPHIC LOCATION OF POSITION...Carson City DMV Office .....EMPLOYEE PHONE NO.....775-684-4515.....

APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the information on page 1, and the statements provided in this NPD-19 are correct and complete. Changed responsibilities were/will be effected on ..12-1-01.....

Kim R. Collins ..12-4-01..... ..... Signature of Appointing Authority or
Designated Rep. Date Signature of Employee Date

FOR COMPLETION BY BUDGET DIVISION ONLY
(Required for new positions and when NAC 284.126, subsection 3 applies.)

☐ Approved Effective Date (If change is approved by State Personnel)..... ☐ Disapproved

....
Signature Date

RECEIVED
DEC 5 - 2001
NEVADA DEPT. OF PERSONNEL
CARSON CITY, NEVADA

FOR COMPLETION BY DEPARTMENT OF INFORMATION TECHNOLOGY
(Required when NRS 284.172 applies)

☐ Approved ☐ Disapproved

....
Signature Date

FOR COMPLETION BY STATE PERSONNEL AND BUDGET DIVISION

Agency ID.....
Position..... Effective Date 12/5/01 .....Expire Date.....Type.....
Action.....
Part-time (Percent).....
Class Code.....7.216..... Title.....ASO III.....Grade.....
Class Option.....
Division Code..... IFC/Legislative Approval Required? ☒ No ☐ Yes .....
Date Received

INSTRUCTIONS TO APPOINTING AUTHORITY

☒ Use the NPD-3 procedure.

☐ Submit Personnel Action form and refer to NAC 284.... .., subsection.....
Incumbent meets MQ's: ☐ Yes ☐ No

☐ Other.....

Study No....242-2-02.....

Analyst.....Date.....

Approved.....Date..12-12-01

NPD-19 (Rev. 3-99)

NPD-19

1. *What is prompting this request? If this is an existing position, state the significant changes in duties and responsibilities which have been made in the position since it was established or last reviewed by State Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.*

This request is prompted by the growth of duties and responsibilities assigned to the position. The position has wide and varied responsibilities as an Administrative Services Officer that fully and adequately justify the level of Class Specification being requested. The Department is a new one that was created from the old Department of Motor Vehicles & Public Safety "DMV & PS." The Administrative Services Division "ASD" of the Department of Motor Vehicles "DMV" is a new Division created by combining portions of the Division of Management Services and Programs from the old Motor Vehicles Branch of DMV & PS with relevant portions of the old ASD from DMV & PS. The new Department presently has more than 1000 authorized positions, 13 budgets, six Divisions plus the Director's Office and numerous Programs. The Facilities Management responsibilities for the Division are quite extensive.

This position is an existing position within the Administrative Services Division and is responsible for the development, implementation and planning of major and multiple program budgets. The Department has more than $40,000,000 in legislatively approved expenses and starting January 1, 2002 will be collecting more than $800,000,000 in revenue in more than 13 budgets. The budgets are derived from complex and varied sources including some General Funds, Highway Funds, Fees and Fines and Interest. The funds are received through direct appropriation, authorization and through other less visible means. The position is required to research and compile information on all aspects of these budgets. No other position in the Department has more complex and diverse fiscal responsibility.

The position oversees the fiscal services section of the Administrative Services Division. This section is responsible for the budget management of the entire Department, for all of the accounts payables and receivables for the Department, for all bad checks, for the collection of all revenue for the Department, for the purchasing and warehousing of everything needed by a 1000 employee Department, for the distribution and collection of mail, for the review and approval of numerous leases and inter-local agreements and for the facilities management of 23 separate facilities statewide.

2. *What position(s), if any, previously performed these new or additional duties?*

The current position, Administrative Services Officer II, PCN 4011, performed some of these duties. Others were performed by the Deputy Chief of ASD (an ASO-III) in the old Department of Motor Vehicles & Public Safety.

3. *Briefly describe the major purpose of this job.*

The major purpose of this job is to manage the operations of the Administrative Services Division. This entails the management of diverse and complex programs throughout the state. The Administrative Services Division has numerous programs under the authority of this position. Some examples of programs include the Payment by Credit Card program, the Bad Check program and the Facilities leasing program. Each of the Department's Divisions have numerous programs that require fiscal oversight by this position. An example would be the new Gas Tax Collection Program being moved from the Department of Taxation to DMV effective January 1, 2002. This program is responsible for collecting more than $300,000,000 in revenue for the State of Nevada. A second example would be the collection of the Government Services Taxes on behalf of local entities in the amount of more than $200,000,000. The duties of oversight and review are the responsibility of this position. The Department has facilities and programs in most communities in the state. Each of these is impacted by the decisions made by this position. The consequence of an error is extremely significant. An example from last year was the lack of proper review and management of a revenue source that resulted in $9,000,000 of General Fund monies being delayed in distribution. This had statewide consequences. The position has a high degree of authority to develop and implement programs with little or no oversight. An example will be the establishment of Departmental fiscal policy related to the implementation of the state IFS as one of the first actions taken by this position when it is recruited and placed.

4. *Attach copy of the agency organizational chart to this form. Please circle this position.*

Organizational Chart attached.

5. *List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly or annual basis. If this is an existing position, please put an asterisk next to each duty that is new.*

A. Advise the Department's divisions on the implementation of new programs, unanticipated budget issues and deviations from Legislative intent. – 10%

B. Review and approval of the Department's and Division's fiscal notes during legislative sessions – 10% (33% during legislative sessions)

C. * Establish and maintain Departmental fiscal policy – 10%

D. * Special Projects (One time activities) – 10%

I. Assist the Compliance Enforcement Division with the transfer of the collection of $300,000,000 in gas tax from the Department of Taxation to the Department of Motor Vehicles and Public Safety.
II. Prepare a comprehensive facilities plan addressing the Department's needs over the next twenty years.
III. Oversee the implementation of a bad check procedure that addresses the need to remove aging receivables from the Department's fiscal books.
IV. Oversee the finish of the implementation of the credit card program begun in the last biennium.

E. Develop a time line and Department wide procedures for the next biennial budget. Use the time line and the procedures developed to oversee the preparation of the Department's biennial budget. The budgets will be prepared by the individual Divisions but will be reviewed and scrutinized by the Budget Section of the Administrative Services Division in the same manner as the Budget Division of the Department of Administration and the Fiscal Analysis Division of the Legislative Council Bureau. – 20%

F. * Oversee the management of the Fiscal Services Section of the Administrative Services Division. – 15%

G. * Oversee the management of the Facilities Management of the Department. – 10%

H. * Oversee the collection of revenue by the Department. – 15%

6. *What duties are performed that require the incumbent to make choices, determinations or judgements? Please give examples.*

The fiscal duties are replete with examples. A small sample would be:

I. The review of the Department's Legislative fiscal notes.

II. The establishment of Departmental fiscal policy including the implementation of the Policies and Procedures for IFS.
III. The personnel management of the Administrative Services Division's employees.
IV. The development of fiscal revenue projections for use by the State's school districts, NDOT and local and state government.

There are numerous others outside of the fiscal arena. Some examples would be:

a. The development of a comprehensive facilities plan for the Department's future needs over the next 20 years.
b. The development of closing procedures for the end of the fiscal year for the Department.

7(a) *List the class titles and position control number of all employees that work under the supervision of this position.*

DIRECT SUPERVISION (See Organization Chart)

Class Title	PCN
ASO-II	0027
Budget Analyst II (2)	CC4022,CC4023
Management Analyst II	0004
Telecommunications Coordinator I	0060
Program Assistant III	CC0030
Stores Manager	0037

7(b) *Describe the extent of supervisory responsibility exercised over these employees.*

For those employees under direct supervision, the following supervisory responsibilities are exercised:

Final Selection – Yes	Performance Appraisal – Yes
Work Assignment – Yes	Training – Yes
Work Review – Yes	Discipline – Yes

8. *List any licenses, certificates, degrees, or credentials that are required by law for this job.*

None

9. *List equipment which is used that requires specialized training.*

None

10(a) *List the name, title and position control number of the position's supervisor.*

Dennis R. Colling, Chief of Administration, PCN – 0001

10(b) *Describe the type and extent of supervision received.*

The level of supervision is general administrative direction. The position reports to the Administrator of a large and complex Administrative Services Division. The autonomy is extensive. The consequence of an error is significant for the Department, the various Divisions within the Department and outside agencies such as school districts, NDOT and local and state government. Work is reviewed only for end product completion.

11. *What statutes, laws, rules, procedures or guidelines are used in performing assignments?*

NRS, NAC, Department Policies and Procedures, GAAP, State Budget Policy and Procedures, State Personnel Rules and Regulations, State Treasurer's Office Rules and regulations, State Controller's Office Rules and Regulations

12. *What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.*

DMV Division Administrators – to provide guidance and instruction for budget development and implementation, to ensure budgetary integrity is maintained, to authorize expenditures from the Administrator's budget, to establish the fiscal policy for the Department and each Division. As an example, the Department will submit a Departmental Budget for the next biennium. This document will be the responsibility of this position.

State Budget Director – to ensure that the Department and each Division properly implement their respective biennial budget within the State parameters established. As an example, the State Budget Office requires that all budgets have fund maps. This position will be responsible to ensure that this task is accomplished.

Legislative Council Bureau – all fiscal activities for the Department and the Divisions of interest to the Legislative Council Bureau are required to be approved for content and accuracy by this position. As an example, the Department and its various Divisions

developed approximately 50 fiscal notes in response to legislation that was introduced during the last legislative session. This position will be responsible for the content and accuracy of each of these fiscal notes.

Legislators – to provide fiscal information on Departmental issues and programs. This information is provided without review.

Departmental and Divisional Fiscal Analysts – to provide instruction and duty information for all Division Fiscal Analysts. Details the work performance level for Fiscal Analysts within the Department. As an example, each Division is required to provide a monthly budget status report for every budget account. This position determines the acceptability of each of these reports.

Administrative Services Division Employees – to oversee the management of the day to day operations of the Administrative Services Division.

Director and Deputy Director of the Department of Motor Vehicles – to ensure that the Director and Deputy Director of the Department is fully cognizant of the fiscal status of the Department and its various Divisions.

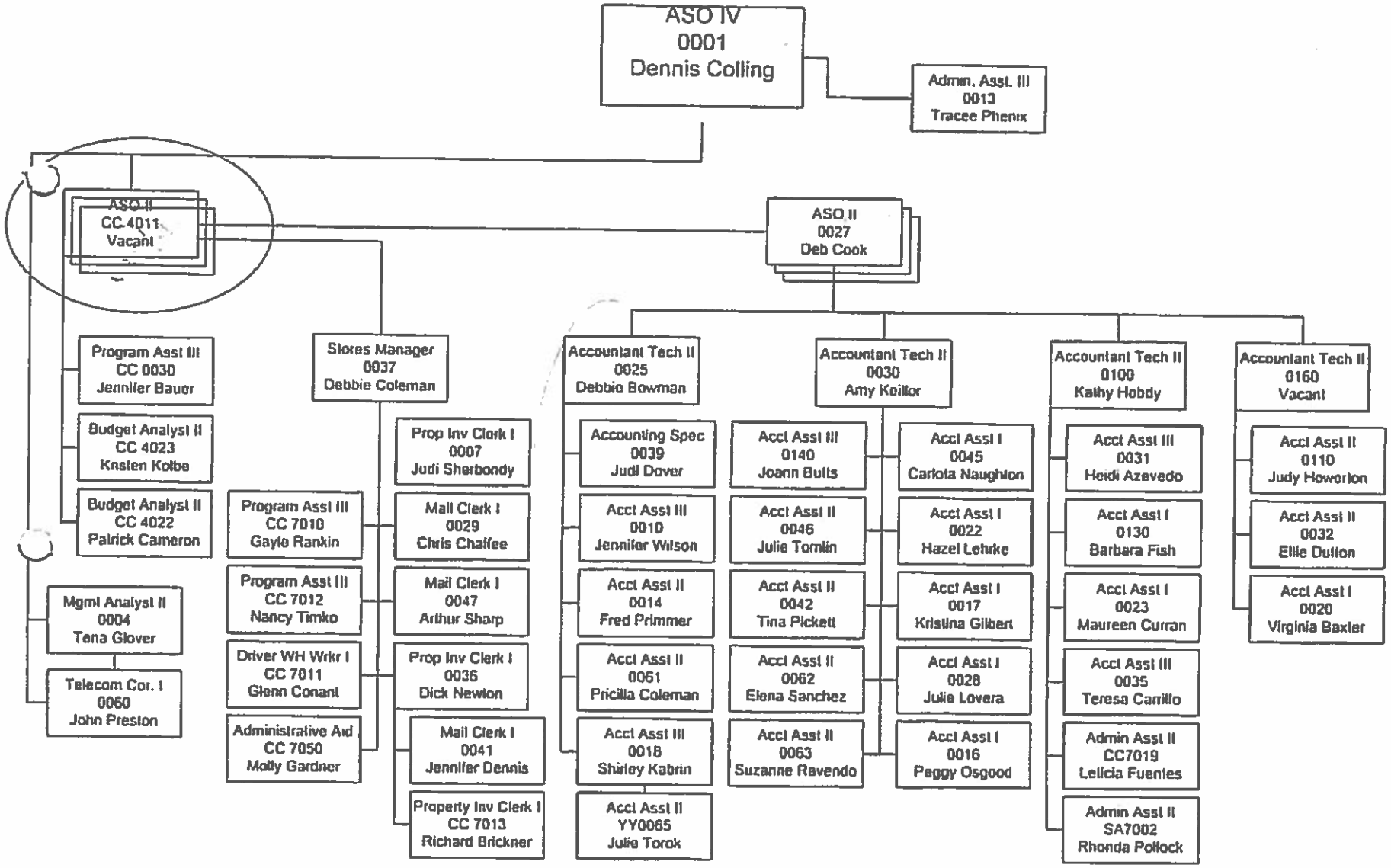
13. *Describe any unusual physical demands or working conditions required in this job.*

None

14. *Provide any additional information about the job which you consider to be important to the classification, but which have not been previously mentioned.*

This position has a great level of responsibility within the Department of Motor Vehicles. I believe that the position has not been subject to a review since the position was created as a part of the reorganization of the Motor Vehicles Branch of DMV & PS and certainly not since the creation of the Department of Motor Vehicles. The Director and Deputy Director of the Department will be able to add significant input to the validity of this request.

Department of Motor Vehicles
Administrative Services Division
Administrative Support



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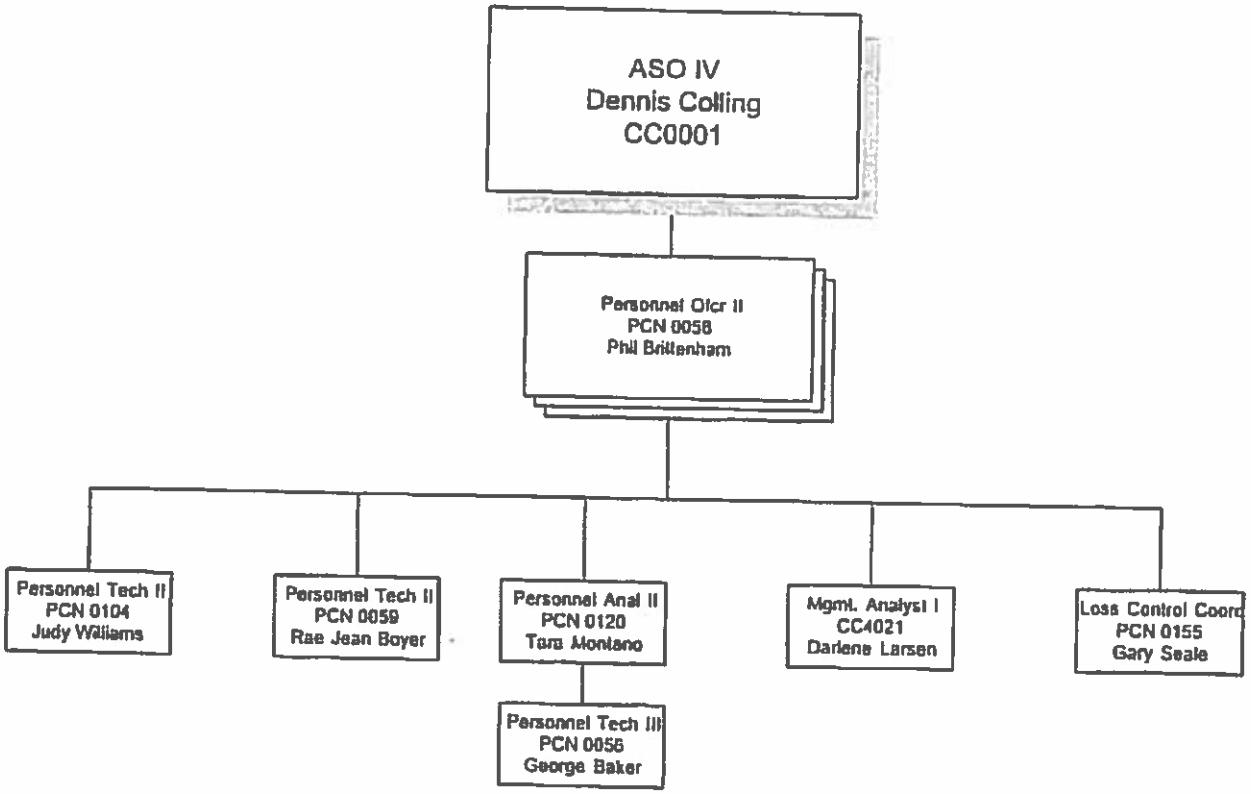
Department of Motor Vehicles
Administrative Services Division
Personnel



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Employee Count: 7

RECEIVED
NOV 0 8 2000
NEVADA DEPT. OF PERSONNEL
CARSON CITY, NEVADA

STATE OF NEVADA - POSITION QUESTIONNAIRE

☐ New Position
☒ Existing Position

AGENCY ID NO. 2361 DEPARTMENT Taxation DIVISION Administrative Services

POSITION CONTROL NO. 1060 EMPLOYEE NAME M. Lynne Knack

CURRENT CLASS TITLE Administrative Services Officer III CLASS CODE 7.216 GRADE 41
(If existing position)

REQUESTED CLASS TITLE Administrative Services Officer IV CLASS CODE 7.215 GRADE 44

GEOGRAPHIC LOCATION OF POSITION Carson City EMPLOYEE PHONE NO. 687-6671

APPOINTING AUTHORITY/EMPLOYEE CERTIFICATION

CERTIFICATION: I certify that I have read the information on page 1, and the statements provided in this NPD-19 are correct and complete. Changed responsibilities were/will be effected on 12/16/99.

Signature of Appointing Authority or Designated Representative — Date 10-26-2000 — Signature of Employee M. Lynne Knack — Date 10/25/00

FOR COMPLETION BY BUDGET DIVISION ONLY

(Required for new positions and when NAC 284.126, subsection 3 applies.)

☐ Approved Effective Date (If change is approved by State Personnel) ☐ Disapproved

Signature — Date 11/8/00

FOR COMPLETION BY DEPARTMENT OF INFORMATION SERVICES

(Required when NRS 284.172 applies

☐ Approved ☐ Disapproved

Signature — Date

FOR COMPLETION BY STATE PERSONNEL AND BUDGET DIVISION

Agency ID
Position — Effective Date — Expire Date — Type
Action
Part-time (Percent)
Class Code — Title No change — Grade
Class Option
Division Code — IFC/Legislative Approval Required? ☐ No ☐ Yes — Date Received

INSTRUCTIONS TO APPOINTING AUTHORITY

☐ Use the NPD-3 procedure.

☐ Submit Personnel Action form and refer to NAC 284 ....., subsection .....
Incumbent meets MQ's: ☐ Yes ☐ No

☒ Other No change

Study No 100-2-01
Analyst — Date 1/17/01
Approved — Date 11-17-01

1. What is prompting this request? If this is an existing position state the significant changes in duties and responsibilities which have been made in the position since it was established or last reviewed by State Personnel. If this is a new position, have there been additional responsibilities placed on the organization? If yes, please explain. Attach documentation relative to legislation, board/commission proceedings, new organizational goals, etc., if applicable.

   As part of the Department's fundamental review a survey was conducted of other state's administrative services functions. It was found in several states that all accounting functions including the responsibility for recording and accountability for revenues collected by the agency were under the Administrative Services Division. As a result of our review the Department's Administrative Services Division underwent an organizational restructure that now includes the Accounting, Processing and Cancellations sections formerly part of the Compliance Division, now supervised by the Administrative Services Officer III(ASO). This increased the staff in the Administrative Services Division by 32 positions. This change was made to ensure all of the fiscal and financial functions within the Department were managed under one Division uniformly and supervised by someone with the fiscal background to provide the greatest possible source to evaluate the efficiency and effectiveness of these functions.

2. What position(s), if any, previously performed these new or additional duties? List class title and position control number of position(s). *(A separate NPD-19 may be required for these positions.)*

   Tax Division Manager - PC#0300

3. Briefly describe the major purpose of this job.

   The Administrative Services Officer acts as the chief administrative and financial officer for the Department.

4. Attach a copy of the agency organizational chart to this form. Please circle this position.

5. List the duties performed in this job. Assign a number to each duty and estimate the percentage of time spent on each duty (percentages should add to 100%). If it is not possible to estimate the percentage of time spent in each area daily, estimate the time on a weekly, monthly or annual basis. If this is an existing position, please put an asterisk next to each duty that is new.

Duty Number	Duty	Frequency
	The Administrative Services/Fiscal Division is comprised of the following sections and areas of	
	responsibility, performed or supervised by the Administrative Services Officer III:	
*I.	Accounting/Processing/Cancellations Section – responsibility for these sections include overseeing	45%
	the depositing of all revenues collected by the Department (approx. $2.5 billion per fiscal year	
	received by approx. 125,000 accounts); posting of all tax returns and documents; ensuring proper	
	recording within the ACES mainframe system and the Controller's IFS system; proper coding of	
	taxpayer business accounts, ensuring compliance with fee and bonding requirements; canceling	
	accounts, ensuring compliance with all debt and delinquency requirements; refunding cash bonds,	
	Time Certificates of Deposit and refunds of overpayment; processing adjustments involving the	
	accuracy of data within the mainframe system on taxpayer accounts; coordinating the monthly and	
	quarterly roll deadlines of sales, use, business and excise taxes for final reconciliation and	
	distribution of taxes.	
II.	Tax Distributions and Statistics Section – quality control of fiscal activities; supervise the	10%
	performance and maintenance, posting and reconciliation process of the sales, use, business and	
	excise taxes collected by the Department; ensure the timely and accurate distribution of all taxes to	
	the State General Fund, other State agencies and local government entities. Oversee the preparation	
	of all statistical data reported on revenue collections and distributions for the Department; Annual	
	Report; revenue verifications and projections as requested by the Budget office, LCB Fiscal and	
	Economic Forum and provide analysis , written responses and testimony on the same; prepare fiscal	
	notes and BDR's and provide review of fiscal accuracy of those prepared by other staff.	
III.	Budget Section – supervise the development, coordination, preparation, justification and	25%
	administration of the Department's biennial budget; supervise development and monitoring of	
	division or program level budgets and cost allocations; monitor fiscal transactions and expenditure	
	levels; purchasing needs; budget projections; oversee preparation of monthly operating statements	

Duty Number	Duty	Frequency
	reported to management. Includes facilities management and mailroom services for the entire agency.	
IV.	Internal Audit – in conjunction with the Executive Director, oversee the performance of the Auditor	5%
	III to ensure all internal controls for the accounting systems within the Department are documented,	
	periodically reviewed and reasonable changes and recommendations are implemented; review	
	Legislative Audit responses; ensure requirements and deadlines of NRS218 are met.	
V.	Personnel Section – review the processing of personnel and payroll documents; development of job	10%
	specifications; general management of the personnel function to ensure fair and consistent hiring	
	practices and adherance to the Rules for State Personnel Administration; payroll projections, salary	
	savings projections,etc.	
VI.	Senior Citizens Property Tax Rebate Program – supervise the function of the senior property tax	5%
	refund program; budgetary oversite; review ineligible status complaints; fraud cases; claimant	
	projections; budget preparation.	

6. What duties are performed that require the incumbent to make choices, determinations or judgments? Please give examples.

This position performs the majority of the duties with minimal to no direct supervision. Independent choices and judgements are required in supervising subordinate staff and their work flow responsibilities. All other duties require the same, as independent decision making is essential to the success of this position.

7a. List the class titles and position control numbers of all employees that work under the supervision of this position.

Management Analyst II, PC# 1061; Accountant Technician III, PC#0830 (reclass submitted to ASOI); Program Officer II, PC#0516 ; Tax Administrator I, PC# 0306; Personnel Analyst II, PC# 0533; Auditor III, PC#0106.

7b. Describe the extent of supervisory responsibility exercised over these employees. *(Check appropriate boxes.)*

☒ Final selection ☒ Work Performance ☒ Performance appraisal ☐ Other_____

☒ Training ☒ Work review ☒ Discipline

8. List any licenses, certificates, degrees, or credentials that are required by law for this job.

NA

9. List equipment which is used that requires specialized training.

Computer

10a. List the name, title and position control number of the position's supervisor.

P. Forrest Thorne, Deputy Executive Director, PC#101. 687-5774

10b. Describe the type and extent of supervision received.

Under general direction of the Deputy Executive Director. This position requires independent action, planning and decision making abilities and has the authority for implementation without supervisor approval.

11. What statutes, laws, rules, procedures or guidelines are used in performing assignments?

Title 32 NRS, Nevada Administrative Code, NRS353, NRS218, State Administrative Manual, Rules for State Personnel Administration, Department of Taxation Policy and Procedures Manual.

12. What people are contacted in carrying out the duties of this position? Explain the purpose of each contact.

Contact with all employees in the Department to include the Executive Director, Deputy Executive Directors, Tax Division Managers, other State agency personnel, Budget office personnel, Legislative analysts, Legislative auditors, Legislators, Controller's office and Treasurer's office staff, Governor's office, media and public.

13. Describe any unusual physical demands or working conditions required in this job, i.e., requires frequent lifting or moving of office furniture, frequent exposure to hazardous materials, etc.

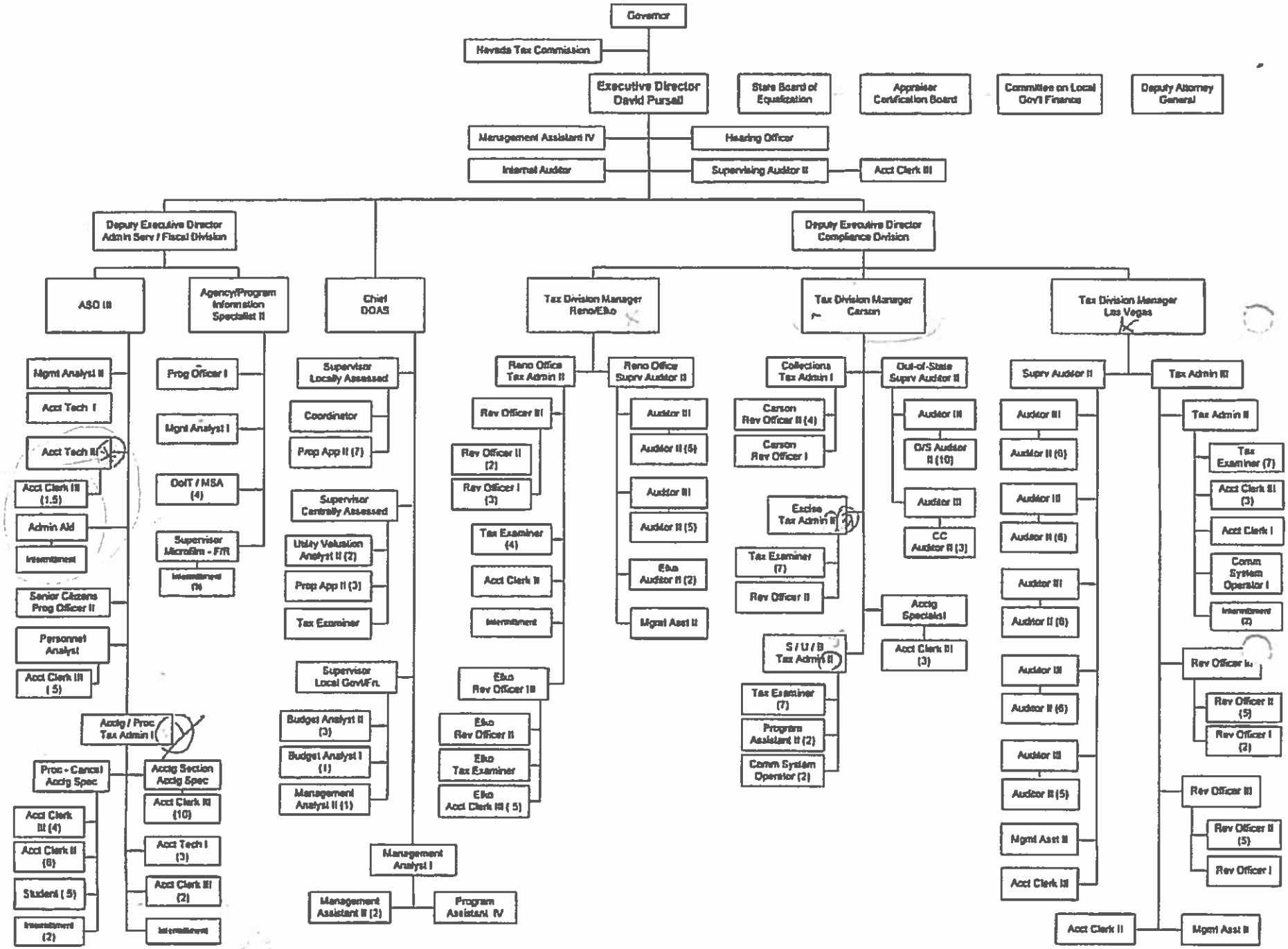
NA

14. Provide any additional information about the job which you consider to be important to the classification, but which have not been previously mentioned.

_____
Initials
October 25, 2000

Department of Taxation

July 2000



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ADMINISTRATIVE SERVICES OFFICER IV	44	A	7.215
ADMINISTRATIVE SERVICES OFFICER III	41	A	7.216
ADMINISTRATIVE SERVICES OFFICER II	39	B	7.217
ADMINISTRATIVE SERVICES OFFICER I	37	B	7.218

SERIES CONCEPT

Administrative Services Officers function as business managers for a department, large division or major program area, with responsibility for accounting, budgeting and fiscal management. Additional responsibilities are varied and include planning, organizing, coordinating and supervising work in two or more business functions such as purchasing and warehouse operations; contracts and leases; human resources; Information Technology; buildings and grounds maintenance; facilities management and construction; food and laundry services; investments; vehicle utilization and maintenance; and/or communication equipment and office support services.

Formulate, develop and monitor comprehensive agency and/or program budgets; research and compile information regarding proposed purchases, expenditures and contracts; prepare and present oral and written justifications for budget proposals; compare expenditures against spending authority; approve transactions; develop revenue and expenditure forecasts by analyzing historical fiscal data and trends and assessing program needs.

Plan, organize and oversee agency/program accounting functions; develop, implement and revise policies and procedures related to the collection and disbursement of funds; establish and monitor internal control procedures and reporting processes; oversee the development and enhancement of automated systems used to maintain records and generate reports; prepare, review and distribute financial reports to management and external agencies; assist internal and external auditors by providing requested information.

Work collaboratively with representatives of other State agencies, federal and local jurisdictions, regulatory agencies, vendors, contractors and others in the community to coordinate activities, provide and obtain information, resolve problems, and represent the interests of management.

Analyze and resolve operating and fiscal management problems; prepare, review and evaluate a variety of materials including financial reports, budget status reports, contracts, leases and other documents in order to identify problems and trends, develop solutions, and advise management on alternative courses of action; research and interpret documentation related to assigned functions to determine applicable precedents, regulations and/or administrative guidelines.

Oversee activities related to budget, fiscal management and other assigned areas of responsibility to ensure compliance with applicable laws, regulations, policies, administrative guidelines and standards.

Oversee the preparation and maintenance of comprehensive records related to budget, accounting, fiscal management and other areas of responsibility; develop retention schedules and policies in accordance with legal requirements and State regulations.

Identify, plan, and coordinate capital improvement projects; develop project specifications; evaluate bids; present and defend project proposals and status reports; and monitor construction and repair activities.

SERIES CONCEPT (cont'd)

Plan, organize and manage programs and activities in assigned areas of responsibility; develop and implement goals and objectives; review and evaluate outcomes and results; assess program effectiveness and propose enhancements to improve efficiency and effectiveness; develop innovative solutions to operational problems; train, supervise and evaluate the performance of other personnel as assigned.

Perform related duties as assigned.

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ALLOCATION OF POSITIONS

Positions are analyzed and evaluated on the basis of seven established classification factors that include: the nature of work performed; the knowledge, skills and abilities required; supervisory/managerial responsibility; independent/supervision received; scope of responsibility/consequence of error; authority to take action/decision-making; and personal contacts. In addition, positions are compared to Benchmark Descriptions and to one another in relation to the size, number and type of accounts managed; the size and complexity of the agency; the type and number of funding sources; the size and level of staff and the diversity of classes used by the agency.

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CLASS CONCEPTS

Administrative Services Officer IV: Under general administrative direction, incumbents serve as the director of administrative or support services for a large and complex department such as Corrections, Transportation or Health & Human Services. Incumbents report directly to the department director or administrator of a large division, which has many complex and diverse programs, multiple budget accounts and staff in multiple locations throughout the State. Incumbents have a high degree of authority to make and implement independent decisions without the supervisor's approval. The consequence of error is significant since incumbents provide the highest level of administrative advice and support in critical areas of budget, fiscal management and business operations. Positions allocated to this level may be expected to direct, supervise and oversee the activities of lower level Administrative Services Officers in addition to professional, technical and support staff.

Administrative Services Officer III: Under administrative direction, incumbents manage some or all of the functions described in the series concept. Incumbents report to a department director or the administrator of a large division which has complex and diverse programs offered at numerous locations in the State. They have a high degree of authority to make and implement independent decisions not requiring the supervisor's approval. Incumbents have a broad scope of responsibilities, and the consequence of an error in decisions is high. The Administrative Services Officer III is distinguished from the Administrative Services Officer II level by greater autonomy in decision-making, consequence of error, and the number and complexity of programs which the department or division administers.

Administrative Services Officer II: Under general direction, incumbents manage some or all of the functions described in the series concept. Incumbents in this class report to a department director or assistant director, a division administrator or assistant administrator, or the director of a facility. Incumbents are responsible for programs which are moderate in number, complexity and diversity. The degree of authority to make decisions is more limited than is evidenced at the Administrative Services Officer III level. The Administrative Services Officer II class is distinguished from Administrative Services Officer I by greater complexity of work, and broader scope of responsibility.

CLASS CONCEPTS (cont'd)

Administrative Services Officer I: Under general supervision, incumbents manage some or all of the functions described in the series concept. In a large department, division or major program area incumbents typically report to a higher level Administrative Services Officer and are responsible for smaller scale budgets or programs for the agency. Or in a small agency, incumbents manage most of the functions described in the series concept and typically report to a department director or deputy director.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

ADMINISTRATIVE SERVICES OFFICER IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, accounting, finance or a related field and seven years of professional experience in formulating, developing and analyzing agency budgets; fiscal management; and management of multiple business operations, two years of which were equivalent to an Administrative Services Officer III in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: department funding sources and fiscal policies and procedures; specialized auditing principles and practices applicable to governmental programs and activities; organizational planning, budgeting, governmental accounting, fiscal forecasting, contracting, purchasing, inventory control, data processing and other business management areas. **Ability to:** negotiate solutions to problems where competing interests and conflicting opinions exist; direct operations and activities related to the agency's budget, fiscal control and business operations; make independent decisions requiring advanced knowledge of fiscal management and budgeting; provide the highest level of technical advisement to management in critical program areas; supervise and evaluate the performance of lower level Administrative Services Officers and other professional staff; develop and implement long-range plans and develop innovative solutions to complex problems; plan, organize and coordinate multiple programs and activities. **Skill in:** planning, organizing and managing broad and complex programs; *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: State government and agency functions; departmental policies, administrative guidelines and applicable laws and regulations; legislative processes related to the department's budget development, organizational structure, expenditure of funds and business operations. **Ability to:** exercise managerial control in determining organizational structure, budget development and control, staffing, and expenditure of funds.

ADMINISTRATIVE SERVICES OFFICER III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, accounting, finance or related field and five years of professional experience including two years of responsibility for two or more major business operations such as grants administration, contract and

MINIMUM QUALIFICATIONS (cont'd)

ADMINISTRATIVE SERVICES OFFICER III (cont'd)

EDUCATION AND EXPERIENCE (cont'd)
lease administration, purchasing and warehouse operations, human resources, Information Technology, or facilities maintenance and construction; and three years of experience formulating, developing and analyzing agency budgets; and fiscal management, one year of which was equivalent to an Administrative Services Officer II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: organization and functions of State agencies; State administrative rules, statutes and guidelines. **Working knowledge of:** the agency mission, programs, operations, policies and objectives. **Ability to:** present reports, defend the agency budget, and provide information and justifications to the legislature as requested; research and analyze data impacting an agency's major business functions; establish short- and long-range goals consistent with the mission and business needs of the agency; apply principles of financial management to large and diversified budgets and programs; develop corrective action plans consistent with applicable agency policies, legal requirements and legislative directives. **Skill in:** planning, developing and monitoring diverse programs and business operations; developing clear objectives consistent with departmental and State goals; principles and techniques used in planning, organizing, developing and administering comprehensive programs which are subject to unprecedented circumstances; government administrative processes including budgeting, internal control procedures, policy development, planning, problem solving, and management analysis; *and all knowledge, skills and abilities required at the lower levels.*

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

ADMINISTRATIVE SERVICES OFFICER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, accounting, finance or related field and four years of professional experience including two years of responsibility for major business operations/functions such as grants administration, contract and lease administration, purchasing and warehouse operations, human resources, Information Technology or facilities maintenance and construction; and two years of experience formulating, developing and analyzing program or agency budgets; and fiscal management; one year of which was equivalent to an Administrative Services Officer I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: organizational structure and programs administered by the agency; laws, rules and guidelines specific to assigned areas of responsibility; State budgeting principles and practices; accounting principles and practices; contract preparation and management; principles of sound business management; supervisory and training techniques. **Ability to:** plan, organize and oversee the work of professional, technical and support staff; train, supervise and evaluate the performance of employees working in a wide range of functional areas; identify and prioritize program needs and organize work activities accordingly; advise and direct management regarding fiscal issues; plan, develop and maintain budgetary and financial reports related to business operations, revenues and expenditures, and contract reviews; develop and implement comprehensive budgets for an agency or major program. **Skill in:** organizational planning,

MINIMUM QUALIFICATIONS (cont'd)

ADMINISTRATIVE SERVICES OFFICER II

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)
budgeting, fiscal forecasting, contracting and purchasing; *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 Administrative Services Officer III.)

ADMINISTRATIVE SERVICES OFFICER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, accounting, finance or related field and three years of professional experience including two years of responsibility for major business operations/functions such as grants administration, contract and lease administration, purchasing and warehouse operations, human resources, Information Technology or facilities maintenance and construction; and one year of experience formulating, developing and analyzing program or agency budgets and/or conducting statistical/economic data collection, analysis and research involving the application of advanced statistical, mathematical and economic principles and research modeling; **OR** one year of experience as a Budget Analyst II or Economist II in Nevada State service performing duties as described above; **OR** two years of experience as a Management Analyst II in Nevada State service performing duties as described above; **OR** an equivalent combination of education and experience as described above. *(See Special Notes and Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: budgeting principles and practices; accounting principles and practices. **Ability to:** read and interpret financial documents such as statements, budgets, contracts and reports related to business processes; read, interpret and apply rules, regulations and statutes to determine and ensure compliance and provide direction to management and staff; write clear and concise policies, procedures, reports and justifications using correct English grammar, vocabulary, spelling and punctuation; communicate orally to instruct, advise or persuade management, staff and others regarding budget requests, policy interpretation, fiscal status and business operations; train, supervise and evaluate the performance of assigned personnel; establish and maintain cooperative and effective working relationships with management, staff, vendors, auditors and the public; research, organize and analyze data related to budget, fiscal management and business operations; operate a personal computer including spreadsheet, database and word processing software; identify and resolve operating and fiscal management problems; analyze data and formulate logical conclusions and recommendations; exchange ideas, information and opinions with others to define problems, concerns and objectives related to budget, finance, administration and internal controls. **Skill in:** mathematical calculations and computer applications sufficient to develop complex financial and statistical models, prepare financial reports, make fiscal projections and analyze fiscal data.

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

ADMINISTRATIVE SERVICES OFFICER IV	**44**	**A**	**7.215**
ADMINISTRATIVE SERVICES OFFICER III	**41**	**A**	**7.216**
ADMINISTRATIVE SERVICES OFFICER II	**39**	**B**	**7.217**
ADMINISTRATIVE SERVICES OFFICER I	**37**	**B**	**7.218**

	7.215	7.216	7.217	7.218
ESTABLISHED:	7/1/93P	7/1/93P	7/1/93P	7/1/93P
	9/24/92PC	9/24/92PC	9/24/92PC	9/24/92PC
REVISED:	7/1/93LG			
REVISED:	6/5/98UC	6/5/98UC	6/5/98UC	6/5/98UC
REVISED:	12/14/07PC	12/14/07PC	12/14/07PC	12/14/07PC
REVISED:	7/1/17LG	7/1/17LG	7/1/17LG	7/1/17LG
REVISED:	9/27/17UC	9/27/17UC	9/27/17UC	9/27/17UC

STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

TITLE	GRADE	EEO-4	CODE
ADMINISTRATIVE SERVICES OFFICER IV	44	A	7.215
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BENCHMARK DESCRIPTIONS

Positions are analyzed and evaluated on the basis of seven established classification factors that include: the nature of work performed; the knowledge, skills and abilities required; supervisory/managerial responsibility; independent/supervision received; scope of responsibility/consequence of error; authority to take action action/decision-making; and personal contacts. In addition, positions are compared to Benchmark Descriptions and to one another in relation to the size, number and type of accounts managed; the size and complexity of the agency; the type and number of funding sources; the size and level of staff and the diversity of classes used by the agency.

The following benchmark descriptions are representative examples of positions classified at various levels in several user agencies, but they are not intended to be all-inclusive. Allocation of new or existing positions not described below must be determined by a review of the nature and complexity of work performed; the knowledge, skills and abilities required; independence/supervision received; scope of responsibility/consequence of error; authority to take action/decision-making; and personal contacts necessary to complete work.

ADMINISTRATIVE SERVICES OFFICER IV

Department of Corrections, Fiscal/Accounting Division: Under the direction of the Deputy Director of Support Services, the incumbent serves as the Chief of Fiscal Services for the Department of Corrections. Primary areas of responsibility include fiscal and budget administration, contract administration, purchasing and procurement, legal compliance, program management and division administration. The incumbent ensures the development of administrative, operational, financial, budget records and reports; policy evaluation, oversight, coordination and planning functions, which include the Executive Budget and private funds budgets, and ensuring mandated projects are successful. The incumbent provides representation to other State, legislative, federal and non-governmental agencies regarding the fiscal issues of the department. Fiscal duties include detailed cost analysis, budget expenditure projections, purchasing, contract negotiation and administration, and establishment of internal controls and procedures. The incumbent is responsible for a budget in excess of $296 million and directly supervises one Administrative Services Officer III, one Accountant II, eight Administrative Services Officer II's, and one Administrative Assistant II.

Department of Health & Human Services, Health Division: Under the direction of the Division's Deputy Administrator, the incumbent is responsible for the management of the fiscal and support services of the Health Division. The incumbent provides oversight on the performance of a wide range of functional areas to include purchasing, contracts, budgeting, fiscal management, accounting, business operations, internal controls, biennial budget development, and manages the preparation of annual federal grant application packages, writing work programs and budget revisions. The incumbent also provides oversight and operation of the Division's information technology section to ensure the Division has the necessary information technology resources to operate at both the administrative and programmatic levels; ensures information technology strategies and planning are performed in conjunction with the State's Department of

ADMINISTRATIVE SERVICES OFFICER IV	**44**	**A**	**7.215**
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BENCHMARK DESCRIPTIONS (cont'd)

ADMINISTRATIVE SERVICES OFFICER IV (cont'd)

Department of Health & Human Services, Health Division (cont'd)
Information Technology guidelines and federal requirements. The incumbent directly supervises one Administrative Services Officer II, one Information Systems Manager III, one Management Analyst III, and one Auditor II.

ADMINISTRATIVE SERVICES OFFICER III

Department of Public Safety, Emergency Management Division: Under the direction of the Division's Deputy Chief, the incumbent is responsible for all fiscal and budgetary duties of the division's eight budget accounts and federal funding resources in excess of $175 million. The incumbent reviews, approves and provides oversight of budget preparation and management to include preparing oral and written justification for the budget proposals to executive and legislative branches of government. The incumbent develops and implements policies, procedures and internal controls for sub-grant management, sub-grant audits, internal agency audits, external agency audits, and federal grant reconciliation/oversight for State and federal reporting purposes; and provides agency coordination of federal grant requirements relative to all federal grant programs managed by the agency. The incumbent supervises one Administrative Services Officer I, one Accountant Technician III, one Administrative Assistant II and one Administrative Assistant I.

Department of Health & Human Services, Mental Health & Developmental Services Division: Under the direction of the Deputy Director, the incumbent is responsible for the fiscal and budgetary duties of budget account 3648, Rural Clinics Community Outpatient Services which provides mental health services throughout the rural areas of the State in the areas of outpatient therapy, case management, medication clinics, psychosocial rehabilitation and supportive housing. The incumbent administers budget planning, development and preparation, monthly financial and service reporting, billing and collection for services provided, purchasing, accounts payable, payroll management, auditing, trust accounts, inventories, contract negotiation, preparation and monitoring for contracts ranging from psychiatrists to office space or janitorial services. The incumbent is also fiscally responsible for making funding decisions based on the grant awards, prepares monthly, quarterly and annual reports as well as aids with the financial aspect of grant applications; and acts as a financial and business consultant to the agency administrator and clinic directors. Duties require significant knowledge of State and federal financial laws and regulations with a high degree of consequence of error and complexity. The incumbent directly supervises two Management Analyst II positions and one Management Analyst III position.

ADMINISTRATIVE SERVICES OFFICER II

Department of Public Safety, Records & Technology Division: Under the direction of the Chief of the Division of Records & Technology, the incumbent is responsible for providing management and fiscal oversight for the Division and its related four budget accounts. The incumbent administers the development and maintenance of the policies and procedures, fiscal and budgetary administration and data oversight for the department. Fiscal duties include detailed cost analysis, budget expenditure projections, purchasing, contract negotiation and administration and the establishment of internal control procedures; and policy and administrative decision making in response to changing regulatory requirements. The incumbent makes independent determinations and recommendations on administrative, fiscal, and budget matters. The incumbent serves as the fiscal liaison between the Division's administrations, Department of Public Safety Administration and the State Budget Division. The incumbent supervises one Management Analyst I, one Accountant Technician II, one Accounting Technician I, two Accounting Assistant II's, and one Administrative Assistant II.

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BENCHMARK DESCRIPTIONS (cont'd)

ADMINISTRATIVE SERVICES OFFICER I

Department of Health & Human Services, Health Division: Under the direction of the Health Program Manager, the incumbent is responsible for the overall accounting, budgeting and fiscal management of programs for the Public Health Preparedness Program Bureau. The incumbent formulates, develops, prepares and monitors comprehensive program biennial budgets and all associated documents, work programs, contract agreements, overall accuracy of coding and utilization of program funds; develops, tracks and reports for three federal grants and provides oversight of sub-grant agreement preparation and monitoring. The incumbent approves all expenditures and ensures compliance with State and federal guidelines; determines appropriateness of budget items; tracks expenditures against existing State spending authority; researches proposed purchases, expenditures, and contracts to ensure the appropriate method of purchasing is utilized; monitors internal control documents to ensure documents are complete, current, and in compliance with all applicable regulations and requirements. The incumbent also acts as fiscal liaison for the programs by working collaboratively with local and State agencies, federal representatives, vendors and contractors. The incumbent supervises one Grants & Projects Analyst I, one Management Analyst I and one Accounting Assistant III.

These benchmark descriptions are used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	7.215	7.216	7.217	7.218
ESTABLISHED:	12/14/07PC	12/14/07PC	12/14/07PC	12/14/07PC

Pauline Beigel, Administrative Services Officer II, 7.217

Nevada Department of Transportation, District I, Administration

Personnel Commission Meeting -- September 7, 2018

Appellant

Exhibit 1 – Increases

Exhibit 2 – District I Budget Fiscal Year 2001

Exhibit 3 – District I Budget Fiscal Year 2018

Exhibit 4 – Budget Categories and Organizations

Exhibit 5 – List of District I Budget/Spending Organizations

Exhibit 6 – District I Property/Buildings

Exhibit 7 – District I Administrative Services Organization Chart

Exhibit 1

	Budget	Employees	Signature Authorization per purchase	Payment Voucher Authority per invoice	Programs
ASOII 2001 Study	$23,000,000	349	$500	$5,000	Purchasing, Contracts/Leases, Personnel, IS, B&G, Vehicles
now--2017	$42,000,000	485	$1,000	$10,000	Above, plus TMC, new facilities, new crews, Safety & Training, CDL Third Party, EMC, EOC, LV Roads, Stormwater, NEATS timekeeper
Increase:	$19,000,000	136	$500	$5,000	

Exhibit 2

Nevada DOT:

Budget Org	Budget Org Name	Budget Auth Amount	Obligated Amount	Uncommitted Amount	Encumbrance Amount
B091	COMMUNICATIONS LAS VEGAS	$127,719.50	$142,998.27	-$15,278.77	$0.00
B095	COMMUNICATIONS TONOPAH	$91,645.00	$64,903.95	$26,741.05	$0.00
B101	LAS VEGAS DISTRICT ADMIN	$5,250,080.45	$2,783,488.84	$2,466,591.61	$0.00
B104	TONOPAH DISTRICT ADMIN	$438,120.00	$419,152.31	$18,967.69	$0.00
B196	BETTERMENTS LAS VEGAS	$673,149.40	$521,096.82	$152,052.58	$0.00
B197	BETTERMENTS TONOPAH	$1,414,425.00	$1,409,704.88	$4,720.12	$0.00
B198	MAINTENANCE LAS VEGAS	$10,406,355.38	$10,782,325.80	-$375,970.42	$0.00
B199	MAINTENANCE TONOPAH	$2,498,249.00	$2,447,846.13	$50,402.87	$0.00
B701	LV DISTRICT STOCKROOM P&S	$0.00	$113,185.28	-$113,185.28	$0.00
B705	TONOPAH DIST STOCKRM P&S	$0.00	$70,104.22	-$70,104.22	$0.00
B711	LAS VEGAS DISTRICT STOCKRM	$167,379.59	$211,526.09	-$44,146.50	$0.00
B715	TONOPAH DISTRICT STOCKROOM	$89,752.00	$96,741.46	-$6,989.46	$0.00
B721	LAS VEGAS DIST REPAIR SHOP	$2,243,785.63	$2,118,828.71	$124,956.92	$0.00
B725	TONOPAH DIST REPAIR SHOP	$708,266.00	$711,974.21	-$3,708.21	$0.00
Grand Total		**$24,108,926.95**	**$21,893,876.97**	**$2,215,049.98**	**$0.00**

Fiscal Year is equal to **2001**

and Budget Org is equal to **B061 , B091 , B095 , B101 , B104 , B196 , B197 , B198 , B199 , B700 , B701 , B705 , B710 , B711 , B715 , B720 , B721 , B725**

and Budget Category is equal to **01 , 02 , 03 , 04 , 05 , 06 , 09 , 10 , 36**

Exhibit 3

Nevada DOT:

Budget Org	Budget Org Name	Budget Auth Amount	Obligated Amount	Uncommitted Amount	Encumbrance Amount
B061	TRAFFIC MANAGEMENT CENTER	$825,707.00	$647,259.84	$178,447.16	$0.00
B091	COMMUNICATIONS LAS VEGAS	$215,182.00	$224,801.56	-$9,619.56	$297.00
B095	COMMUNICATIONS TONOPAH	$102,293.00	$105,282.44	-$2,989.44	$0.00
B101	LAS VEGAS DISTRICT ADMIN	$12,913,180.00	$11,388,620.37	$1,524,559.63	$188.41
B104	TONOPAH DISTRICT ADMIN	$624,698.00	$654,074.76	-$29,376.76	$0.00
B196	BETTERMENTS LAS VEGAS	$1,717,914.00	$1,533,913.21	$184,000.79	$0.00
B197	BETTERMENTS TONOPAH	$1,777,404.00	$1,792,297.10	-$14,893.10	$0.00
B198	MAINTENANCE LAS VEGAS	$15,213,070.00	$15,741,776.56	-$528,706.56	$59,874.62
B199	MAINTENANCE TONOPAH	$3,754,348.00	$3,723,835.97	$30,512.03	$10,999.82
B700	SOUTH LV DIST STOCKROOM P&S	$0.00	$1,524.03	-$1,524.03	$0.00
B701	LV DISTRICT STOCKROOM P&S	$0.00	-$21,773.51	$21,773.51	$0.00
B705	TONOPAH DIST STOCKRM P&S	$0.00	-$17,772.83	$17,772.83	$0.00
B710	SOUTH LV DIST STOCKROOM	$133,900.00	$91,369.80	$42,530.20	$0.00
B711	LAS VEGAS DISTRICT STOCKRM	$178,710.00	$191,401.56	-$12,691.56	$0.00
B715	TONOPAH DISTRICT STOCKROOM	$112,766.00	$112,998.37	-$232.37	$0.00
B720	SOUTH LV DIST REPAIR SHOP	$984,770.00	$774,041.19	$210,728.81	$0.00
B721	LAS VEGAS DIST REPAIR SHOP	$2,858,134.00	$2,793,396.70	$64,737.30	$481.00
B725	TONOPAH DIST REPAIR SHOP	$1,045,012.00	$937,882.44	$107,129.56	$0.00
Grand Total		**$42,457,088.00**	**$40,674,929.56**	**$1,782,158.44**	**$71,840.85**

Fiscal Year is equal to **2018**

and Budget Org is equal to **B061 , B091 , B095 , B101 , B104 , B196 , B197 , B198 , B199 , B700 , B701 , B705 , B710 , B711 , B715 , B720 , B721 , B725**

and Budget Category is equal to **01 , 02 , 03 , 04 , 05 , 06 , 09 , 10 , 36**

Exhibit 4

Budget Categories and Organizations

District I Budget Categories = 8

(Personnel Services, Out of State Travel, In State Travel, Operating, Equipment, Buildings/Improvements, Honor Camp Payments, Traffic Management Center)

District I Budget Organizations = 18

(B061, B091, B095, B101, B104, B196, B197, B198, B199, B700, B701, B705, B710, B711, B715, B720, B721, B725)

Added since 2001 study: B061, B700, B710, B720 (TMC, Stockroom, Equipment Shop)

District I Spending Organizations = 66

(Spending Organizations are located throughout Clark County and Nye County including multiple Las Vegas locations, Tonopah, Alamo, Glendale, Mountain Springs, Searchlight, Mt. Charleston, Panaca, Beatty, Big Smokey, Blue Jay, Goldfield, Mina, and Montgomery Pass. There are 3 separate Equipment Repair Shops and 3 Stockrooms. The Construction Crews have trailers that are moved to jobsites.)

Approximate Number of Employees with Spending Authority in District I = 85

(Director, Assistant Directors, District Engineer, Assistant District Engineers, Stockroom staff, Resident Engineers, Assistant Resident Engineers, Maintenance Managers, Supervisors 2 and 1, Equipment Repair Shop staff, Communications staff)

Utility Accounts approximate count = 600

Electricity =~ 450
Water =~ 125

Exhibit 5

NEVADA DEPARTMENT OF TRANSPORTATION

Listing of Budget / Spending Organizations (Numerical Order)

Reporting Rollup	Budget Org	Spending Org	Org Name
DST1	B061	A061	TRAFFIC MANAGEMENT CENTER
DST1	B091	C091	COMMUNICATIONS LAS VEGAS
DST1	B095	C095	COMMUNICATIONS TONOPAH
DST1	B101	C101	LAS VEGAS DISTRICT ADMIN
DST1	B104	C104	TONOPAH DISTRICT ADMIN
DST1	B196	C196	BETTERMENTS LAS VEGAS
DST1	B197	C197	BETTERMENTS TONOPAH
DST1	B198	C102	LAS VEGAS FACILITIES CREW
	MAINTENANCE - LAS VEGAS	C112	LV LIGHTING REPAIR
		C113	LV HIGHWAY LIGHTING
		C118	LAS VEGAS YARD STORM WATER INSP CREW
		C121	LV YARD STOCKPILE CONTROL
		C122	ALAMO MAINT CREW
		C124	GLENDALE MAINT CREW
		C126	MOUNTAIN SPRING MAINT CREW
		C127	SEARCHLIGHT MAINT CREW
		C129	CHARLESTON MAINT CREW
		C130	SOUTH L V YARD AND STOCKPILE CONTROL
		C140	L V SIGN CREW
		C141	L V STRIPING CREW
		C142	L V STRIPING CREW
		C145	L V LANDSCAPE CREW
		C150	L V MAINTENANCE CREW
		C151	L V MAINTENANCE CREW
		C152	L V MAINTENANCE CREW
		C153	L V MAINTENANCE CREW
		C154	L V MAINTENANCE CREW
		C155	LV BRIDGE MAINT CREW
		C157	LV NIGHT MAINT CREW
		C158	LV STORM WATER MANAGEMENT
		C159	LAS VEGAS SWEEPING CREW
		C160	LAS VEGAS MAINTENANCE CREW
		C178	PANACA MAINT CREW

		C179	LAS VEGAS STORM WATER MAINT CREW
DST1	B199	C105	TONOPAH SERVICE CREW
	MAINTENANCE - TONOPAH	C120	TONOPAH YARD STOCKPILE CNTRL
		C123	BEATTY MAINT CREW
		C143	TONOPAH STRIPING CREW
		C147	TONOPAH LANDSCAPE CREW
		C169	TONOPAH SW MAINTENANCE CREW
		C170	TONOPAH MAINT CREW
		C171	TONOPAH MAINT CREW
		C172	BIG SMOKEY MAINT CREW
		C173	BLUE JAY MAINT CREW
		C175	GOLDFIELD MAINT CREW
		C176	MINA MAINT CREW
		C177	MONTGOMERY PASS MAINT CREW
DST1	B700	C700	SOUTH LV DIST STOCKROOM P&S
DST1	B701	C701	LV DIST STOCKROOM P&S
DST1	B705	C705	TONOPAH DIST STOCKRM P&S
DST1	B710	C710	SOUTH LV DIST STOCKROOM
DST1	B711	C711	LAS VEGAS DIST STOCKROOM
DST1	B715	C715	TONOPAH DIST STOCKROOM
DST1	B720	C720	SOUTH LV DIST REPAIR SHOP
DST1	B721	C721	LAS VEGAS DIST REPAIR SHOP
DST1	B725	C725	TONOPAH DIST REPAIR SHOP
		C902	CONSTRUCTION CREW LV
		C903	CONSTRUCTION CREW LV
		C906	CONSTRUCTION CREW LV
		C914	CONSTRUCTION CREW LV
		C915	CONSTRUCTION CREW LV
		C916	CONSTRUCTION CREW LV
		C922	CONSTRUCTION CREW LV
		C926	CONSTRUCTION CREW LV
		C929	CONSTRUCTION CREW STATEWIDE
		C931	DISTRICT TESTING CREW LV

Exhibit 6

Agency Owned Property and Contents Schedule District I
Date: 11/10/16 11:10 AM
Budget Period: 2017-2019 Biennium (FY18-19)

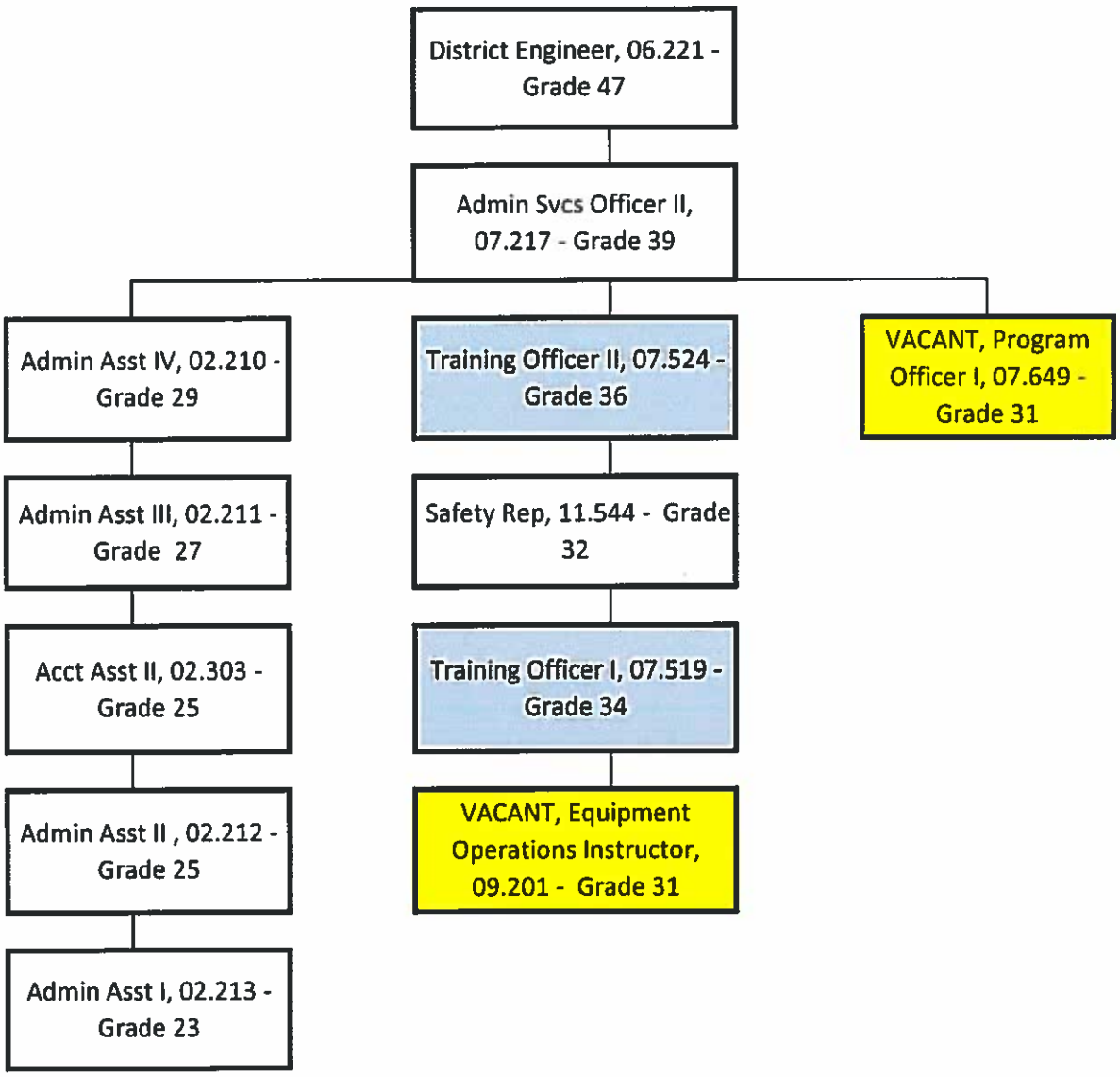
BA	Address	Sq. Ft.	Yr1 Val
4660	111-MOUNTAIN SPRINGS GARAGE NDOT (null, Mountain Springs)	500	58,640
4660	1582-GOLDFIELD MAINENANCE STATION NDOT (null, Goldfield)	6,220	729,481.60
4660	1583-GOLDFIELD FUEL DEPOT NDOT (4th St & South St, Goldfield)	144	16,888.32
4660	1584-BEATTY MAINTENANCE STATION NDOT (US-95, Beatty)	4,940	579,363.20
4660	1608-TONOPAH MAINTENANCE STATION NDOT (null, Tonopah)	11,765	1,379,799.20
4660	1610-TONOPAH CREW OFFICE BLDG NDOT (null, Tonopah)	2,913	341,636.64
4660	1611-TONOPAH VEHICLE STORAGE WEST NDOT (null, Tonopah)	10,225	1,199,188
4660	1612-TONOPAH FUEL DEPOT NDOT (805 Erie Main St, Tonopah)	150	17,592
4660	1613-TONOPAH MATERIAL STORAGE BUILDING NDOT (null, Tonopah)	1,344	157,624.32
4660	1614-TONOPAH SAND STORAGE NDOT (null, Tonopah)	2,080	243,942.40
4660	1615-MINA MAINTENANCE STATION NDOT (null, Mina)	2,352	275,842.56
4660	1616-MINA FUEL DEPOT NDOT (US95 MN mi 15.7, Mina)	140	16,419.20
4660	1637-MONTGOMERY PASS MAINTENANCE STATION NDOT (Hwy 6, Montgomery Pass)	2,704	317,125.12
4660	1638-MONTGOMERY PASS VEHICLE STORAGE NDOT (Hwy 6, Montgomery Pass)	1,813	212,628.64
4660	1639-MONTGOMERY PASS FUEL DEPOT NDOT (US Hwy 6 ES mp 8.37, Montgomery Pass)	150	17,592
4660	1640-MONTGOMERY PASS HOUSE 1 NDOT (Hwy 6, Montgomery Pass)	956	112,119.68
4660	1641-MONTGOMERY PASS DOUBLE GARAGE NDOT (Hwy 6, Montgomery Pass)	400	46,912
4660	1719-AMARGOSA COMFORT STATION 1 NDOT (US95 & SR373, Amargosa Valley)	240	28,147.20
4660	1720-AMARGOSA COMFORT STATION 2 NDOT (null, Amargosa Valley)	240	28,147.20
4660	1721-AMARGOSA PUMP HOUSE NDOT (null, Amargosa Valley)	240	28,147.20
4660	1724-BOULDER CITY WELCOME CENTER NDOT (null, Boulder City)	1,764	206,881.92
4660	1725-BOULDER CITY COMFORT STATION NDOT (null, Boulder City)	560	65,676.80
4660	1726-BOULDER CITY BIG RAMADA NDOT (null, Boulder City)	888	104,144.64
4660	1727-BOULDER CITY SMALL RAMADA NDOT (null, Boulder City)	504	59,109.12
4660	1730-MESQUITE WELCOME CENTER NDOT (null, Mesquite)	1,767	207,233.76
4660	1731-MILLER'S POINT COMFORT STATION NDOT (null, Miller's Point)	350	41,048
4660	1732-MILLER'S POINT PUMP HOUSE NDOT (null, Miller's Point)	120	14,073.60
4660	1742-PREFAB BUILDING (null, Montezuma Mtn)	120	14,073.60
4660	1745-PREFAB BUILDING (null, Sobre Peak)	150	17,592
4660	1746-PREFAB BUILDING (null, Warm Springs)	96	11,258.88
4660	1751-ALAMO MAINTENANCE STATION NDOT (null, Alamo)	7,222	846,996.16
4660	1752-ALAMO FUEL DEPOT NDOT (US93 1 mi N. Alamo, Alamo)	215	25,215.20
4660	1753-BIG SMOKEY FUEL DEPOT NDOT (SR 376, Big Smokey)	225	26,388
4660	1754-BIG SMOKEY MAINTENANCE STATION NDOT (null, Big Smokey)	5,658	663,570.24
4660	1755-BIG SMOKEY HOUSE 1 NDOT (null, Big Smokey)	1,056	123,847.68
4660	1756-BIG SMOKEY HOUSE 2 NDOT (null, Big Smokey)	1,056	123,847.68
4660	1757-BIG SMOKEY HOUSE 3 NDOT (null, Big Smokey)	1,056	123,847.68
4660	1758-BIG SMOKEY PUMP HOUSE NDOT (null, Big Smokey)	80	9,382.40
4660	1759-BLUE JAY MAINTENANCE STATION NDOT (null, Blue Jay)	2,548	298,829.44
4660	1760-BLUE JAY FUEL DEPOT NDOT (US 6, Blue Jay)	180	21,110.40
4660	1761-BLUE JAY HOUSE 1 NDOT (null, Blue Jay)	1,040	121,971.20
4660	1762-BLUE JAY HOUSE 2 NDOT (null, Blue Jay)	1,040	121,971.20
4660	1763-BLUE JAY HOUSE 3 NDOT (null, Blue Jay)	1,200	140,736
4660	1764-BLUE JAY HOUSE 4 NDOT (null, Blue Jay)	1,200	140,736
4660	1765-BLUE JAY GARAGE 1 NDOT (null, Blue Jay)	504	59,109.12
4660	1766-BLUE JAY GARAGE 2 NDOT (null, Blue Jay)	504	59,109.12

4660	1772-INDIAN SPRINGS MAINTENANCE STATION NDOT (null, Indian Springs)	3,600	422,208
4660	1773-INDIAN SPRINGS STORAGE BUILDING NDOT (null, Indian Springs)	96	11,258.88
4660	1774-INDIAN SPRINGS SHED NDOT (null, Indian Springs)	96	11,258.88
4660	1775-LAS VEGAS TRAINING BLDG - BLDG B NDOT (null, Las Vegas)	3,284	385,147.52
4660	1776-LAS VEGAS RIGHT OF WAY OFFICE - BLDG C NDOT (null, Las Vegas)	3,262	382,567.36
4660	1778-LAS VEGAS HISTORICAL MAIN SHOP-STORAGE BLDG F NDOT (null, Las Vegas)	4,294	503,600.32
4660	1783-LAS VEGAS LAB TRAILER #2 NDOT (null, Las Vegas)	1,000	117,280
4660	1784-LAS VEGAS COMPUTER/OLD FAST BUILDING NDOT (8th St & Linden, Las Vegas)	3,500	410,480
4660	1785-LAS VEGAS MAINT STATION REPAIR SHOP - BLDG E NDOT (null, Las Vegas)	44,700	5,242,416
4660	1786-LAS VEGAS LAB TRAILER #1 NDOT (null, Las Vegas)	600	70,368
4660	1787-LAS VEGAS FUEL DEPOT - BLDG J NDOT (123 E Washington Ave, Las Vegas)	1,800	211,104
4660	1788-LAS VEGAS VEHICLE & MAT STORAGE NDOT (null, Las Vegas)	4,000	469,120
4660	1789-LAS VEGAS VEHICLE STORAGE NDOT (null, Las Vegas)	5,000	586,400
4660	1790-LAS VEGAS TIRE STORAGE NDOT (null, Las Vegas)	576	67,553.28
4660	1791-LAS VEGAS CREW BUILDING - BLDG K & L NDOT (null, Las Vegas)	12,000	1,407,360
4660	1792-MINA STORAGE NDOT (null, Mina)	900	105,552
4660	1793-MINA STEEL STORAGE NDOT (null, Mina)	576	67,553.28
4660	1797-MINA PUMP HOUSE NDOT (null, Mina)	100	11,728
4660	1800-MAINTENANCE STATION NDOT (null, Mountain Springs)	3,480	408,134.40
4660	1801-MOUNTAIN SPRINGS PUMP HOUSE SHED NDOT (null, Mountain Springs)	100	11,728
4660	1802-MOUNTAIN SPRINGS HOUSE 1 NDOT (null, Mountain Springs)	976	114,465.28
4660	1803-MOUNTAIN SPRINGS HOUSE 2 NDOT (null, Mountain Springs)	976	114,465.28
4660	1804-MOUNT CHARLESTON HOUSE 2 NDOT (null, Mount Charleston)	1,368	160,439.04
4660	1805-MOUNT CHARLESTON HOUSE 1 NDOT (null, Mount Charleston)	1,368	160,439.04
4660	1806-MOUNT CHARLESTON MAINTENANCE STATION NDOT (null, Mount Charleston)	4,300	504,304
4660	1807-MOUNT CHARLESTON FUEL DEPOT NDOT (SR157 CL MP 5.10, Mount Charleston)	238	27,912.64
4660	1808-PANACA MAINTENANCE STATION NDOT (null, Panaca)	6,660	781,084.80
4660	1809-SEARCHLIGHT MAINTENANCE STATION NDOT (null, Searchlight)	1,140	133,699.20
4660	1810-SEARCHLIGHT VEHICLE STORAGE NDOT (null, Searchlight)	1,890	221,659.20
4660	1811-SEARCHLIGHT HOUSE 1 NDOT (null, Searchlight)	1,250	146,600
4660	1812-TONOPAH VEHICLE STORAGE EAST NDOT (null, Tonopah)	10,225	1,199,188
4660	1813-TONOPAH ADMIN OFFICE NDOT (null, Tonopah)	3,480	408,134.40
4660	1887-MONTGOMERY PASS SAND/SALT STORAGE NDOT (null, Montgomery Pass)	400	46,912
4660	1888-MONTGOMERY PASS HOUSE 2 NDOT (null, Montgomery Pass)	956	112,119.68
4660	1889-MONTGOMERY PASS PUMP HOUSE NDOT (null, Montgomery Pass)	100	11,728
4660	1890-MONTGOMERY PASS HOUSE 3 NDOT (null, Montgomery Pass)	956	112,119.68
4660	1891-MONTGOMERY PASS SINGLE GARAGE NDOT (null, Montgomery Pass)	200	23,456
4660	1894-LAS VEGAS ADMIN OFFICE - BLDG A NDOT (null, Las Vegas)	11,262	1,320,807.36
4660	2585-ALAMO METAL STORAGE BLDG NDOT (null, Alamo)	1,200	140,736
4660	2591-BLUE JAY MAINT STATION NDOT (null, Blue Jay)	4,722	553,796.16
4660	2593-CURRENT CREEK FUEL DEPOT NDOT (US6 NY mp 124, Current Creek)	150	17,592
4660	2594-CURRENT CREEK MAINT STATION NDOT (null, Current Creek)	1,750	205,240
4660	2595-CURRENT CREEK STORAGE SHED NDOT (null, Current Creek)	150	17,592
4660	2608-GLENDALE FUEL ISLAND NDOT (I15 & Hwy159 Exit 93, Glendale)	360	42,220.80
4660	2609-GLENDALE MAINT STATION NDOT (null, Glendale)	11,124	1,304,622.72
4660	2611-GLENDALE TRAILER OFFICE - HWY PATROL NDOT (null, Glendale)	1,680	197,030.40
4660	2612-GLENDALE CREW TRAILER OFFICE NDOT (null, Glendale)	720	84,441.60
4660	2615-LAS VEGAS COMPUTER ROOM - BLDG N NDOT (null, Las Vegas)	240	28,147.20
4660	2616-LAS VEGAS MATERIAL/TESTING LAB - BLDG D NDOT (null, Las Vegas)	12,475	1,463,068
4660	2617-LAS VEGAS LAB TRAILER #3 NDOT (null, Las Vegas)	1,440	168,883.20
4660	2618-LAS VEGAS TRAILER NDOT (null, Las Vegas)	720	84,441.60

4660	2619-LAS VEGAS CONSTRUCTION CREW TRAILER NDOT (null, Las Vegas)	1,440	168,883.20
4660	2620-LAS VEGAS CONSTRUCTION CREW TRAILER NDOT (null, Las Vegas)	1,440	168,883.20
4660	2621-LAS VEGAS MAINT CREW TRAILER NDOT (null, Las Vegas)	192	22,517.76
4660	2622-LAS VEGAS MAINT CREW TRAILER NDOT (null, Las Vegas)	720	84,441.60
4660	2623-LAS VEGAS IPC MODULAR - BLDG G NDOT (null, Las Vegas)	2,160	253,324.80
4660	2624-LAS VEGAS MODULAR OFFICE - BLDG H NDOT (null, Las Vegas)	1,440	168,883.20
4660	2625-LAS VEGAS CONSTRUCTION CREW TRAILER NDOT (8th Street, Las Vegas)	1,440	168,883.20
4660	2626-LAS VEGAS CONSTRUCTION CREW TRAILER NDOT (8th Street, Las Vegas)	1,440	168,883.20
4660	2627-LAS VEGAS CONSTRUCTION CREW TRAILER NDOT (Industrial Street, Las Vegas)	1,440	168,883.20
4660	2628-LAS VEGAS CONSTRUCTION CREW TRAILER NDOT (Industrial Street, Las Vegas)	1,440	168,883.20
4660	2629-LAS VEGAS LV AIRCRAFT HANGER - QUAIL NDOT (155 E Reno Ave Ste D3, Las Vegas)	4,100	480,848
4660	2630-LAS VEGAS FUEL DEPOT NDOT (4615 W Sunset Road, Las Vegas)	2,100	246,288
4660	2631-LAS VEGAS FAST/TMC COMPLEX NDOT (4615 W Sunset Road, Las Vegas)	56,185	6,589,376.80
4660	2632-LAS VEGAS FAST HWY PATROL NDOT (4615 W Sunset Road, Las Vegas)	10,485	1,229,680.80
4660	2633-LAS VEGAS MAINT STATION - SOUTH LV NDOT (null, Las Vegas)	26,265	3,080,359.20
4660	2634-LAS VEGAS PAINT STORAGE NDOT (South LV MS, Las Vegas)	2,400	281,472
4660	2636-MINA METAL STORAGE BLDG NDOT (null, Mina)	1,200	140,736
4660	2637-MONTGOMERY PASS RESIDENCE - MOBILE NDOT (null, Montgomery Pass)	1,178	138,155.84
4660	2638-MOUNT CHARLESTON STORAGE BLDG NDOT (null, Mount Charleston)	1,200	140,736
4660	2676-GLENDALE HOUSE/OFFICE NDOT (I80 & SR168 in Moapa, Glendale)	1,200	140,736
4660	3163-SR 376 ROUND MT SAND STORAGE NDOT (SR 376 Round Mt NV, null)	4,500	527,760
4660	3164-GOLDFIELD SAND STORAGE NDOT (4th St & South Ave, Goldfield)	5,000	586,400
4660	3165-LAS VEGAS GUARD SHACK BLDG M NDOT (123 E Washington Ave, Las Vegas)	15	1,759.20
4660	3167-TONOPAH COLD STORAGE NDOT (US 95 & US 6, Tonopah)	2,280	267,398.40
4660	3168-LAS VEGAS CONSTRUCTION CREW TRAILER E NDOT (6610 Ullom Dr, Las Vegas)	720	84,441.60
4660	3171-LAS VEGAS ELECTRICAL AC SHOP NDOT (Linden Ave & N 8th St, Las Vegas)	1,856	217,671.68
4660	3173-LAS VEGAS LAB TRAILER NDOT (W Desert Inn Rd & Industrial Rd, Las Vegas)	440	51,603.20
4660	3176-LAS VEGAS OFFICE TRAILER BLDG IS NDOT (123 E Washington Ave, Las Vegas)	1,440	168,883.20
4660	3177-LAS VEGAS OFFICE TRAILER Q NDOT (123 E Washington Ave, Las Vegas)	1,440	168,883.20
4660	3178-LAS VEGAS OFFICE TRAILER Q1 NDOT (123 E Washington Ave, Las Vegas)	1,560	182,956.80
4660	3179-LAS VEGAS OFFICE TRAILER BLDG Q2 NDOT (123 E Washington Ave, Las Vegas)	1,560	182,956.80
4660	3180-LAS VEGAS OFFICE TRAILER BLDG Q3 NDOT (123 E Washington Ave, Las Vegas)	1,560	182,956.80
4660	3181-LAS VEGAS PROJECT OFFICE NDOT (Linden Ave & N 8th St, Las Vegas)	1,440	168,883.20
4660	3182-NYE PUMP HOUSE NDOT (SR 318 - Sunnyside, Nye)	400	46,912
4660	3185-NYE - BIG SMOKEY REST AREA NDOT (SR376 Round Mt - Big Smokey, Nye)	130	15,246.40
4660	3186-TONOPAH REST AREA NDOT (US6 - Salsbury Wash, Tonopah)	130	15,246.40
4660	3187-LUNING REST AREA NDOT (US95, Luning)	260	30,492.80
4660	3200-KYLE CANYON SAND STORAGE NDOT (2755 Kyle Canyon Rd-Mt Charleston, Kyle Can	6,500	762,320
4660	3203-LAS VEGAS SAND STORAGE NDOT (9360 Williams Ranch Rd-Mt Springs, Las Vegas)	4,500	527,760
4660	3206-TONOPAH SAND STORAGE NDOT (US 95 & US 6, Tonopah)	4,500	527,760
4660	3207-LAS VEGAS STREET LIGHT BLDG NDOT (6610 Ullom Dr, Las Vegas)	1,856	217,671.68
4660	3208-LAS VEGAS TEST LAB NDOT (6610 Ullom Dr, Las Vegas)	480	56,294.40
4660	3209-LAS VEGAS TRAILER CREW OFFICE BLDG N NDOT (123 E Washington Ave, Las Vegas)	1,440	168,883.20
4660	3213-SEARCHLIGHT WELCOME CENTER NDOT (Rest Area - SR 164, Searchlight)	2,939	344,685.92
4660	3215-LAS VEGAS CONSTRUCTION CREW TRAILER C NDOT (6610 Ullom Dr, Las Vegas)	1,440	168,883.20
4660	3216-LAS VEGAS CONSTRUCTION CREW TRAILER G NDOT (6610 Ullom Dr, Las Vegas)	1,560	182,956.80

Exhibit 7

District I Administrative Services Org Chart



Denotes NPD-19 to upgrade filled position

Denotes NPD-19 to upgrade vacant or create new position

Personnel Commission Meeting
September 7, 2018

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#: 20-18
Effective: 06/18/18

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
7.758	Energy Programs Manager	41	B	***7.758***	***Energy Programs Manager***	***41***	***B***

BASIS FOR RECOMMENDATION

The Governor's Office of Energy and the Recruitment Unit of the Division of Human Resource Management requested a review of the Minimum Qualifications for the Energy Programs Manager class specification.

In consultation with Subject Matter Experts (SME) from the Governor's Office of Energy and Analysts within the Division of Human Resource Management, it is recommended that the Education and Experience section of the Minimum Qualifications be amended to clarify experience required and to allow for internal State equivalencies. It is also recommended that minor revisions be made to the series concept and the Entry Level Knowledge, Skills and Abilities to account for the recommended amendments.

These changes will allow for greater flexibility in the recruitment process and a more robust pool of applicants, both externally and internally.

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

POSTING#: 21-18
Effective: 06/22/18

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
12.455	Rehabilitation Manager II	39	A	***12.455***	***Rehabilitation Manager II***	***39***	***A***
12.409	Rehabilitation Manager I	38	A	***12.409***	***Rehabilitation Manager I***	***38***	***A***

BASIS FOR RECOMMENDATION

At the request of the Nevada Department of Employment, Training and Rehabilitation (DETR), the Division of Human Resource Management (DHRM) has conducted a review of the Rehabilitation Manager series. Personnel Analysts within the Division of Human Resource Management worked with subject matter experts from DETR and, as a result of this review, it is recommended that changes to the class concepts and minimum qualifications of both levels in the series be revised.

The proposed changes are intended to accomplish the following: broaden the scope of individuals who may apply and qualify at both levels in the series, producing a more robust hiring pool of applicants; afford the Rehabilitation Division more flexibility in being able to hire at both levels in both the Bureau of Disability Adjudication and the Bureau of Vocational Rehabilitation; create a more identifiable career pathway in order to better motivate and retain staff; and, lastly, to reflect changes in federal law (the Workforce Innovation and Opportunity Act which contains amendments to the Rehabilitation Act) with the removal from the minimum requirements for the Rehabilitation Manager II of "proof of eligibility to sit for the Rehabilitation Counselor Certification exam."

It is recommended, therefore, that the class concepts for both levels of Rehabilitation Managers be revised to remove Bureau-specific language and emphasize the need for supervisory skills. It is also recommended that the minimum qualifications at both levels be amended to change education and experience requirements. The education requirements have been expanded to include a wider array of degrees/areas of study in order to equally prepare individuals for either level. Knowledge, Skills and Abilities at both levels have been revised to reflect less program and more management experience. The requirement of "proof of eligibility to sit for the Rehabilitation Counselor Certification exam from the Commission on Rehabilitation Counselor Certification" was also removed from the Rehabilitation Manager II level. These changes will afford the Division greater flexibility in its recruitment efforts and a greatly expanded applicant pool, both internally and externally.

Lastly, it is recommended that minor revisions be made to the minimum qualifications for Full Performance Knowledge, Skills and Abilities at the Rehabilitation Manager I level to maintain consistency with verbiage and formatting structure.

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

POSTING#: 22-18
Effective: 07/2/18

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
1.405	Metrologist III	36	B	***1.405***	***Metrologist III***	***36***	***B***
1.403	Metrologist II	34	B	***1.403***	***Metrologist II***	***34***	***B***
1.402	Metrologist I	32	B	***1.402***	***Metrologist I***	***32***	***B***

BASIS FOR RECOMMENDATION

The Nevada Department of Agriculture, as well as, the Recruitment Unit of the Division of Human Resource Management requested a review of the Minimum Qualifications for the Metrologist series.

In consultation with Subject Matter Experts (SME) from the Department of Agriculture and Analysts within the Division of Human Resource Management (DHRM), it is recommended that the Special Requirements section of the Minimum Qualifications be amended to clarify the number and type of post-secondary credits that will be required at every level in the series. The Education and Experience section was also amended to reflect the above changes, as well as, allow for additional equivalencies.

Minor revisions were also made to the Informational Notes and the Education & Experience sections of the Minimum Qualifications to account for changes in verbiage and to maintain consistency with formatting and structure.

These changes will allow for greater flexibility in the recruitment process and a more robust pool of applicants, both externally and internally.

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

POSTING#: 23-18
Effective: 07/2/18

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
12.501	Warden	46*	A	***12.501***	***Warden***	***46****	***A***

BASIS FOR RECOMMENDATION

The Nevada Department of Corrections requested a review of the Minimum Qualifications for the Warden class specification.

In consultation with Subject Matter Experts (SME) from the Department of Corrections and Analysts within the Division of Human Resource Management (DHRM), it is recommended that the Education & Experience section of the Minimum Qualifications be amended to clarify the management experience required to be eligible for employment in this class, as well as, acceptable equivalent experience. An Informational Note was added to indicate that education above a Bachelor's degree would not substitute for the required experience.

Minor revisions were also made to the Education & Experience; Entry Level Knowledge, Skills and Abilities; and Full Performance Knowledge, Skills and Abilities of the Minimum Qualifications to account for changes in verbiage and to maintain consistency with formatting and structure.

These changes will allow for greater flexibility in the recruitment process and a more robust pool of applicants, both externally and internally. It will also clarify to the incumbents the specific education and experience required to be eligible for employment in this class.

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

Personnel Commission Meeting
September 7, 2018

UPDATE REGARDING THE ELIMINATION OF WRITTEN EXAMS

At the June 23, 2017, Personnel Commission meeting, information was presented to the Commission regarding the Division of Human Resource Management taking steps to eliminate the written exam as a testing mechanism prior to creating eligible lists to fill state vacancies.

At that time, Commissioner Fox requested that the Division provide an update on how the elimination of the exams may have improved, or not improved, the quality of applicants being put on eligible lists. Agenda Item IX is information on data collected for the last three years of the turnaround time in creating eligible lists. The data supports that in the last year recruitments were open for fewer days and eligible lists were issued within shorter period of times.

Also provided is data on the difference in the number of employees being dismissed in the first year of the probationary period for the last three years; there was no apparent significant change in these numbers for the last year.

Certified Lists Average Turnaround Time		
	Delegated and Non-Delegated Classes	Non-Delated Classes
June 1, 2017 to June 1, 2018 (No written exams)	Total Recruitments: 608 Total Duration: 12069 days Average Turnover: 19.85 days	Total Recruitments: 510 Total Duration: 9489 days Average Turnover: 18.61 days
June 1, 2016 to June 1, 2017	Total Recruitments: 760 Total Duration: 19809 days Average Turnover: 26.06 days	Total Recruitments: 585 Total Duration: 14002 days Average Turnover: 23.94 days
June 1, 2015 to June 1, 2016	Total Recruitments: 925 Total Duration: 29204 days Average Turnover: 31.57 Days	Total Recruitments: 666 Total Duration: 18425 days Average Turnover: 27.67 days

Number of Employees Rejected During Trial Period Revert and Dismissed During Probation		
	Reject Trial Period Revert	Dismissed During Probation
June 1, 2017 to June 1, 2018 (No written exams)	20	281
June 1, 2016 to June 1, 2017	28	306
June 1, 2015 to June 1, 2016	26	255