DATE: Friday, March 20, 2015
TIME: 9:00 a.m.

LOCATION:
Gaming Control Board
1919 College Parkway
Carson City, Nevada 89701

Grant Sawyer State Building
555 E. Washington Ave., Room 2450
Las Vegas, Nevada 89101

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

Notice: The Personnel Commission may address agenda items out of sequence to accommodate persons appearing before the Commission or to aid the efficiency or effectiveness of the meeting at the Chair’s discretion. The Commission may combine two or more agenda items for consideration, and the Commission may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

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

FOR POSSIBLE ACTION

III. Approval of Minutes of Previous Meeting dated December 12, 2014.................................................................1-9
IV. Prohibitions and Penalties: Discussion and approval of policies that describe activities considered inconsistent, incompatible or in conflict with employees’ duties and the process of progressive discipline……………………10-48

A. Department of Agriculture

B. Commission on Peace Officer Standards and Training

V. Discussion and approval of addition of classes or positions approved for pre-employment screening for controlled substances and revisions to class specifications………49-63

A. The Department of Health and Human Services, Division of Child and Family Services requests the addition of classes to the list approved for pre-employment screening for controlled substances and requests approval of a class specification change to include a pre-employment testing requirement:

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

   10.146 Treatment Home Supervisor, PCN: All
   10.148 Treatment Home Provider, PCN: All

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

   a. Treatment Home Supervisor and Provider series

B. The Department of Public Safety, General Services Division requests the addition of positions to the list approved for pre-employment screening for controlled substances and requests approval of class specification changes to include a pre-employment testing requirement………………………………64-80

1. Positions requested for approval of pre-employment screening for controlled substances:

   2.210 Administrative Assistant IV, PCN: 4702-1009, 4709-8018, 4709-9013, 4702-322

2.212 Administrative Assistant II, PCN: 4709-9003, 4709-9004, 4709-9005, 4709-9006, 4709-9007, 4709-9008, 4709-9009, 4709-9010

2.301 Accounting Assistant III, PCN: 4709-8022

7.624 Management Analyst III, PCN: 4709-3, 4709-200

7.643 Program Officer III, PCN: 4702-0086

7.647 Program Officer II, PCN: 4709-35

7.655 Business Process Analyst III, PCN: 4709-8023

7.656 Business Process Analyst II, PCN: 4709-8024, 4709-8025, 4702-0046

11.128 N.C.J.I.S. Program Specialist Supervisor, PCN: 4709-13

11.129 N.C.J.I.S. Program Specialist, PCN: 4709-63

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

   a. Accounting Assistant series
   b. Business Process Analyst series

C. The Department of Business and Industry, Nevada Taxicab Authority requests the addition of positions to the list approved for pre-employment screening for controlled substances and requests approval of a class specification change to include a pre-employment testing requirement……………………………..81-89

1. Positions requested for approval of pre-employment screening for controlled substances:

   2.153 Legal Secretary II, PCN: 0038

   2.210 Administrative Assistant IV, PCN: 0023

   2.211 Administrative Assistant III, PCN: 0011, 0061

   2.212 Administrative Assistant II, PCN: 0003, 0013, 0020, 0043, 0046, 0066, 0074, 0075, 0092, 0095

   7.625 Management Analyst II, PCN: 0002, 0078

   U4103 Division Administrator, Taxicab Authority, PCN: 0001
Deputy Division Administrator,  
Taxicab Authority, PCN: 0091

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

   a. Legal Office Manager, Supervisor & Secretary series

FOR POSSIBLE ACTION

VI. Discussion and Approval or Denial of Individual Classification Appeal………………………………90-92

   A. Patrick Curley, DMV Services Technician IV

FOR POSSIBLE ACTION

VII. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions and Abolishment……………………………93-105

   A. Mechanical & Constructional Trades………………
      1. Subgroup: Road Construction & Maintenance
         a. 9.103 Highway Maintenance Manager

   B. Medical, Health & Related Services………………
      1. Subgroup: Health & Support Services
         a. 10.341 Consumer Services Assistant Series
      2. Subgroup: Allied Therapies
         a. 10.615 Speech Pathologist Series

VIII. Report of Uncontested Classification Changes……106-110

   Postings #6-15, #7-15 & #8-15

IX. Special Report:

   • Update regarding James Wright Appeal

X. Discussion and Announcement of Dates for Upcoming Meetings – Next Meeting Scheduled for June 19, 2015; Discuss / schedule next meeting for 2015.

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

XII. Adjournment

If anyone has questions or wish to discuss in further detail, the items scheduled for this Commission meeting, please contact Shelley Blotter at (775) 684-0105.

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, Room 101, Carson City, Nevada 89701 no less than (5) five working days prior to the meeting.
NOTE: CARSON CITY
Blaodel Building, 209 East Musser Street
Nevada Public Notice Website: http://notice.nv.gov
Division of Human Resource Management website:
www.hr.nv.gov
Nevada State Library & Archives Bldg. 100 N. Stewart Street
Nevada State Capitol Building, 101 N. Carson Street

LAS VEGAS
Grant Sawyer Building
555 E. Washington Street