Lee-Ann Easton

Administrator



STATE OF NEVADA DEPARTMENT OF ADMINISTRATION

Division of Human Resource Management

100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701 Phone: (775) 684-0150 | www.hr.nv.gov

PERSONNEL COMMISSION

Meeting Notice

DATE: Friday, March 20, 2015

TIME: 9:00 a.m.

LOCATION: Gaming Control Board Grant Sawyer State Building

1919 College Parkway 555 E. Washington Ave., Room 2450

Carson City, Nevada 89701 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.

<u>Agenda</u>

- 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

FOR POSSIBLE ACTION	IV.	policies incomp	itions and Penalties: Discussion and approval of that describe activities considered inconsistent, atible or in conflict with employees' duties and the of progressive discipline
		A.	Department of Agriculture
		В.	Commission on Peace Officer Standards and Training
FOR POSSIBLE ACTION	V.	approv	ion and approval of addition of classes or positions ed for pre-employment screening for controlled aces and revisions to class specifications49-63
		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
		В.	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
			1. Positions requested for approval of pre- employment screening for controlled substances:
			2.210 Administrative Assistant IV, PCN: 4709-1009, 4709-8018, 4709-9013, 4702-322

2.211

Administrative Assistant III, PCN: 4702-51, 4702-147, 4702-315, 4702-328, 4702-648, 4702-705, 4702-871, 4702-11033, 4702-11034, 4709-8016, 4709-8017, 4709-8019, 4709-8020, 4709-8021, 4709-9001, 4709-9002,

4709-9011, 4709-9012

	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.	changes to	for approval of class specification include pre-employment screening for substances for some positions:
		unting Assistant series ess Process Analyst series
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to the conspect	b. Busing Department of the list appropriate of the li	ess Process Analyst series ent of Business and Industry, Nevada ority requests the addition of positions oved for pre-employment screening for stances and requests approval of a class change to include a pre-employment ment
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Tax to to con spec test	b. Busing Department of the list appropriate of the li	ess Process Analyst series ent of Business and Industry, Nevada ority requests the addition of positions oved for pre-employment screening for stances and requests approval of a class change to include a pre-employment ment

C.

- U4141 Deputy Division Administrator, Taxicab Authority, PCN: 0091
- 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 V.

- VII. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions and Abolishment......93-105
 - A. Mechanical & Constructional Trades.....
 - 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

Blasdel Building, 209 East Musser Street Nevada Public Notice Website: http://notice.nv.gov Division of Human Resource Management website: www.hr.nv.gov

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Grant Sawyer Building 555 E. Washington Street