



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hr.nv.gov

PERSONNEL COMMISSION

MEETING NOTICE

DATE: Friday, September 30, 2016

TIME: 9:00 a.m.

LOCATION: Legislative Counsel Bureau Grant Sawyer State Building
401 S. Carson St., Room 3138 555 E. Washington Avenue, Room 4412
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. 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 Meetings:

A. Held June 10, 2016.....1-19

FOR POSSIBLE ACTION

IV. Prohibitions and Penalties: Discussion and Approval or Denial of Policies that Describe Activities Considered Inconsistent,

Incompatible or in Conflict with the Employees’ Duties and the Process of Progressive Discipline.....20

A. Department of Public Safety.....21-42

FOR POSSIBLE ACTION

V. Discussion and Approval or Denial of Proposed Regulations Changes to Nevada Administrative Code, Chapter 284.....43-76

A. LCB File No. R017-16.....77-84

Sec. 1. Amends Chapter 284 to add Sections 2-4.

Sec. 2. NEW “Child” interpreted.

Sec. 3. NEW “Parent” interpreted.

Sec. 4. “In loco parentis” defined.

Sec. 5. NAC 284.523 Definitions.

Sec. 6. NAC 284.52315 “Child” defined.

Sec. 7. NAC 284.5237 “Parent” defined.

B. LCB File No. R024-16.....85-88

Sec. 1. NAC 284.5405 Annual leave: Credit upon reinstatement, rehiring, reemployment or transfer.

Sec. 2. NAC 284.551 Sick leave: Credit upon rehiring, reemployment or transfer.

C. LCB File No. R076-16.....89-93

Sec. 1. NEW Request for extension to complete internal administrative investigation.

Sec. 2 NAC 284.6561 Hearing.

D. LCB File No. R097-16.....94-107

Sec. 1. Amends Chapter 284 to add Sections 2-4

Sec. 2 NEW “Reassignment” or “reassign” defined.

Sec. 3. NEW Rate of Pay: Reassignment.

Sec. 4. NEW Reassignment: Process for placement of a classified employee with a disability as part of the accommodation process.

Sec. 5. NAC 284.094 “Reclassification” defined.

Sec. 6. NAC 284.120 Adoption by reference of federal law, regulations and manual regarding persons with disabilities.

Sec. 7. NAC 284.439 Reports of appointments.

Sec. 8. NAC 284.611 Separation for physical, mental or emotional disorder.

E. LCB File No. R100-16.....**108-110**

Sec. 1. NEW Appeal of refusal to examine or certify.

Sec. 2. NAC 284.152 Appeal of allocation of position or change in classification.

FOR POSSIBLE ACTION

VI. Discussion and Approval or Denial of Class Specification Maintenance Review

- A. Fiscal Management & Staff Services
 - 1. Subgroup: Financial
 - a. 7.139 Audit Manager Series.....**111-120**
 - 2. Subgroup: Administrative & Budget Analysis
 - a. 7.620 Budget Analyst Series
 - b. 7.634 Executive Branch Budget Officer Series.....**121-132**
- B. Regulatory & Public Safety
 - 1. Subgroup: Licensing & Regulations
 - a. 11.401 Chief Insurance Examiner.....**133-136**
 - 2. Subgroup: Emergency Management
 - a. 11.600 Deputy Administrator, Emergency Management.....**137-140**
- C. Social Services & Rehabilitation
 - 1. Subgroup: Employment Security Claims Examination & Placement
 - a. 12.103 Deputy Administrator, DETR.....**141-144**
 - b. 12.110 Chief ESD Appeals Referee.....**145-150**
 - c. 12.136 ESD Manager Series.....**151-159**
 - 2. Subgroup: Rehabilitation
 - a. 12.450 Orientation/Mobility Instructor Series.....**160-164**
 - b. 12.460 Correctional Substance Abuse Program Director.....**165-168**

VII. Report of Uncontested Classification Changes.....169-189

Postings: #38-16, #39-16, #40-16, #41-16, #42-16, #43-16, #44-16, #45-16, #46-16, #47-16, #48-16, #49-16, #50-16, #51-16, #52-16, #53-16, #01-17, #02-17.

VIII. Discussion and Announcement of Dates for Upcoming Meetings

Next Meeting Scheduled for December 09, 2016; Discuss/schedule the following meeting.

IX. 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)

X. 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/](http://hr.nv.gov/Boards/PersonnelCommission/Personnel_Commission_-_Meetings/). To obtain a copy of the supporting materials, you may contact Tawny Polito at (775) 684-0131 or at tpolito@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.

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