STATE OF NEVADA
PERSONNEL COMMISSION

Held in Carson City at the Gaming Control Board, 1919 College Parkway; and via video conference in Las Vegas at the Grant Sawyer State Building, 555 East Washington Avenue, Room 2450

MEETING MINUTES
Friday, March 10, 2017
(Subject to Commission Approval)

COMMISSIONERS PRESENT IN CARSON CITY: Ms. Katherine Fox, Chairperson

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

COMMISSIONER NOT PRESENT:
Mr. David Read

STAFF PRESENT IN CARSON CITY:
Mr. Peter Long, Administrator, Division of Human Resource Management (DHRM)
Ms. Shelley Blotter, Deputy Administrator, DHRM
Ms. Cassie Moir, Deputy Administrator, DHRM
Ms. Dawn Buoncristiani, Deputy Attorney General, Office of the Attorney General
Ms. Carrie Hughes, 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, took roll and indicated Commissioner David Read would not be in attendance. She introduced Dawn Buoncristiani as the new Deputy Attorney General to the Commission. A quorum was established.

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.

Denise Bonomo: Introduced herself as having been a State employee for over six years. She hoped that the Commission had the documentation which she had provided in advance and wanted to impress upon the matter at hand. She stated based on the amount and type of experience that she and others possessed, she and others had been deemed not qualified for certain accounting positions within the State due to a six credit beginning accounting requirement. She further stated she personally had over 30 years' experience and qualified for much higher level positions that oversee the position that the State deemed she and others did not qualify for. She also stated she spoke for everyone that this issue needed attention and indicated the State would lose some very exceptionally qualified professionals who would be an asset as public servants to the State of Nevada, and truly believed the citizens of Nevada deserve the best qualified professionals in those positions. She proposed a solution that in lieu of six beginning credits in accounting, that an option be added in the qualifications section to qualify in "X" amount of years' experience to be determined by the Commission. She thanked the Commission for their time and asked if there were questions.

Commissioner Mauger: Stated he just got the information that morning but was curious when Ms. Bonomo said she had 30 years of management; was that all with the State of Nevada? **Denise Bonomo:** Answered she had six years with the State of Nevada and over 25 years in the private sector.

Commissioner Sanchez: Noted that Ms. Bonomo made her comments clear regarding what she would like. He directed his statement to Mr. Long. The Commissioners just received this. It was not in the packet and comes as a surprise to the Commissioners at this point. He requested in the future if Mr. Long could provide information regarding these matters well in advance so the Commission could at least prepare themselves. **Peter Long:** Agreed, and added this information was received after DHRM provided the Commissioner briefings and acted upon the advice of the DAG to provide this information at the meeting. He continued that the Commissioners could, based on the public comment, determine whether the Commission did or did not want to agendize this item for the future, at which point the Commission would then be provided the full packet. **Commissioner Sanchez:** Asked was the Commission going to be seeing a number of recruitment concerns and appeals from staff from this point regarding matters like this? **Peter Long:** Responded it was hard to say. DHRM advised Ms. Bonomo to approach this through public comment as this is not an appeal that is recognized in NRS or NAC as far as minimum qualifications. Ms. Bonomo is not contesting that she did not meet the minimum qualifications for Accounting Technician I and she confirmed she does not have the accounting credits. It was his understanding Ms. Bonomo was asking that DHRM review the supervisory level of that position and to make a determination that it either did or did not require accounting credits, or to revise the Accounting Technician I to have an equivalency for the accounting credits. He pointed out when specs are developed, DHRM used Subject Matter Experts to develop the spec, and those class specifications are approved by the Commission; they have been vetted very deeply. He concluded to come back at this point and ask that they be revised is unusual and indicated he had not seen it before.

Commissioner Sanchez: Asked when was the last time this series had been studied? **Peter Long:** Answered he did not know, perhaps, about 10 years or so.

Commissioner Spurlock: Noted the incumbent had been here six years. He asked how long had this requirement been in the job description for the Accounting Tech I? Had it been all of this employee's six years or longer? **Peter Long:** Answered to the best of his recollection it had been a requirement since at least 1999. He would also point out in the packet that the Commission received, in looking at Ms. Bonomo's application, she indicated she had a degree in accounting, which would be a bit unusual to have a degree in accounting without some entry level accounting credits. **Denise Bonomo:** Stated she attended Taylor Business Institute, a business school.

Commissioner Spurlock: Stated he was not really sure he needed more information that might be forthcoming in another meeting. He indicated a neutral stance would be that more information is always better than less information. He understood the gist of the situation and could offer that opinion if needed. He wanted to see what the other Commissioners thought about what the Commission should be doing today versus putting it on an agenda for another time.

Chairperson Fox: Noted as this came forward in public comment the Commission could make a request of Human Resources to agendize the item for June for the Commission to hear more regarding this, or, for the Division of Human Resource Management to potentially evaluate what was stated in public comment and update us in June. She did not disagree with what Commissioner Spurlock was saying. She thought a couple more questions would probably provide the answer for her, in her opinion from a classification background, and she did see distinct differences between Accounting Assistant job duties and Accounting Technician job duties. She stated the Commission had a couple of choices to consider but they should be done as a request to Human Resources.

Denise Bonomo: Confirmed the matter is in public comment to make the Commission aware of what is going on and possibly direct the Department as to what the Commission wanted them to do.

Commissioner Sanchez: Clarified that his understanding is that Ms. Bonomo's accounting diploma is from a career school and therefore she does not have the required accounting credits. He understood her concern, but his concern is that the Commission had not studied this particular series for quite a while.

Heather Dapice: Introduced herself and noted the specs were reviewed and approved by the Personnel Commission in March of 2016.

Commissioner Spurlock: Stated the specs were last looked at in March of 2016, but as far as the Commission knew, they were going to leave it up to others to decide if it goes on the agenda in the summer. He observed that even though the specs were reviewed recently was it only for minor revisions like wording changes? He indicated he would be curious to know how long the six unit requirement had been in place and how long had this employee known that she needed six units of relevant accounting in order to qualify? He further indicated it also looked like it was a natural progression to go from the high level of one series to the next series. He continued, how long had this requirement been in there, during this employee's six years of working for the State? He stated he did not want answers today if the Commission was going to put it off until the summer, because it did not make any sense to debate it right now. He advised that would be the kind of homework he'd be looking for from Ms. Dapice. He understood the Commission may have approved revisions in March of 2016 and was curious about that core requirement and how long it had been in there. He continued if it is not an actionable item, he did not know what else to do, other than to decide to put it on the agenda, or does the Commission make a motion to put it on the agenda?

Chairperson Fox: Stated that a motion could not be made. **Peter Long:** Asked if a determination is made to place the matter on the agenda that it be placed there so the Commission had the authority to make a recommendation or a determined action. He stated the review that was conducted in 2016 was not a full occupational study review, but there were significant changes made which reduced the number of accounting credits required at the II and III levels. He further stated at the entry level the six credits had been there since at least 1999 and should come as no surprise for someone within the State.

Commissioner Spurlock: Stated he wanted to be clear what the Commission was doing, not that the individual employee did not have legitimate concerns, but if the Commission put anything on the agenda for the next meeting, it would be a request to revisit the class spec like the Commission normally would during

the regular updating that staff does. He stated that it was his understanding that if the Commission was going to put this on an agenda, it would be to have staff look at the class spec and make a recommendation; it was not really an employee appeal from her qualification standpoint which had already been addressed.

Commissioner Sanchez: Stated he had a concern since the Commission cannot take any action on this public comment, he would like to refer to the DAG to see how the Commission could make a recommendation at this point to agendize this item for a future meeting. **Dawn Buoncristiani:** Noted the Commission can just request that it be placed on the agenda. **Chairperson Fox:** Asked what would we title it? She indicated that was a little bit of her confusion. Would it be review of Accounting Assistant [sic Technician] Class Spec and Update from Division of Human Resources? **Commissioner Spurlock:** Stated he was not sure why it wouldn't fall under the category of any other standard revisions, whether regular maintenance or not, that staff presented at every meeting. **Chairperson Fox:** Added it isn't necessarily revisions, and she was hearing from Human Resources that they worked with Subject Matter Experts. She continued that although it wasn't part of an occupational study, the minimum qualifications were reviewed in 2016. She stated that was why she was struggling with the title of the agenda item. The Commission wants to be very careful how the Commission steps into this.

Commissioner Sanchez: Noted he was concerned about not only this position but the entire series and maybe the Commission ought to take a look at the Accounting series to see if there were any other issues that might come before the Commission. **Peter Long:** Observed first, if the Commission directed us or was considering directing the Division of Human Resource Management to do an occupational study, we no longer have that authority per the Governor's Office; that was why DHRM currently does the Class Specification Maintenance Reviews and not full-blown occupational studies which involved looking at all positions out there, collecting position description questionnaires and then aligning them with other positions. Secondly, he observed if it is the desire of the Commission that DHRM look at the spec and see if the mqs [minimum qualifications] are appropriate, he would only suggest that DHRM may not be able to complete that review by June as there are other things in the hopper right now. He indicated DHRM would certainly give this priority, but he couldn't promise or guarantee that it would be done by June.

Commissioner Spurlock: Agreed with Chairperson Fox and added he agreed one way and disagreed in another way. It's still a revision, just a revision that required a lot more work and a lot more thinking that went into it. He continued that Mr. Long is also correct in that, even though his Department may not be authorized to do the kind of study that has been brought up, it would still be nice to know – because ultimately, those minimum qualifications should reflect what works for the State and what doesn't. He asked what does the State demand of its workforce and is it getting it with the current minimum qualifications? He clarified the Commission was not talking about classic comp but talking about recruitment and so on. He asked were those qualifications bringing in the caliber of people needed? What are the eligibility lists looking like? Do you still have a healthy number of applicants? Are you satisfied with those? Is it extremely tough? Is it too narrow of a description? He didn't want answers right now but to answer Mr. Long, this may take longer than just three months. He would defer to the Department to determine when or if this should ever get back on the agenda based on that. He stated there was a lot that went into it. He continued even if it is not the full-blown occupational study that is no longer authorized, Mr. Long might have a lot of other homework that would still take more than just a couple of months.

Chairperson Fox: Stated he made some very salient points. She would recommend to the Division of Human Resource Management, based upon the information provided to the Commission today, as well as the questions heard from the Commissioners, that the Commission refer this item back to the Division of Human Resource Management to determine the next best step and when potentially it could be an agenda item, at least informationally, if not for possible action. She stated that would give DHRM a lot of flexibility

in terms of their expert role in classification. **Peter Long:** Stated DHRM would absolutely follow that recommendation and volunteered to look at the class specifications. He went on to note that if DHRM was able to get any necessary revisions completed and agendized that would certainly happen by June, or at the June meeting, DHRM could comment on any progress and if they saw the necessity of revising the class specifications for the following meeting.

There was no additional public comment.

III. APPROVAL OF MINUTES OF PREVIOUS MEETING - Action Item

A. Held December 9, 2016

MOTION:	Moved to approve the minutes of the December 9, 2016 meeting.
BY:	Chairperson Fox
SECOND:	Commissioner Spurlock
VOTE:	Motion passed. Mr. Sanchez abstained due to being absent from the December 9, 2016, meeting.

IV. DISCUSSION AND APPROVAL OF ADDITION OR REMOVAL OF CLASSES OR POSITIONS APPROVED FOR PRE-EMPLOYMENT SCREENING FOR CONTROLLED SUBSTANCES AND REVISIONS TO CLASS SPECIFICATIONS - Action Item

A. The Department of Public Safety requests the removal/addition of the following classes/positions from the list for pre-employment screening for controlled substances:

1. Classes and positions requested for removal from the list of pre-employment screening for controlled substances:

2.210	Administrative Assistant IV, PCN: 4702-322
2.212	Administrative Assistant II, PCN: 4733-32
7.143	Accountant Technician I, PCN: 4733-30
7.902	IT Manager III, PCN: 4733-35
7.921	IT Professional IV, PCN: 4733-115
7.925	IT Professional III, PCN: 4733-46
7.926	IT Professional II, PCN: 4733-301
7.928	IT Technician VI, PCN: 4733-230, 4733-235, 4733-240
7.931	IT Technician V, PCN: 4733-220
7.940	IT Technician III, PCN: 4733-314, 4733-353
11.134	Fingerprint/Records Examiner II, PCN: 4709-32, 4709-60

2. Classes and positions requested for addition to the list approved for pre-employment screening for controlled substances:

2.210	Administrative Assistant IV, PCN: 4709-8031, 4709-8038, 4709-8039, 4709-8040, 4709-8041, 4709-8042, 4709-8043
2.212	Administrative Assistant II, PCN: 4702-32, 4709-8044, 4709-8045, 4709-8046, 4709-8048
7.143	Account Technician I, PCN: 4702-30

7.649	Program Officer I, PCN: 4702-322, 4709-8030, 4709-8036, 4709-8037
7.921	IT Professional IV, PCN: 4709-8032
7.925	IT Professional III, PCN: 4709-8033

Carrie Hughes: Introduced herself as a Personnel Analyst for the Division of Human Resource Management. She explained NRS 284.4066 provided for the pre-employment screening for controlled substances of candidates for positions affecting public safety prior to hire. The statute required 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 special need that outweighed a reasonable expectation of privacy.

Department of Public Safety requested the removal of the requirement for pre-employment drug screening from the positions listed in Agenda Item IV.A.1. DHRM recommends the removal of these positions as these positions have either been moved to another class and had been approved in the current class, are being requested in the current class in Agenda Item IV.A.2 as they had been moved to another budget account, or the position has been eliminated at the Department of Public Safety.

Department of Public Safety has also requested to add the requirement for pre-employment drug screening to the positions listed in Agenda Item IV.A.2. DHRM recommends approval of these positions. The Administrative Assistant, Accountant Technician and Program Officer positions have access to personally identifiable information and criminal history, and some of the positions additionally have access to victim information. She continued, the IT Professional positions assessed local and State agencies' computer connections to evaluate their ability to ensure proper security for access to personally identifiable information, criminal history and victim information. They also physically accessed the secured facilities where this information is kept. Additionally, Department of Public Safety positions in these classes have previously been approved for pre-employment drug screening by the Commission.

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

MOTION:	Moved to approve the addition and removal of classes or positions approved for pre-employment screening for controlled substances for the Department of Public Safety as identified in IV.A.1 and IV.A.2 with their PCN numbers.
BY:	Chairperson Fox
SECOND:	Commissioner Sanchez
VOTE:	Motion passed unanimously.

V. DISCUSSION AND APPROVAL OR DENIAL OF INDIVIDUAL CLASSIFICATION APPEALS - Action Item

A. Erik Reed, Right-Of-Way Agent 2, Department of Transportation (NDOT)
B. James Reynolds, Compliance/Audit Investigator 3, Department of Employment, Training and Rehabilitation

Chairperson Fox: Noted that while there were two appeals to be heard on the agenda, Mr. James Reynolds asked that his be held until the next meeting of the Personnel Commission. Therefore, only Mr. Erik Reed's appeal would be heard at this meeting of the Personnel Commission. She asked Mr. Reed to introduce himself and explain his position.

Erik Reed: Introduced himself and thanked everyone for the time and opportunity to appeal this decision. He explained there were a few points he would like to make in regard to some of the information the Commission had been provided. He asked that the Commission turn its attention to the letter from Ruth Borelli in the appeal packet dated March 10, 2017. He went on to say the reasoning stated in this letter for the denial of reclassification was that there had to be significant change. He would argue that, with recent changes in the Division, he had been assigned Right-of-Way Agent 3 projects.

He noted NAC 284.126 states that significant change could be based upon a gradual accumulation of duties and would argue he had gradually accumulated duties that are reflected in the Right-of-Way Agent 3 class specification. He further noted when he observed what other Agent 3s were doing within the Division, he sees that his work was exactly the same.

The next point Mr. Reed discussed was that NDOT's recommendation was based on a comparison of the nature and complexity of work assignments, decision making authority, consequences of error, and knowledge, skills and abilities and based upon this their belief is the position was appropriately classified as a Right-of-Way Agent 2. He pointed out that none of those characteristics were mentioned in the class concepts; the distinguishing duties are project management and lead worker responsibilities. He stated those are what differentiate the Right-of-Way Agent 2 from the Right-of-Way Agent 3 according to the class concepts. He argues that he is performing the Agent 3 class concept as a whole.

Erik Reed quoted in substance Peter Long's letter, dated September 7, 2016, which addressed the initial appeal letter where Mr. Reed indicated the major difference between an Agent 2 and an Agent 3 is that they:

> "…*'frequently and regularly serve as project managers with responsibility for project status reporting, coordination of activities with other disciplines and divisions, project timelines and consultant contract administration.'* You further state that since you spend the preponderance of your time performing on project management duties you are working outside the scope of your current class and therefore meet the definition of significant change according to NAC."

Mr. Long's letter continued: "Project Management, is not the defining characteristic…" Mr. Reed agreed, but indicated that it seemed to be the major difference between the Agent 2 and Agent 3 class specifications.

Mr. Reed stated there was also the difference of lead worker. There was a lead worker duty called out in the Agent 3 class specification where it was not called out in the Agent 2. Through a conversation he had with Mr. Rob Easton, Mr. Easton explained what a lead Agent or what a lead worker was and how Mr. Easton envisioned the lead worker functioning. From his understanding of what Mr. Easton described, the lead worker is like the team captain and he or she is assigned duties or monitors projects that have been assigned to other agents.

Mr. Reed explained to Mr. Easton that this sort of set up is not in place where he worked. He was assigned a project, is the lead Agent and doesn't have any other Agents who are monitoring his activities or giving him guidance on these projects. He understood Mr. Easton met with his supervisor at the time, Mr. Dave Moreno, and had the same conversation with Mr. Moreno. Mr. Moreno told Mr. Reed that he indicated to Mr. Easton that this is not how this Division is run; it would put significant burden on the only Agent 3 in the office if this person had to oversee and act as the lead worker for all Agents. Mr. Reed knew that there are two distinguishing factors, project manager and lead worker, and it was his observation that the lead worker was not being adhered to as it was described to him by Mr. Easton.

Erik Reed added he was here today because he had eight years of right-of-way experience with the Department and met the minimum qualifications for an Agent 2 and an Agent 3. He felt his duties were in line with the duties that were assigned to other Agent 3s within the Department and didn't see a clear delineation between Agent 3 assignments and Agent 2 assignments.

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

Commissioner Mauger: Noted it was kind of a disadvantage but Mr. Reed did not file an eloquent brief so the Commission could get his side of the story. He further stated he was going off the State's position but did have some questions regarding what duties Mr. Reed considered were assigned to him because there was a letter from David Moreno regarding his training other Agents. Mr. Moreno's letter stated, "I directed him to stop immediately." Commissioner Mauger asked was there something Mr. Reed was assigned to do or did he do it on his own? If Mr. Reed did that on his own, would he have done other duties that he would think were assigned, but were done on his own or maybe to impress?

Erik Reed: Responded that email was to give the Commission a little background story. When the NPD-19 process was first started, that seemed to be the duty that was identified as the Agent 3 duty that he should not be doing. So, he was told to cease training all employees by his supervisor, Mr. Moreno. He was instructed on occasion to provide "training" where he had knowledge of a process, whereas his supervisor did not have knowledge of that process where Mr. Reed could be of assistance to other Agents to guide them so they could carry out a duty that they were assigned.

He continued, through his time in the Department, there had been Agents who had come and gone. Normally the unit is staffed with five employees. There had been times when it was just down to two and then get an influx of new people. These new folks are looking for guidance on the process and Mr. Reed happened to be able to, on occasion, guide them along on right-of-way processes. Not taking full responsibility for training them, but he provided "guidance training" on processes that he was familiar with to the new individuals. When the NPD-19 was at its early stages, he was told to stop training, that that was not a duty of an Agent 2. So he took that direction and stopped training.

Commissioner Mauger: Asked if the duties you said you were assigned, are some of them, or could some of them be, part of what you perceived actually as being assigned versus what the State does? In other words, did you take it upon your own volition to go ahead and do it and then turn around and say, well I was assigned that? **Erik Reed:** Answered no, it came to light that certain Agents were not aware of what certain processes were. His supervisor said please help this person with that assignment, since you have experience. These assignments are complex with lots of steps. You have to do them in a certain order and certain forms have to be filled out. Certain policies and statutes have to be adhered to, to perform these. He further answered he had knowledge because he had experience, so he was asked to help guide the person without that experience along. He did not take it upon himself to set out to train people. He was asked to assist Agents with processes that he was familiar with and they weren't.

Commissioner Mauger: Clarified with Mr. Reed that he had been asked, but he had not been permanently assigned these training duties; "We've got this individual who needs a little training in an area you're familiar with. Did you take that to mean that was an assignment or something you'd say, you know, like me, if I had knowledge of it, I'd say, here's how you do it, but I wouldn't expect to be, use that to say I was assigned and now I'm doing additional duties, things of that nature." He indicated he did not have the packet and was winging it off the State's presentation. He further indicated he does have an issue with what Mr. Reed may consider additional duties versus helping out here and there and was trying to get an idea of where Mr. Reed was at. He stated, "I'm not ready to make a decision because I'm not familiar with your side. I probably would've appreciated it if you would've given us a packet, such as the State's given us, to let us make that vetted judgment on which way we want to go. I thought I heard

Madam Chair say that we could be looking at agendizing this for the next meeting, am I correct in the assumption?" **Chairperson Fox:** Clarified she was referring to the classification appeal of James Reynolds, who has asked to be heard in June. **Commissioner Mauger:** Asserted he just found it tough to make a qualified decision regarding this issue because he didn't have both sides.

Commissioner Sanchez: Stated, "Mr. Reed, you certainly have not been able to present a convincing argument on paper that we normally get as a packet from appellants so I share Commissioner Mauger's concern about not being able to see this beforehand and having to rely on the work that we have received from the Department. I do want to refer to two things you mentioned. One, by the way, is an undated letter from Borelli." He related that he believed the letter communicated to both you and your supervisor, Dave Moreno, that you are not authorized to work out of class and that any of the Agent 3 duties you were assigned should be removed. Is that what happened to you? **Erik Reed:** Stated, "I was told to stop training and those were the only duties that were removed from me."

Commissioner Sanchez: Stated, "In the letter you referenced from Mr. Long, dated September 7, 2016, Mr. Long says in order to be classified at the ROW Agent 3, incumbents must meet the class concept as a whole, not in part. Positions may perform one or two high level duties; however, this does not provide the basis for reclassification to the higher level." He asked for comment from Mr. Reed. **Erik Reed:** Asked, "How do you define the lead worker, because according to the definition of Mr. Rob Easton, the lead worker is not being adhered to? I don't think it even applies to what an Agent 3 does with the Department of Transportation. According to Mr. Easton's definition, there may be different definitions, I don't know. The other significant distinction between the 2 and the 3 is a project manager. I am definitely project managing my assignments, so as a whole, I meet the concept as a whole. I'm performing all duties and I'm proficient in three of the five right-of-way disciplines and I'm able to make independent decisions in those disciplines, and I have. I have been assigned property management duties, acquisition duties and utility duties and have experience in all three disciplines."

Commissioner Sanchez: Stated, "Mr. Reed, you stand before the Commission here making your argument. I just have to ask a question that is on the mind of this Commission, why did you not go through the effort to provide us with your own appellant packet?" **Erik Reed:** Explained, "I felt that I could just briefly summarize the responses that were put together and just touch upon a few key points. I figured it would be brief and short and I thought I would make my points verbally and no further information would be needed. Basically, all the information is here…my job is just to give you my opinion of what has been written."

Commissioner Mauger: Asked if Mr. Reed had been able to see the State's reply regarding his issue, the packet that was their reply regarding your appeal? "Some of the stuff in here, I haven't heard you say. I'm talking about there's a packet that the State submitted regarding the State's position…What I referred to earlier on, that the State submitted as their reply to your appeal. Have you read that?" **Erik Reed:** Confirmed that he read it. **Commissioner Mauger:** Stated, "I would've believed that you would've had a packet ready to rock and roll here answering this, because that packet is pretty thick." He indicated that he was in quandary and needed more information to make a decision. **Erik Reed:** Stated, "That's what I was going to attempt to do today and I apologize for not being more clear and prepared." **Commissioner Mauger:** Stated, "You just probably, in hindsight, you needed to just give us a packet, such as the State gave us, so we could look on both sides and make a professional decision." **Erik Reed:** Stated, "I'm willing to take that advice and prepare a packet and meet again." **Commissioner Mauger:** Commented that may be some time down the road. **Erik Reed:** Noted it's been a year so far.

Commissioner Spurlock: Stated, "I have a question for Mr. Long or his staff. I never like to read into things too much. It should be explicit and a lot of times it can't be. If you look at the class concepts in the

job descriptions under Tab 6, if you look at the Right-of-Way Agent paragraph relative to the 2. This is always a dilemma when you write into class specs, you to try to come up with an absolute scope cut off to go from one level to another. An example might be, you're a manager if you manage less than 1,000 employees and you're a senior manager if you manage more than 1,000 employees. Those are always problematic for personnel departments. Things change, business cycles change and you've got to keep revisiting those. So I can understand not having it, really it's almost desirable not to have that kind of explicit stuff in the class specs."

"So I'm looking at Right-of-Way Agent 3, and again, it's not to criticize to say—they do it for their own reasons—but, to have the Right-of-Way Agent 3, it says you have to do three of the following right-of-way disciplines. I assume that means ongoing, active, all the time, every project type thing, most likely as opposed to just, I touched that once or I learned that once, as opposed to the Right-of-Way Agent 2, it talks about two of those things. The Right-of-Way Agent 3 has the additional language of, "'incumbents at this level frequently and regularly serve as project managers with responsibility for project status, reporting, coordination of activities with the disciplines and divisions, project timelines and consultant contract administration.'"

"Now again, I don't want to read too much into this, but do you Mr. Long, put you on the spot, or your staff, I would think the kind of projects associated with the most advanced journey level would be things in the State's bailiwick, would be things like Project NEON; high level coordination of that. Or, the Interstate 11 Corridor, but maybe not like individual road widenings and such…again, like I said, with the scope of employees cut off, a similar example, I don't think you should be listing individual projects in the class spec. Mr. Long knows how fast that would be outdated. Mr. Long, wouldn't you say that was kind of the intent of the highest journey level, Right-of-Way Agent 3 would be to have that kind of a scope of work?"

Peter Long: Stated, "Commissioner Spurlock, you hit the nail on the head. If you need any specific examples of comparisons between projects that a Right-of-Way Agent 3 would be responsible for in the size and scope, versus a 2, we have representatives from NDOT here that could provide that to you." He further stated as far as the three areas, you know, that would also be where they are routinely responsible for at least three of the areas and not, as you noted, touch an area occasionally beyond the typical two areas that a 2 would be responsible for.

Chairperson Fox: Commented that she had heard the Commissioners ask about the Appellant's packet and that she would read into the record a letter sent by Peter Long, in September: "You may appeal this decision to the Personnel Commission within 30 days after receiving this letter by notifying the Division of Human Resource Management…Regulations also require that your appeal should be sent to me and contain a rationale for your disagreement with this determination." It was her opinion that the Appellant was notified in writing about the importance of putting together the rationale for the appeal. **Peter Long:** Stated, "In addition to that, Mr. Reed did provide a letter to you with an explanation but there is a letter sent out to each appellant as to the process and that they have the right to provide packets and how many they should provide and when they should be submitted…it appears that Mr. Reed did not avail himself to that opportunity."

Chairperson Fox: Asked for representatives of the Department of Transportation to come forward to speak regarding the Appellant's appeal of the classification decision.

Rob Easton: Introduced himself as Personnel Officer II with the Nevada Department of Transportation. He indicated that he wanted to make a couple of points before starting the prepared presentation. He noted the class specifications are written for various positions throughout the State; they're meant to be descriptive but not prescriptive. There's not as much detail in the class concepts that you might see, let's

say for example, in work performance standards. So, in the case of Right-of-Way Agent, NDOT has four disciplines. Mr. Reed is assigned to the Utilities Division. There are some specific job functions that they perform in the Utilities Section that are more clearly described in his work performance standards. We did not provide examples of those, but that would again help to clarify expectations in terms of what his job duties are versus maybe, possibly Right-of-Way Agent 3. Again, those are subject to change and they can be modified over time. "I don't know if necessarily we could capture that in the class concepts as well as we could in the work performance standards. I just wanted to bring up that point."

Mr. Easton introduced Ruth Borelli, Chief of the Right-of-Way Division and Jessica Biggin, Assistant Chief of Right-of-Way. He noted Ms. Biggin is also in the chain of command of Erik Reed and she is familiar with the Utilities Division and she will be the Subject Matter Expert today. He prepared this class specification when it was originally created and then created the advanced journey level. He agreed with the Commissioners that it is difficult, sometimes, to distinguish between levels, so the advanced journey level is not commonly used. He noted that he remembers when the advanced journey level was created, one of the concerns was that it should not result in creating grade creep, which means we didn't want everybody to end up as an advanced journey level Right-of-Way Agent and how can we distinguish between the two so that we don't have everybody eventually at that level? We tried to make it pretty clear what the distinguishing characteristics are. We're going to cover that a little bit more today and you may not see a lot of that language in the actual class concepts; they're more apparent in the work performance standards. Jessica and Ruth will be clarifying those differences.

Mr. Easton indicated NDOT does have a delegated agreement with the Division of Human Resource Management to perform classification functions. It is a requirement that we refer to NAC 284 and determine whether or not significant change has occurred. He further indicated he conducted the initial review of Mr. Reed's NPD-19, as well as a desk audit with Jessica Biggin, as a Subject Matter Expert. Once we reviewed that with Mr. Reed and got his input and he answered our questions, we determined from the desk audit that the duties were correctly assigned to the Right-of-Way Agent 2 class concepts and that we did not believe significant change had occurred.

Mr. Easton stated, "I'm just going to bring up the definition of significant change under NAC 284.126, just so it's clear what our requirements are before we can reclassify a position to another level in the series. Basically, we determined that no significant change occurred because there was no significant change in duties and responsibilities assigned to his position. We felt that his current duties were not outside the scope of the class as described by the class specification and they are part of the scope of responsibility of his position as a Right-of-Way Agent in the Utilities Section. We believe that the preponderance of duties and responsibilities are allocated to the correct class."

"Next, if you would go to Exhibit 3 in your handout, this is the NPD-19 that was submitted by Mr. Reed. If you go to Question No. 5, and Question No. 5 is really the most critical of all of the information that I look at, when we open that up and we look at it, we look for what duty statements have an asterisk next to them. If you note in the top section of the question, it says that any new duties should be asterisked."

Mr. Easton continued that we focused on what Mr. Reed believed were new and higher level duties. That was our charge, to determine whether or not Duty No. 2 and Duty No. 4 represented significant change. One of the things we also looked at is the percentage of time. If you add those two up, they do not equal 50%, so we've always gone by the 50% or more requirement to determine whether or not significant change has occurred. I believe earlier in Mr. Reed's statement he said from time to time he assists other Right-of-Way Agent 1s possibly, or 2s that are new, gives them direction or guidance if they don't have the information, but it doesn't sound like it's an ongoing process. It wouldn't encompass 50% or more of his time.

Again, looking at those two duties, we determined that there wasn't significant change and that these two duties were not considered higher level. We did not believe that the way he had defined those duties were correct. We don't believe that he's really doing project management as we would describe it at the 3 level and that he's not doing contract preparation.

Jessica Biggin, Assistant Chief of Right-of-Way, is our Subject Matter Expert. She is going to drill down a little bit deeper and talk about why she believes that he's not doing either of those two duties and what the difference would be between a Right-of-Way Agent 2 and a 3 in the Utilities Section.

Jessica Biggin: Introduced herself as Assistant Chief Right-of-Way Agent. She explained in Mr. Reed's NPD-19 he claims that he's performing a new duty as Job Element No. 2, Project Management at 30%. Mr. Reed states that he is responsible for coordinating a series of activities for the purpose of ensuring utility conflicts are addressed, agreements are executed on time, adjustments are completed and reimbursement, invoices and billings are accompanied with supporting documentation and are processed in a timely manner. Although Mr. Reed defines this as project management duties, Right-of-Way considers this as utility coordination duties, which all Right-of-Way Agents participate in these activities. This is not just specific to Right-of-Way Agent 3s.

Project management responsibilities for a Right-of-Way Agent 3 in Utilities include overseeing complex utility projects. They manage the operational aspects of ongoing utility projects. They ensure relocation coordination, design and construction from planning through project close-out. They prepare project cost estimates, track and augment agreement budgets and close-out agreements through right-of-way control. They also manage performance of consultants and/or the Right-of-Way Agent team. They lead all distribution and utility project planning and strategic activities. Right-of-Way Agent 3s perform these duties and Mr. Reed is not performing these duties.

Ms. Biggin continued Mr. Reed also claims in his NPD-19 that he is performing a new duty shown as Job Element No. 4, Contract Preparation at 15%. Mr. Reed states he creates a scope of work, roles and responsibilities for the Right-of-Way Agent Utilities, follows administrative services for request for proposal, the RFP procedures to contract for subsurface utility engineering and work. The Right-of-Way Division contends that Mr. Reed is not completing contracts; rather he is preparing service agreements for subsurface utility engineering.

Right-of-Way Agents create service agreements; the service agreement is a template. This is not a distinguishing characteristic between an Agent 2 and an Agent 3. Agents do not create a scope of work, however, a standard template is used. The Agent roles and responsibilities for Utilities is defined in the Right-of-Way Agent Manual and is required knowledge for all Right-of-Way Agents. The RFP Process is not the same as contract preparation. Right-of-Way is unsure where Mr. Reed is getting a 15% change in duties since according to our records, Mr. Reed's last service agreement was done three years ago. Also, this is not a higher level function and all Right-of-Way Agent 2s prepare service agreements for subsurface utility engineering.

Ruth Borelli: Introduced herself as Chief Right-of-Way Agent. She explained that NDOT believes Mr. Reed's duties are consistent with other Right-of-Way Agent 2s. She has worked with Right-of-Way for over 17 years in all aspects of the Right-of-Way Division, including Utilities; she was a Utility Agent. When she became aware of Mr. Reed's assertion that he was performing Agent 3 work as a 2, she contacted his direct supervisor, Mr. Moreno, and asked him to investigate these claims. After reviewing Mr. Reed's assignments, Mr. Moreno assured her that Mr. Reed was not working out of class. Please see Exhibits 3 and 4, specifically the email from Mr. Moreno to me stating that he is working within class. That email stated Ruth and I have been discussing through emails Erik Reed and his Agent 2 duties. I mentioned to Ruth that in my opinion, Mr. Reed is performing Agent 2 duties. Mr. Reed was directed not

to perform any Agent 3 work. It has been confirmed that Mr. Reed is not performing Agent 3 work. It has been determined by both Mr. Reed's direct supervisor and the Utility Assistant Chief that Mr. Reed does not work independently and does not have the proficiency in three of the five disciplines to do Agent 3 work. In the three of the five disciplines, it's not necessarily how often they're performing but the proficiency they have in those areas to perform independently.

Commissioner Mauger: Asked Mr. Easton if he had sat down with Mr. Reed to discuss his findings? **Rob Easton:** Related that he had spoken to Mr. Reed multiple times over the course of the last 12 months. Mr. Reed had asked him questions and called him because he wasn't familiar with the process. We communicated, but not probably to the extent that you're asking, no. **Ruth Borelli:** Indicated both Jessica Biggin and she, but specifically Jessica Biggin, has gone through this at length with Mr. Reed, explaining the differences between Agent 2s and Agent 3s.

Rob Easton: Concluded that after we had determined that there was no significant change in duties, as part of our delegated agreement, he did submit a letter to Mr. Reed explaining our position. Mr. Reed then appealed to the Division of Human Resource Management. As was cited earlier, a letter was sent to Mr. Reed after his position had been reviewed a second time by Mr. Long and they again believed that no significant change had occurred and denied the appeal. Which brings us here today. Based on the information that NDOT is presenting to you, we believe that Mr. Reed's NPD-19 should be denied. We respectfully request that the Commission deny his appeal based on the fact that no significant changes occurred and that his duties and normal responsibility are similar to other Right-of-Way Agent 2s in the Utility Section, which are both in the North and the South by the way. We believe that he's currently performing at the journey level and he's performing Right-of-Way Agent 2 duties. If the Commission had any additional questions, he was happy to answer those. If not, thank you very much for your time.

Commissioner Spurlock: Thanked the Department for putting together the presentation; he noted how helpful it was and how he wished more departments would do this. He added there's obviously a reason for why you feel the way you do. There's a reason why you have 1s, there's a reason why you have 2s and there's a reason why you have 3s. He noted that he doesn't know how many Right-of-Way Agent 2s and 3s the State has. It's a management decision to really design the work and decide how many 2s and 3s are needed. "You heard my question thrown out to Mr. Long earlier about regardless of specificity in the class concepts about doing a number of functions, like doing three of these five regularly versus two of these five regularly. Would you agree or tend to disagree with how I generally summed it up by what the intent I thought was of the 'advanced journey level work' of the three? Any major projects that the State has going on, such as again, lacking any better information, the ones I know are Project NEON, Highway 11 Corridor and so on?"

Ruth Borelli: Confirmed you are absolutely correct on the level of complexity. On less complex projects, you often will have one, maybe two relocations. Often they're permitted facilities which is a different process, much more simple process than unpermitted utilities with reimbursement rights. We have to put together agreements for those. Agent 2s often do have less complex projects with reimbursable utility relocations. For example, Project NEON is a good example of a complex project. There are 1,000 utility impacts on Project NEON that are being tracked. In addition, the Agent 3 that is running that project is giving direction and assisting the consultant through the process and has oversight over that project. That's a major, major project that we have going on. Boulder City Bypass is also significant. Coordination that was ongoing, not only because the utilities in those areas had prior rights, which required relocation agreements to be put together but also the costs tracked. It also had required complex coordination between our legal team and the utility companies as they negotiated acquisition of properties there. So it was a very complex project, although the number of impacts weren't to the level of NEON, it still was significant.

Ms. Borelli continued, as far as to the different areas of discipline, it's not necessarily that they're doing this ongoing. It's that they've achieved a level of proficiency that should that be assigned to them, that they could work independently on those areas. Several of our Agent 3s have expertise in appraisal. If we wanted to have them do what's called a Waiver Valuation, a Waiver Determination, they could do that because they have that background and they have that expertise. They're not doing that every day but they have the background and expertise to be assigned that work and pretty much left to be run with it. Same with property management; they may not be doing property management ongoing, but they know what to do when they're assigned property management.

Commissioner Mauger: Asked if Mr. Reed was aware of the summary the Department put out regarding his appeal and assumed Mr. Reed was basing his appeal on the findings of the summary. And, if he was, then it would've been helpful to the Commission to know specifically what he was appealing in the summary. Commissioner Mauger asked if he had seen it. **Erik Reed:** Stated, "I have not seen that; it's not in my classification appeal packet that I have in front of me today."

Commissioner Mauger: Asked if Mr. Reed based his appeal on the findings of his Department and what specifically was he addressing that would help the Commission? **Erik Reed:** Answered he learned today how the Department defines project management for the first time. If he would've had an opportunity to see how project management was defined by the Department, he would've spoken to that and compared his work to their definition of project management, citing examples. **Commissioner Mauger:** Asked for any comments he had. **Erik Reed:** Observed that it seems that the distinguishing factor is complexity and his argument has always been that complexity is not defined in the class specification, as a distinguishing factor between the two. He added that he has inherited other Right-of-Way Agent 3 files, projects, when they have gone on to work for other agencies. He is currently working on files that were assigned previously to Agent 3s and he had also been assigned to the Centennial Bowl Interchange which is the second busiest interchange in the State of Nevada with complex utility relocations and has significant consequence of error if he doesn't perform his job.

Commissioner Mauger: Stated he understood but the point he was making is that these outline the Department's position regarding your appeal. He added that would probably be the best place for you to go to help us distinguish what you feel you do versus what the Department feels you do.

Ruth Borelli: Addressed the reassignment of projects to Mr. Reed. It is not unusual for Agent 3s to do project coordination and have assignments that contain project coordination. Right-of-Way Agent 3 Utilities often have a heavy work load and that includes work that could easily be assigned to a 2. Not all our projects are complex.

MOTION:	Motion to deny the appeal of Mr. Erik Reed.
BY:	Commissioner Sanchez
SECOND:	Commissioner Spurlock
VOTE:	Motion passed unanimously.

Commissioner Mauger: Added, Mr. Reed, if you feel strongly about what your duties are or what your duties are not, then to me, just be a little bit more prepared and know what the position of the Department is versus what yours is and help us better define that, if that's what you choose. From his perspective, he was unable to determine and distinguish that.

Chairperson Fox: Acknowledged a five-minute break was requested. The meeting reconvened at 10:35 a.m.

VI. DISCUSSION AND APPROVAL OR DENIAL OF CLASS SPECIFICATION MAINTENANCE REVIEW - Action Item

A. Medical, Health & Related Services
   1. Subgroup: Health Related Services
      a. 10.240 Quality Assurance Specialist Series
   2. Subgroup: Allied Therapies
      a. 10.615 Speech Pathologist Series
B. Social Service & Rehabilitation
   1. Subgroup: Employment Security Claims, Examination & Placement
      a. 12.133 DETR Business Process Analyst Series

Heather Dapice: Introduced herself as a Supervisory Personnel Analyst with the Division of Human Resource Management Classification Unit. She presented for the Commission's approval the recommendation for changes to the class specification for the Quality Assurance Specialist and the Speech Pathologist Series. These are Items VI-A-1 and 2 on the agenda. As part of the biannual class specification maintenance review process, it is recommended that minor revisions be made to refresh language to maintain consistency with formatting and structure. These changes are identified in red in the handouts provided in the packet. We respectfully ask the Personnel Commission to approve these recommendations, effective this date.

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

MOTION:	Approval of Item VI-A, Medical Health & Related Services, Subgroup Health Related Services, to include Quality Assurance Specialist Series and Subgroup Allied Therapies, Speech Pathologist Series.
BY:	Chairperson Fox
SECOND:	Commissioner Sanchez
VOTE:	Motion passed unanimously.

Heather Dapice: Continued, with regard to Item VI-B-1 on the agenda, DETR Business Process Analyst, the position in this series has been classified to the Business Process Analyst series. As such, the series will no longer be utilized by the Department. It is therefore recommended that the DETR Business Process Analyst Series be abolished. We respectfully ask that the Commission approve this recommendation effective this date.

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

MOTION:	Approval of Item VI-B-1, Social Service & Rehabilitation, Subgroup Employment Security Claims, Examination & Placement, to include the DETR Business Process Analyst Series.
BY:	Commissioner Mauger
SECOND:	Commissioner Sanchez
VOTE:	Motion passed unanimously.

VII. REPORT OF UNCONTESTED CLASSIFICATION CHANGES

A. 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: #06-17
10.247 Health/Human Services Professional Trainee
Posting: #07-17
12.374 Family Services Specialist III
12.376 Family Services Specialist II
12.379 Family Services Specialist I
Posting: #08-17
7.801 Museum Director III
7.809 Museum Director II
7.810 Museum Director I
Posting: #09-17
7.139 Supervising Auditor II
7.145 Supervising Auditor I
7.148 Auditor III
7.154 Auditor II
7.164 Auditor I
Posting: #10-17
11.401 Chief Insurance Examiner
Posting: #11-17
11.239 Military Security Officer V
11.240 Military Security Officer IV
11.241 Military Security Officer III
11.242 Military Security Officer II
11.243 Military Security Officer I
Posting: #12-17
6.301 Manager II, Right-of-Way Survey Services-PLS
7.302 Manager I, Right-of-Way Survey Services

Chairperson Fox: Stated that no action was required on the part of the Commission.

VIII. DISCUSSION AND ANNOUCEMENT OF DATES FOR UPCOMING MEETINGS

Chairperson Fox: Noted that the next meeting is certain for June 23, 2017, and the following meeting would be September 29, 2017.

IX. COMMISSIONER COMMENTS

Chairperson Fox: Noted our new DAG has suggested that this be an agenda item, which she supported, so that each of you has the opportunity to request something from the Division or provide some comments that may be important that you want placed in the record. Or to even acknowledge, let's say, the retirement of somebody from State service. We want to make certain that we take the time to do that. She asked if there were comments or questions. There were none. She noted, as much as the Division can possibly do this, at the completion of the Legislature, to provide a report, or even a verbal executive summary, about changes to NRS which impact the State, specifically the Division. Or, the pay of employees. **Peter Long:** Stated, we'd be happy to do that.

X. PUBLIC COMMENT

Chairperson Fox: Advised 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.

Peter Long: Brought to the Commission's attention that he had the opportunity to see Commissioner Spurlock's daughter testify on a bill. He went on to say that after being over there multiple times he wished he had the polish and expertise that she had. She did a fantastic job.

Commissioner Spurlock: Thanked Mr. Long and wanted to let everyone know the reason why was his daughter saved her stepfather's life three years ago. She was 15 and had received CPR training at A-Tech, was alone with him in a house painting a wall when he collapsed; it was very severe. She got on the phone, told the dispatcher she knew CPR and started right away. The paramedics arrived and told her that she was pretty much the cause for him still being alive today and that he wouldn't have survived otherwise. Commissioner Spurlock related that his high school friend is president of the American Heart Association in Northern Nevada and knew about that situation, so she asked Sabrina to come testify, as the bill supports expanding CPR and defibrillator training in the public schools. Not a real hard requirement, but just a strong recommendation that they expand the training. He noted that he thought it will pass.

Chairperson Fox: Stated, that's very wonderful to hear. You must be very proud of her, Andy.

Commissioner Spurlock: Replied, very much so; thank you.

Chairperson Fox: Wished all the Commissioners and staff a beautiful weekend.

XI. ADJOURNMENT

Chairperson Fox: Adjourned the meeting.

Personnel Commission Meeting
June 23, 2017

FOR INFORMATION ONLY

Attached is a list of classes and positions which have previously been approved for pre-employment testing. This list has been provided for you to use as a reference when determining which classes and/or positions the Commission may wish to approve at this meeting.

STATE OF NEVADA
CLASSES APPROVED FOR PRE-EMPLOYMENT DRUG TESTING
CHANGES EFFECTIVE MARCH 10, 2017

(All positions in each class have been approved for pre-employment drug testing, unless otherwise noted (*) for a specific agency(s) and/or position(s). Classes in ***bold/italics*** are new to the list.)

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
1.608	FIELD ASSISTANT II (PARC)	
1.737	BIOLOGIST I*	AGR - PCN 4600-0025
1.770	WILDLIFE AREA SUPERVISOR II	
1.771	WILDLIFE AREA SUPERVISOR I	
1.772	FISH HATCHERY SUPERVISOR II	
1.774	FISH HATCHERY SUPERVISOR I	
1.776	FISH HATCHERY TECHNICIAN III	
1.778	FISH HATCHERY TECHNICIAN II	
1.780	FISH HATCHERY TECHNICIAN I	
1.785	WILDLIFE AREA TECHNICIAN III	
1.786	WILDLIFE AREA TECHNICIAN II	
1.787	WILDLIFE AREA TECHNICIAN I	
1.811	FORESTER III	
1.812	FIRE MANAGEMENT OFFICER II	
1.813	FORESTER II	
1.814	FIRE MANAGEMENT OFFICER I	
1.816	BATTALION CHIEF	
1.817	CONSERVATION CREW SUPERVISOR III	
1.818	FORESTER I	
1.819	FIREFIGHTER II	
1.820	CONSERVATION CREW SUPERVISOR II	
1.822	FIRE CONTROL DISPATCHER III	
1.823	SEASONAL FIRE CONTROL DISPATCHER II*	DCNR-FORESTRY DIVISION - ALL PCNS
1.824	SEASONAL FIRE CONTROL DISPATCHER I*	DCNR-FORESTRY DIVISION - ALL PCNS
1.825	CONSERVATION CREW SUPERVISOR I	
1.826	FIRE CONTROL DISPATCHER II	
1.827	FIRE CONTROL DISPATCHER I	
1.828	SEASONAL FIREFIGHTER III*	DCNR-FORESTRY DIVISION - ALL PCNS
1.829	SEASONAL FIREFIGHTER II*	DCNR-FORESTRY DIVISION - ALL PCNS
1.831	SEASONAL FIREFIGHTER I*	DCNR-FORESTRY DIVISION - ALL PCNS
1.835	HELITACK SUPERVISOR	
1.850	FIRE CAPTAIN	
1.852	FIREFIGHTER I	
1.907	PARKS REGIONAL MANAGER (NON-COMMISSIONED)	
1.912	PARK INTERPRETER	
1.918	LIFEGUARD II	
1.919	LIFEGUARD I	
1.921	PARK RANGER III (NON-COMMISSIONED)	
1.922	PARK RANGER II (NON-COMMISSIONED)	
1.923	PARK RANGER I (NON-COMMISSIONED)	
1.967	PARK SUPERVISOR III (NON-COMMISSIONED)	
1.968	PARK SUPERVISOR II (NON-COMMISSIONED)	
1.969	PARK SUPERVISOR I (NON-COMMISSIONED)	
2.124	MAIL SERVICE SUPERVISOR*	BCN - ALL PCNS
2.126	MAIL SERVICE TECHNICIAN*	BCN - ALL PCNS
2.127	MAIL SERVICE CLERK I*	BCN - ALL PCNS
2.129	MAIL SERVICE CLERK II*	BCN - ALL PCNS
2.153	LEGAL SECRETARY II*	TAXI - PCN 0038

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
2.210	ADMINISTRATIVE ASSISTANT IV*	DPS - PCNS 3743-0106, 3743-33, 4709-42, 4709-70, 4709-71, 4709-72, 4709-73, 4709-206, 4709-625, 4709-645, 4709-665, 4709-1004, 4709-1006, 4709-1007, 4709-1009, 4709-8004, 4709-8018, ***4709-8031, 4709-8038, 4709-8039, 4709-8040, 4709-8041, 4709-8042, 4709-8043,*** 4709-9013, 4713-0706, 4713-155, 4713-805; TAXI - PCN 0023
2.211	ADMINISTRATIVE ASSISTANT III*	DMV - PCNS RE7015, WF7047; DPS - PCNS 3743-0028, 3743-5, 3743-15, 3743-17, 3743-32, 3743-34, 3743-60, 3743-61, 3743-62, 3743-64, 3743-65, 3743-1011, 3743-1014, 3743-1017, 3743-1020, 3744-10, 3744-13, 3744-16, 3744-19, 4702-51, 4702-147, 4702-315, 4702-328, 4702-648, 4702-705, 4702-871, 4702-11033, 4702-11034, 4709-36, 4709-37, 4709-58, 4709-620, 4709-630, 4709-8005, 4709-8007, 4709-8010, 4709-8011, 4709-8016, 4709-8017, 4709-8019, 4709-8020, 4709-8021, 4709-9001, 4709-9002, 4709-9011, 4709-9012; TAXI - PCNS 0011, 0061
2.212	ADMINISTRATIVE ASSISTANT II*	DPS - PCNS 3743-1021, ***4702-32,*** 4709-2, ***4709-8044, 4709-8045, 4709-8046, 4709-8048,*** 4709-9003, 4709-9004, 4709-9005, 4709-9006, 4709-9007, 4709-9008, 4709-9009, 4709-9010, 4709-16, 4709-17, 4709-18, 4709-25, 4709-26, 4709-34, 4709-57, 4709-62, 4709-204, 4709-205, 4709-605, 4709-660, 4709-8006, 4709-8008, 4709-8009, 4713-0870; TAXI - PCNS 0003, 0013, 0020, 0043, 0046, 0066, 0074, 0075, 0092, 0095
2.301	ACCOUNTING ASSISTANT III*	DPS - PCNS 3743-16, 4709-38, 4709-8022
2.303	ACCOUNTING ASSISTANT II*	DPS - PCN 4709-15
2.819	SUPPLY TECHNICIAN III*	PURCHASING - PCN 0027
2.824	SUPPLY TECHNICIAN II*	PURCHASING - PCN 0029; BCN - ALL PCNS
2.827	SUPPLY ASSISTANT*	BCN - ALL PCNS
2.836	SUPPLY TECHNICIAN I*	BCN - ALL PCNS
3.203	FOOD SERVICE COOK/SUPERVISOR II*	BCN - ALL PCNS
3.206	FOOD SERVICE COOK/SUPERVISOR I*	BCN - ALL PCNS
3.213	FOOD SERVICE WORKER II*	BCN - ALL PCNS
3.218	FOOD SERVICE WORKER I*	BCN - ALL PCNS
3.505	DRIVER - SHUTTLE BUS	
3.506	DRIVER - VAN/AUTOMOBILE	
3.520	FAMILY SUPPORT WORKER III*	BCN - ALL PCNS
3.521	FAMILY SUPPORT WORKER II*	BCN - ALL PCNS
3.524	FAMILY SUPPORT WORKER I*	BCN - ALL PCNS
5.103	PRINCIPAL	
5.104	VICE PRINCIPAL	
5.106	ACADEMIC TEACHER	
5.112	VOCATIONAL EDUCATION INSTRUCTOR	
5.174	CHILD CARE WORKER II*	BCN - ALL PCNS
5.175	CHILD CARE WORKER I*	BCN - ALL PCNS
6.209	SUPERVISOR III, ASSOCIATE ENGINEER*	NDOT - PCNS 017009, 017046, ***018-037,*** ALL PCNS BEGINNING W/ 930
6.211	SUPERVISOR II, ASSOCIATE ENGINEER*	NDOT - PCNS 027006, 028006, 255001, ALL PCNS BEGINNING W/ 930
6.215	SUPERVISOR I, ASSOCIATE ENGINEER*	NDOT -PCNS 017021, 017034, 017048, 028008, ALL PCNS BEGINNING W/ 930
6.223	ADMINISTRATOR I, PROFESSIONAL ENGINEER*	NDOT - PCN 301012
6.224	MANAGER I, PROFESSIONAL ENGINEER*	NDOT - ALL PCNS BEGINNING W/ 930

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
6.228	STAFF II, ASSOCIATE ENGINEER*	NDOT - PCNS 018024, 018025, 018036, 018037, 018046, 018047
6.229	STAFF I, ASSOCIATE ENGINEER*	NDOT - PCNS 020014, 034001, 255002, 080001, 080002, 080005, 080006, 080007, 080010
6.305	ENGINEERING TECHNICIAN V*	NDOT - PCN 028015
6.308	ENGINEER TECHNICIAN IV*	NDOT - PCN 027023, ALL PCNS BEGINNING W/ 930
6.313	ENGINEERING TECHNICIAN III*	NDOT - PCNS 017037, 017038, 017039, 017040, 017041, 017042, 017050, 017051, 017052, 027019, 027022, 028010, 028011, 028013, 028016, 028021, 028022, 028030, 101342, 255003, ALL PCNS BEGINNING W/ 930
6.355	ARCHITECTURAL DRAFTER IV*	BCN - ALL PCNS
6.358	ARCHITECTURAL DRAFTER III*	BCN - ALL PCNS
6.750	CONSTRUCTION PROJECT COORDINATOR III*	BCN - ALL PCNS
6.751	PROJECT MANAGER III*	BCN - ALL PCNS
6.754	BUILDING CONSTRUCTION INSPECTOR III*	BCN - ALL PCNS
6.758	CONSTRUCTION PROJECT COORDINATOR II*	BCN - ALL PCNS
6.762	PROJECT MANAGER II*	BCN - ALL PCNS
6.763	PROJECT MANAGER I*	BCN - ALL PCNS
6.966	DEVELOPMENT TECHNICIAN IV*	BCN - ALL PCNS
6.978	DEVELOPMENT TECHNICIAN III*	BCN - ALL PCNS
6.979	DEVELOPMENT TECHNICIAN II*	BCN - ALL PCNS
6.980	DEVELOPMENT TECHNICIAN I*	BCN - ALL PCNS
6.981	ELECTRONICS TECHNICIAN II*	BCN, NDOC - ALL PCNS
6.987	ELECTRONICS TECHNICIAN III*	BCN, NDOC - ALL PCNS
6.988	ELECTRONICS TECHNICIAN I*	BCN, NDOC - ALL PCNS
7.141	ACCOUNTANT TECHNICIAN II*	DPS - PCNS 0030, 4709-1010
7.143	ACCOUNTANT TECHNICIAN I*	DPS - PCN ***4702-30***
7.154	AUDITOR II*	DHHS PBH - PCNS 0031, 0033, 0041
7.217	ADMINISTRATIVE SERVICES OFFICER II*	DPS - PCN 4709-23
7.218	ADMINISTRATIVE SERVICES OFFICER I*	DPS - PCN 3743-6
7.519	TRAINING OFFICER I*	NDOT - ALL PCNS
7.524	TRAINING OFFICER II*	DPS - NHP - HAZARDOUS MATERIALS - PCN 5
7.624	MANAGEMENT ANALYST III*	DPS - PCNS 4709-3, 4709-200
7.625	MANAGEMENT ANALYST II*	DPS - PCN 4709-39; TAXI - PCNS 0002, 0078
7.637	MANAGEMENT ANALYST I*	DPS - PCNS 3743-9, 3743-79, 4709-40
7.643	PROGRAM OFFICER III*	DHHS PBH - PCN 0038; DPS - PCN 4702-0086
7.647	PROGRAM OFFICER II*	BCN - PCN 41234; DMV - PCN CC4019; DPS- PCNS 3743-1022, 4709-19, 4709-24, 4709-35, 4709-8003, 4709-8012
7.649	PROGRAM OFFICER I*	DPS - PCN 3744-82, ***4702-322, 4709-8030, 4709-8036, 4709-8037*** ; FIRE MARSHAL - PCNS 4, 106; NDOC - PCNS 3710-0064, 3710-0202; BCN - PCNS 41672, 41673
7.653	PUBLIC SERVICE INTERN II*	NDOT - ALL PCNS BEGINNING W/ 940
7.655	BUSINESS PROCESS ANALYST III*	DPS - PCN 4709-8023
7.656	BUSINESS PROCESS ANALYST II*	DPS - PCNS 4702-0046, 4709-8024, 4709-8025
7.665	PUBLIC SERVICE INTERN I*	MIN - PCNS 09015, 09016, 09017, 09018, 09019, 09020, 09022, 09023
7.713	TRANSPORTATION TECHNICIAN III*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.714	TRANSPORTATION TECHNICIAN IV*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.715	TRANSPORTATION TECHNICIAN II*	NDOT - ALL PCNS BEGINNING W/ 805 & 813
7.722	TRAFFIC CENTER TECHNICIAN SUPERVISOR	
7.724	TRAFFIC CENTER TECHNICIAN II	
7.725	TRAFFIC CENTER TECHNICIAN I	
7.726	TRAFFIC CENTER TECHNICIAN TRAINEE	
7.745	STATISTICIAN II*	DPS - PCN 4709-21

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7.901	CHIEF IT MANAGER*	DPS - PCN 0005; NDOT - PCN 016060
7.902	IT MANAGER III*	DPS - PCNS 0127, 4709-0207
7.904	IT MANAGER I*	DPS - PCN 0020; NDOT - PCN 016065; BCN UNR - PCN 42286
7.921	IT PROFESSIONAL IV*	DPS - PCNS 0010, 0025, 0036, 0040, 0045, 0100, 0111, 0125, ***4709-8032*** ; NDOT - PCNS 016061, 016063
7.925	IT PROFESSIONAL III*	DPS - PCNS 0055, 0070, 0105, 0112, 0115, 0120, 0128, 0130, 0135, 0145, 4709-0150, ***4709-8033*** ; NDOT - PCNS 016062, 016064, 91001, 92001, 93002; BCN UNR - ALL FACILITIES SERVICES PCNS
7.926	IT PROFESSIONAL II*	DPS - PCNS 0015, 0050, 0110, 0200, 0201, 0202, 0251, 0260, 0450 0677, 0681, 0129; NDOT - PCNS 91005, 92002, 93001, 93003, 95001, 96001, 92003, 93005, 94003; BCN UNR - ALL FACILITIES SERVICES PCNS
7.928	IT TECHNICIAN VI*	DPS - PCNS 0026, 0204, 0205
7.929	IT PROFESSIONAL I*	DPS - PCN 0090; BCN UNR - ALL FACILITIES SERVICES PCNS
7.935	IT TECHNICIAN IV*	DPS - PCNS 0065, 0075, 0080, 0085, 0095, 0096
7.943	IT TECHNICIAN TRAINEE*	DPS - ALL PCNS
7.951	IT PROFESSIONAL TRAINEE*	DPS - ALL PCNS; BCN UNR - ALL FACILITIES SERVICES PCNS
9.103	HIGHWAY MAINTENANCE MANAGER	
9.106	HIGHWAY MAINTENANCE SUPERVISOR II	
9.115	HIGHWAY MAINTENANCE SUPERVISOR I	
9.117	HIGHWAY MAINTENANCE WORKER IV	
9.120	HIGHWAY MAINTENANCE WORKER III	
9.127	HIGHWAY MAINTENANCE WORKER II	
9.130	HIGHWAY MAINTENANCE WORKER I	
9.137	HIGHWAY CONSTRUCTION AID	
9.200	SPECIAL EQUIPMENT OPERATOR III	
9.201	EQUIPMENT OPERATION INSTRUCTOR	
9.203	SPECIAL EQUIPMENT OPERATOR II	
9.204	GROUNDS EQUIPMENT OPERATOR I*	BCN - ALL PCNS
9.205	SEASONAL FORESTRY EQUIPMENT OPERATOR	
9.208	DRIVER WAREHOUSE WORKER TRAINEE*	NDOC - ALL PCNS
9.209	GROUNDS EQUIPMENT OPERATOR II*	BCN - ALL PCNS
9.210	DRIVER WAREHOUSE WORKER I	
9.211	DRIVER WAREHOUSE WORKER II	
9.212	DRIVER WAREHOUSE SUPERVISOR	
9.315	HIGHWAY EQUIPMENT MECHANIC SPVR I	
9.317	HIGHWAY EQUIPMENT MECHANIC III	
9.318	HIGHWAY EQUIPMENT MECHANIC II	
9.321	HIGHWAY EQUIPMENT MECHANIC I	
9.322	EQUIPMENT MECHANIC IV*	BCN, DCNR-FORESTRY DIVISION - ALL PCNS
9.323	EQUIPMENT MECHANIC III*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOW - ALL PCNS
9.326	EQUIPMENT MECHANIC-IN-TRAINING IV*	BCN, NDOT - ALL PCNS
9.327	AUTO BODY WORKER*	NDOT - ALL PCNS
9.328	EQUIPMENT MECHANIC-IN-TRAINING III*	BCN, NDOT - ALL PCNS
9.330	EQUIPMENT MECHANIC-IN-TRAINING II*	BCN, NDOT - ALL PCNS
9.331	EQUIPMENT MECHANIC II*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW - ALL PCNS
9.332	EQUIPMENT MECHANIC-IN-TRAINING I*	BCN, NDOT - ALL PCNS
9.333	EQUIPMENT MECHANIC I*	BCN, DCNR-FORESTRY DIVISION, NDOC, NDOT, NDOW - ALL PCNS

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9.334	FLEET SERVICE WORKER IV*	BCN, NDOT - ALL PCNS
9.335	FLEET SERVICE WORKER III*	BCN, NDOT - ALL PCNS
9.336	FLEET SERVICE WORKER II*	BCN, NDOT - ALL PCNS
9.337	FLEET SERVICE WORKER I*	BCN, NDOT - ALL PCNS
9.353	AVIATION SERVICES OFFICER	
9.354	CHIEF PILOT	
9.355	PILOT II	
9.356	PILOT III	
9.357	AIRCRAFT MAINTENANCE SPECIALIST	
9.359	PILOT I	
9.404	HVACR SPECIALIST IV*	BCN - ALL PCNS
9.408	HVACR SPECIALIST II*	BCN, NDOC - ALL PCNS
9.413	HVACR SPECIALIST III*	BCN, NDOC - ALL PCNS
9.417	WELDER I*	BCN, NDOC, NDOT - ALL PCNS
9.418	LOCKSMITH I*	BCN, NDOC - ALL PCNS
9.420	HEAT PLANT SPECIALIST II*	BCN, NDOC - ALL PCNS
9.421	HVACR SPECIALIST I*	BCN, NDOC, NDOT - ALL PCNS
9.422	HEAT PLANT SPECIALIST IV*	BCN, NDOC - ALL PCNS
9.423	CARPENTER I*	BCN, NDOC, NDOT - ALL PCNS
9.424	CARPENTER II*	BCN, NDOC - ALL PCNS
9.425	HEAT PLANT SPECIALIST III*	BCN, NDOC - ALL PCNS
9.426	ELECTRICIAN I*	BCN, NDOC, NDOT - ALL PCNS
9.428	HEAT PLANT SPECIALIST I*	BCN, NDOC - ALL PCNS
9.429	PAINTER I*	BCN - ALL PCNS
9.430	WELDER II*	BCN, NDOC, NDOT - ALL PCNS
9.431	LOCKSMITH II*	BCN, NDOC - ALL PCN'S
9.432	PLUMBER I*	BCN, NDOC - ALL PCNS
9.434	EVENTS CENTER TECHNICIAN II*	BCN - ALL LAWLOR EVENTS CENTER PCNS
9.437	EVENTS CENTER TECHNICIAN I*	BCN - ALL LAWLOR EVENTS CENTER PCNS
9.439	CARPENTER III*	BCN - ALL PCNS
9.441	MAINTENANCE REPAIR SPECIALIST I*	BCN, NDOC, NDOT, NDOW, NSVH - ALL PCNS
9.445	MAINTENANCE REPAIR SPECIALIST II*	BCN, NDOC, NDOW - ALL PCNS
9.447	ELECTRICIAN II*	BCN, NDOC, NDOT - ALL PCNS
9.448	ELECTRICIAN III*	BCN, NDOC, NDOT - ALL PCNS
9.459	PAINTER II*	BCN - ALL PCN'S
9.460	PAINTER III*	BCN - ALL PCNS
9.462	PLUMBER II*	BCN, NDOC - ALL PCNS
9.463	PLUMBER III*	BCN - ALL PCNS
9.465	CRAFT WORKER-IN-TRAINING IV*	BCN - ALL PCNS
9.466	CRAFT WORKER-IN-TRAINING III*	BCN - ALL PCNS
9.467	CRAFT WORKER-IN-TRAINING II*	BCN - ALL PCNS
9.468	CRAFT WORKER-IN-TRAINING I*	BCN - ALL PCNS
9.470	THEATER TECHNICIAN I*	BCN - ALL PCNS
9.471	THEATER TECHNICIAN II*	BCN - ALL PCNS
9.481	MAINTENANCE REPAIR AID IV*	BCN - ALL PCNS
9.482	MAINTENANCE REPAIR AID III*	BCN - ALL PCNS
9.483	MAINTENANCE REPAIR AID II*	BCN - ALL PCNS
9.484	MAINTENANCE REPAIR AID I*	BCN - ALL PCNS
9.485	MAINTENANCE REPAIR WORKER IV*	BCN, NDOC - ALL PCNS
9.486	MAINTENANCE REPAIR WORKER III*	BCN, NDOC - ALL PCNS
9.487	MAINTENANCE REPAIR WORKER II*	BCN, NDOC, NSVH - ALL PCNS
9.488	MAINTENANCE REPAIR WORKER I*	BCN, NDOC, NSVH - ALL PCNS
9.496	WASTEWATER TREATMENT OPERATOR II*	NDOC - ALL PCNS
9.497	WASTEWATER TREATMENT OPERATOR I*	NDOC - ALL PCNS
9.514	RANCH MANAGER*	BCN UNR - PCN 41154
9.534	RESEARCH AID II*	BCN - ALL WOLF PACK MEATS PCNS
9.555	RESEARCH AID I*	BCN - ALL WOLF PACK MEATS PCNS

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9.580	RESEARCH TECHNICIAN*	BCN - ALL WOLF PACK MEATS PCNS
9.603	FACILITY MANAGER*	BCN, NDOC - ALL PCNS
9.606	FACILITY SUPERVISOR III*	BCN, NDOC - ALL PCNS
9.609	FACILITY SUPERVISOR II*	BCN, NDOC - ALL PCNS, NDOT - PCN 302001
9.610	GROUNDS SUPERVISOR III*	BCN - ALL PCNS
9.612	FACILITY SUPERVISOR I*	BCN, NDOC - ALL PCNS
9.616	CUSTODIAL SUPERVISOR IV*	BCN - ALL PCNS
9.617	CUSTODIAL SUPERVISOR III*	BCN - ALL PCNS
9.620	GROUNDS SUPERVISOR II*	BCN - ALL PCNS
9.623	CUSTODIAL SUPERVISOR II*	BCN - ALL PCNS
9.625	CUSTODIAL SUPERVISOR I*	BCN - ALL PCNS
9.627	GROUNDS SUPERVISOR I*	BCN - ALL PCNS
9.630	GROUNDS MAINTENANCE WORKER V*	BCN - ALL PCNS
9.631	CUSTODIAL WORKER II*	BCN - ALL PCNS
9.633	GROUNDS MAINTENANCE WORKER IV*	BCN - ALL PCNS
9.634	CUSTODIAL WORKER I*	BCN - ALL PCNS
9.635	GROUNDS MAINTENANCE WORKER III*	BCN - ALL PCNS
9.637	FACILITY ATTENDANT*	BCN - ALL PCNS
9.639	GROUNDS MAINTENANCE WORKER II*	BCN - ALL PCNS
9.641	GROUNDS MAINTENANCE WORKER I*	BCN - ALL PCNS
10.124	PSYCHOLOGIST IV*	NDOC - ALL PCNS
10.126	PSYCHOLOGIST III*	NDOC - ALL PCNS
10.132	PSYCHOLOGIST II*	NDOC - ALL PCNS
10.139	MENTAL HEALTH COUNSELOR II*	NDOC - ALL PCNS
10.141	MENTAL HEALTH COUNSELOR I*	NDOC - ALL PCNS
10.143	PSYCHOLOGIST I*	NDOC - ALL PCNS
10.144	CLINICAL SOCIAL WORKER II*	NDOC - ALL PCNS
10.146	TREATMENT HOME SUPERVISOR	
10.148	TREATMENT HOME PROVIDER	
10.150	CLINICAL SOCIAL WORKER I*	NDOC - ALL PCNS
10.151	CLINICAL SOCIAL WORKER III*	NDOC - ALL PCNS
10.179	PSYCHOMETRIST *	NDOC - ALL PCNS
10.217	HEALTH PROGRAM MANAGER II*	DHHS PBH - PCN 0037
10.229	MID-LEVEL MEDICAL PRACTITIONER*	DHHS, NDOC - ALL PCNS
10.244	QUALITY ASSURANCE SPECIALIST I*	NSVH - ALL PCNS
10.260	DENTAL CLINIC SUPERVISOR*	UNLV - ALL PCNS
10.262	DENTAL ASSISTANT III*	NDOC, UNLV - ALL PCNS
10.263	DENTAL ASSISTANT II*	NDOC, UNLV - ALL PCNS
10.264	DENTAL ASSISTANT I*	NDOC, UNLV - ALL PCNS
10.300	DIRECTOR, NURSING SERVICES II*	DHHS, NDOC - ALL PCNS, NSVH - ALL PCNS
10.301	DIRECTOR, NURSING SERVICES I*	DHHS, NDOC - ALL PCNS
10.305	PSYCHIATRIC NURSE III*	DHHS, NDOC - ALL PCNS
10.306	PSYCHIATRIC NURSE IV*	DHHS, NDOC - ALL PCNS
10.307	PSYCHIATRIC NURSE II*	DHHS, NDOC - ALL PCNS
10.309	PSYCHIATRIC NURSE I*	DHHS, NDOC - ALL PCNS
10.310	CHIEF OF NURSING SERVICES*	NDOC - ALL PCNS
10.316	CORRECTIONAL NURSE III*	NDOC - ALL PCNS
10.318	CORRECTIONAL NURSE II*	DHHS, NDOC - ALL PCNS
10.319	CORRECTIONAL NURSE I*	DHHS, NDOC - ALL PCNS
10.338	MENTAL HEALTH TECHNICIAN IV*	DHHS - ALL PCNS
10.339	DEVELOPMENTAL SUPPORT TECH IV*	DHHS - ALL PCNS
10.346	MENTAL HEALTH TECHNICIAN III*	DHHS - ALL PCNS
10.347	DEVELOPMENTAL SUPPORT TECH III*	DHHS - ALL PCNS
10.352	REGISTERED NURSE V*	NSVH - ALL PCNS
10.354	REGISTERED NURSE IV*	NSVH - ALL PCNS
10.355	REGISTERED NURSE III*	NSVH - ALL PCNS
10.356	MENTAL HEALTH TECHNICIAN II*	DHHS - ALL PCNS

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10.357	DEVELOPMENTAL SUPPORT TECH II*	DHHS - ALL PCNS
10.358	NURSE I*	DHHS, NDOC, NSVH - ALL PCNS
10.359	REGISTERED NURSE II*	NSVH - ALL PCNS
10.360	LICENSED PRACTICAL NURSE II*	DHHS, NDOC, NSVH - ALL PCNS
10.364	LICENSED PRACTICAL NURSE III*	DHHS, NDOC - ALL PCNS
10.365	LICENSED PRACTICAL NURSE I*	DHHS, NDOC - ALL PCNS
10.366	MENTAL HEALTH TECHNICIAN I*	DHHS - ALL PCNS
10.367	DEVELOPMENTAL SUPPORT TECH I*	DHHS - ALL PCNS
10.369	CERTIFIED NURSING ASSISTANT*	NDOC, NSVH - ALL PCNS
10.373	COMMUNITY HEALTH NURSING MANAGER*	DHHS - ALL PCNS
10.375	COMMUNITY HEALTH NURSE IV*	DHHS - ALL PCNS
10.376	COMMUNITY HEALTH NURSE III*	DHHS - ALL PCNS
10.377	COMMUNITY HEALTH NURSE II*	DHHS - ALL PCNS
10.378	COMMUNITY HEALTH NURSE I*	DHHS - ALL PCNS
10.536	ENVIRONMENTAL SCIENTIST II*	NDOT - PCNS 018012, 018013
10.540	MEDICAL MARIJUANA PROGRAM SUPERVISOR	
10.541	MEDICAL MARIJUANA PROGRAM INSPECTOR II	
10.542	MEDICAL MARIJUANA PROGRAM INSPECTOR I	
10.545	ENVIRONMENTAL SCIENTIST IV*	NDOT - PCN 018011
10.707	CHEMIST V*	BCN - ALL PCNS
10.708	CHEMIST IV*	BCN - ALL PCNS
10.710	MICROBIOLOGIST V*	BCN - ALL PCNS
10.711	MICROBIOLOGIST IV*	BCN - ALL PCNS
10.712	CHEMIST III*	BCN - ALL PCNS
10.713	CHEMIST II*	BCN - ALL PCNS
10.715	MICROBIOLOGIST III*	BCN - ALL PCNS
10.717	MICROBIOLOGIST II*	BCN - ALL PCNS
10.721	MICROBIOLOGIST I*	BCN - ALL PCNS
10.724	CHEMIST I*	BCN - ALL PCNS
10.723	PHARMACY TECHNICIAN II*	DHHS, NDOC - ALL PCNS
10.726	LABORATORY TECHNICIAN II*	BCN - ALL PCNS
10.728	PHARMACY TECHNICIAN I*	DHHS, NDOC- ALL PCNS
10.729	LABORATORY ASSISTANT II*	BCN - ALL PCNS
10.733	LABORATORY TECHNICIAN I*	BCN - ALL PCNS
10.736	LABORATORY ASSISTANT I*	BCN - ALL PCNS
10.769	STAFF RESEARCH ASSOCIATE IV*	BCN - ALL PCNS
10.770	STAFF RESEARCH ASSOCIATE III*	BCN - ALL PCNS
10.771	STAFF RESEARCH ASSOCIATE II*	BCN - ALL PCNS
10.772	STAFF RESEARCH ASSOCIATE I*	BCN - ALL PCNS
11.117	PUBLIC SAFETY DISPATCHER VI	
11.118	PUBLIC SAFETY DISPATCHER V	
11.120	PUBLIC SAFETY DISPATCHER IV	
11.122	PUBLIC SAFETY DISPATCHER III	
11.124	PUBLIC SAFETY DISPATCHER II	
11.126	PUBLIC SAFETY DISPATCHER I	
11.128	N.C.J.I.S. PROGRAM SPECIALIST SUPERVISOR*	DPS - PCNS 4709-13, 4709-14
11.129	N.C.J.I.S. PROGRAM SPECIALIST*	DPS - PCNS 4709-41, 4709-63, 4709-74, 4709-600, 4709-615, 4709-650, 4709-680, 4709-1005
11.130	N.C.J.I.S. PROGRAM SPECIALIST TRAINEE	
11.132	MANAGER, CRIMINAL JUSTICE RECORDS*	DPS - ALL PCNS
11.133	FINGERPRINT/RECORDS EXAMINER III*	DPS - PCNS 4709-201, 4709-8015
11.134	FINGERPRINT/RECORDS EXAMINER II*	DPS - PCNS 4709-6, 4709-7, 4709-33, 4709-59, 4709-61, 4709-202, 4709-590, 4709-8014
11.135	FINGERPRINT/RECORDS EXAMINER I	
11.144	FINGERPRINT/RECORDS SUPERVISOR*	DPS - PCNS 4709-4, 4709-5
11.239	MILITARY SECURITY OFFICER V	
11.240	MILITARY SECURITY OFFICER IV	

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
11.241	MILITARY SECURITY OFFICER III	
11.242	MILITARY SECURITY OFFICER II	
11.243	MILITARY SECURITY OFFICER I	
11.260	SECURITY OFFICER SUPERVISOR*	BCN, NSVH - ALL PCNS
11.263	SECURITY OFFICER*	BCN, MILITARY, NSVH - ALL PCNS
11.354	SUPERVISORY COMPLIANCE INVESTIGATOR*	DMV - PCN WF8508
11.358	COMPLIANCE INVESTIGATOR II*	DMV - PCNS RE8018, RE8025, RE8026, RE8028
11.363	COMPLIANCE/AUDIT INVESTIGATOR III*	B&I-INSURANCE DIV - PCN 0072; SOS - PCNS 0030, 0031, 0035, 0062, 0063, 0066
11.365	COMPLIANCE/AUDIT INVESTIGATOR II*	B&I-INSURANCE DIV - ALL PCNS; SOS - PCNS 0022, 0028, 0068
11.424	DMV SERVICES TECHNICIAN III*	DMV - PCNS RE5324, RE5328
11.506	FIRE & LIFE SAFETY INSPECTOR I	
11.510	FIRE & LIFE SAFETY INSPECTOR II	
11.540	SAFETY SPECIALIST, RAILWAY-TRACKS	
11.541	SAFETY SPECIALIST, RAILWAY-MOTIVE POWER	
11.542	SAFETY SPECIALIST, RAILWAY-HAZARDOUS	
11.543	SAFETY SPECIALIST, RAILWAY-OPERATING	
11.550	TAXICAB VEHICLE INSPECTOR I	
11.552	TAXICAB VEHICLE INSPECTOR II	
11.560	MANUFACTURED HOUSING INSPECTOR II	
11.561	MANUFACTURED HOUSING INSPECTOR I	
11.565	AGENCY LOSS CONTROL COORDINATOR*	NDOT - PCN 078002
12.466	SUBSTANCE ABUSE COUNSELOR III	
12.469	SUBSTANCE ABUSE COUNSELOR II	
12.470	SUBSTANCE ABUSE COUNSELOR I	
12.501	WARDEN	
12.510	CORRECTIONAL MANAGER	
12.517	CORRECTIONAL ASSISTANT*	NDOC - ALL PCNS
12.523	ASSISTANT SUPERINTENDENT, YOUTH FACILITY	
12.532	HEAD GROUP SUPERVISOR	
12.534	ASSISTANT HEAD GROUP SUPERVISOR	
12.535	GROUP SUPERVISOR IV	
12.537	GROUP SUPERVISOR III	
12.538	GROUP SUPERVISOR II	
12.541	GROUP SUPERVISOR I	
12.553	ASSOCIATE WARDEN	
12.556	CORRECTIONAL CASEWORK SPECIALIST III	
12.559	CORRECTIONAL CASEWORK SPECIALIST II	
12.565	CORRECTIONAL CASEWORK SPECIALIST I	
12.571	CORRECTIONAL CASEWORK SPECIALIST TR	
13.101	AGRICULTURE ENFORCEMENT OFFICER III	
13.102	AGRICULTURE ENFORCEMENT OFFICER II	
13.103	AGRICULTURE ENFORCEMENT OFFICER I	
13.111	DEPUTY BRAND INSPECTOR (COMMISSIONED)	
13.115	STAFF GAME WARDEN	
13.121	GAME WARDEN IV	
13.122	GAME WARDEN III	
13.123	GAME WARDEN II	
13.124	GAME WARDEN I	
13.131	PARKS REGIONAL MANAGER (COMMISSIONED)	
13.135	PARK SUPERVISOR III (COMMISSIONED)	
13.136	PARK SUPERVISOR II (COMMISSIONED)	
13.137	PARK SUPERVISOR I (COMMISSIONED)	
13.141	PARK RANGER III (COMMISSIONED)	
13.142	PARK RANGER II (COMMISSIONED)	
13.143	PARK RANGER I (COMMISSIONED)	

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
13.202	DPS MAJOR	
13.203	DPS CAPTAIN	
13.204	DPS LIEUTENANT	
13.205	DPS SERGEANT	
13.206	DPS OFFICER II	
13.207	DPS OFFICER I	
13.215	UNIVERSITY POLICE LIEUTENANT	
13.217	UNIVERSITY POLICE DETECTIVE	
13.221	UNIVERSITY POLICE SERGEANT	
13.222	UNIVERSITY POLICE OFFICER II	
13.223	UNIVERSITY POLICE OFFICER I	
13.234	SENIOR LAW ENFORCEMENT SPECIALIST	
13.241	SUPERVISORY CRIMINAL INVESTIGATOR II	
13.242	SUPERVISORY CRIMINAL INVESTIGATOR I	
13.243	CRIMINAL INVESTIGATOR III	
13.244	CRIMINAL INVESTIGATOR II	
13.245	CRIMINAL INVESTIGATOR I	
13.246	AG DEPUTY CHIEF INVESTIGATOR*	AG - ALL PCNS
13.247	AG CRIMINAL INVESTIGATOR, SUPERVISOR*	AG - ALL PCNS
13.248	AG CRIMINAL INVESTIGATOR II*	AG - ALL PCNS
13.249	AG CRIMINAL INVESTIGATOR I*	AG - ALL PCNS
13.251	CHIEF INVESTIGATOR, COMPLIANCE/ ENFORCEMENT	
13.255	SUPERVISORY COMPLIANCE/ENFORCEMENT	
13.256	COMPLIANCE/ENFORCEMENT INVESTIGATOR III	
13.257	COMPLIANCE/ENFORCEMENT INVESTIGATOR II	
13.258	COMPLIANCE/ENFORCEMENT INVESTIGATOR I	
13.263	UNIT MANAGER, YOUTH PAROLE BUREAU	
13.265	YOUTH PAROLE COUNSELOR III	
13.266	YOUTH PAROLE COUNSELOR II	
13.267	YOUTH PAROLE COUNSELOR I	
13.301	INSPECTOR GENERAL	
13.309	CORRECTIONAL CAPTAIN	
13.310	CORRECTIONAL LIEUTENANT	
13.311	CORRECTIONAL SERGEANT	
13.312	SENIOR CORRECTIONAL OFFICER	
13.313	CORRECTIONAL OFFICER	
13.314	CORRECTIONAL OFFICER TRAINEE	
13.321	FORENSIC SPECIALIST IV	
13.322	FORENSIC SPECIALIST III	
13.323	FORENSIC SPECIALIST II	
13.324	FORENSIC SPECIALIST I	
U3720	DIVISION ADMINISTRATOR, RECORDS &	DPS - PCN 4709-1
U3916	PROGRAM MANAGER, OIL/GAS/GEOTHERMAL	MIN - PCN 0002
U3918	DEPUTY ADMINISTRATOR, MINERALS	MIN - PCN 0006
U3919	CHIEF FOR DANGEROUS MINES	MIN - PCN 0007
U3930	CHIEF FOR MINE REGULATION	MIN - PCN 0009
U3932	FIELD SPECIALIST, MINERALS	MIN - PCNS 0011, 0021, 0031
U4102	BUREAU CHIEF, YOUTH PAROLE	
U4013	DIVISION ADMINISTRATOR, TAXICAB AUTHORITY	
U4141	DEPUTY DIVISION ADMINISTRATOR, TAXICAB	
U4706	ADMINISTRATOR, MINERALS	MIN - PCN 0001
U9010	CHIEF, NEVADA HIGHWAY PATROL	
U9033	DEPUTY DIRECTOR, INDUSTRIAL PROGRAMS	
U9034	DEPUTY DIRECTOR, OPERATIONS SOUTH	
U9041	CHIEF GAME WARDEN	
U9074	PHARMACIST 1*	DHHS, NDOC - ALL PCNS

CLASS/ TITLE CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
U9075	PHARMACIST 2*	DHHS - ALL EXCEPT PCN 3243-0014; NDOC - ALL PCNS
U9076	PHARMACIST 3*	DHHS, NDOC - ALL PCNS
U9085	SENIOR INSTITUTIONAL DENTIST (RANGE A)*	NDOC - ALL PCNS
U9086	SENIOR INSTITUTIONAL DENTIST (RANGE B)*	NDOC - ALL PCNS
U9087	SENIOR PHYSICIAN (RANGE C)*	DHHS, NDOC - ALL PCNS
U9088	SENIOR PSYCHIATRIST (RANGE C)*	DHHS, NDOC - ALL PCNS

LEGEND	
AG	Office of the Attorney General
AGR	Department of Agriculture
BCN	(Nevada System of Higher Education) Business Center North
BCN UNR	(Nevada System of Higher Education) Business Center North, University of Nevada Reno
B&I	Department of Business & Industry
DCNR	Department of Conservation & Natural Resources
DHHS	Department of Health & Human Services
DHHS PBH	Department of Health & Human Services, Division of Public & Behavioral Health
DMV	Department of Motor Vehicles
DPS	Department of Public Safety
ESD	Department of Employment, Training & Rehabilitation, Employment Security Division
MIN	Commission on Mineral Resources, Division of Minerals
NHP	Department of Public Safety, Nevada Highway Patrol
NDOC	Department of Corrections
NDOT	Department of Transportation
NDOW	Department of Wildlife
NSVH	Office of Veterans Services, Nevada State Veterans Home
SOS	Secretary of State
TAXI	Department of Business & Industry, Nevada Taxicab Authority
UNLV	(Nevada System of Higher Education) University of Nevada Las Vegas

FOR DISCUSSION AND POSSIBLE ACTION

NRS 284.4066 provides for the pre-employment testing for controlled substances of applicants for positions affecting public safety. This law requires the appointing authority to identify the specific positions that affect public safety, subject to the approval of the Personnel Commission.

The Department of Agriculture has requested the following positions be added to the classes/positions approved for pre-employment screening for controlled substances for the provided reason(s):

AGENCY	CLASS/ TITLE CODE	TITLE	POSITION CONTROL NUMBER	REASON FOR ADDITION
Agriculture	1.401	Weights and Measures Inspector IV	4551-0011, 4551-0022	Required to maintain a commercial driver's license
Agriculture	1.404	Weights and Measures Inspector III	4551-0013	Required to maintain a commercial driver's license
Agriculture	1.407	Weights and Measures Inspector II	4551-0014, 4551-0015, 4551-0023, 4551-0024, 4551-0025, 4551-0028, 4551-0045, 4551-0047, 4551-0049, 4551-0102, 4551-0105	Required to maintain a commercial driver's license
Agriculture	1.413	Weights and Measures Assistant (Seasonal)	4551-8911, 4551-8912, 4551-8913	Required to maintain a commercial driver's license

The United States Department of Transportation, Federal Motor Carrier Safety Administration requires pre-employment drug testing of individuals who operate a commercial motor vehicle and are subject to the requirement of a commercial driver's license.

Additionally, the class specifications for class series Weights and Measures Inspector and Weights and Measures Assistant (Seasonal) have been changed to reflect the addition of the requirement for pre-employment screening for controlled substances for approved positions.

Staff recommends the approval of the requested positions.

The Department of Agriculture has indicated that a representative will be available to answer Commissioners' questions.

Brian Sandoval
Governor

Patrick Cates
Director

Peter Long
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
Agency HR Services

400 W. King Street, Suite 406 | Carson City, Nevada 89703
Phone: (775) 684-0201 | www.hr.nv.gov | Fax: (775) 687-1150

Date: March 31, 2017

To: Shelley Blotter, Deputy Division Administrator
Division of Human Resource Management

From: Kathleen Kirkland, Personnel Officer III
Agency HR Services

Subject: PRE-EMPLOYMENT TESTING FOR CONTROLLED SUBSTANCES – ITEM FOR PERSONNEL COMMISSION AGENDA

The Department of Agriculture, Division of Consumer Equitability (Budget Account 4551) is requesting that the following positions be added to the list of positions required to undergo pre-employment screening for controlled substances.

Class Code	Class Title	PCN
01.401	Weights and Measures Inspector IV	0022, 0011
01.404	Weights and Measures Inspector III	0013
01.407	Weights and Measures Inspector II	0014, 0015, 0023, 0024, 0025, 0028, 0045, 0047, 0049, 0102, & 0105
01.413	Weights and Measures Assistant Seasonal	8911, 8912, & 8913

The Weights and Measures Inspectors must operate a diesel truck and trailer, and therefore, incumbents are required to obtain and maintain a Nevada Commercial Driver's License (CDL) as a condition of employment. The request to add the before mentioned positions to the authorized pre-employment screening for controlled substances is being made to ensure compliance with Federal regulations pertaining to the attainment and maintenance of an Alcohol and

Controlled Substances-Free Workplace. These requirements are outlined by the U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA), under Title 49 CFR Part 382 and Part 40. The U.S. Department of Transportation requires that drivers requiring a CDL be subject to the following types of controlled substance screenings: 1. Pre-employment testing 2. Reasonable suspicion testing 3. Post-accident testing 4. Random testing 5. Return to duty testing and 6. Follow-up testing. We respectfully request your support in the approval of adding these positions to the Classes Approved for Pre-Employment Drug Testing.

An agency representative will be present at the Personnel Commission meeting to answer any questions. If you require additional information, please contact me at (775) 684-0209.

Cc: Carrie Hughes, Division of Human Resource Management

TITLE	GRADE	EEO-4	CODE
WEIGHTS AND MEASURES INSPECTOR IV	**36**	**C**	**1.401**
WEIGHTS AND MEASURES INSPECTOR III	**33**	**C**	**1.404**
WEIGHTS AND MEASURES INSPECTOR II	**31**	**C**	**1.407**
WEIGHTS AND MEASURES INSPECTOR I	**29**	**C**	**1.410**

SERIES CONCEPT

Weights and Measures Inspectors inspect all commercial weighing and measuring devices, enforce applicable regulations, and sample gasoline and diesel fuel for quality in order to protect the economic interests of consumers and merchants in the State.

Test gasoline dispensers, linear measuring devices, petroleum gas measuring devices, small and large capacity scales, and large capacity meters; check equipment for wear, malfunctioning, or other problems; verify weighing or measuring accuracy with appropriate weights, meters, or measuring standard; record information on report form; calculate allowable tolerance; determine if devices are within compliance; remove and release from service in order to protect the public and business owners from inaccurate scales and measuring devices.

Perform petroleum inspections; visually check advertising and labeling; obtain samples for laboratory analysis, and verify brands are properly registered in order to prevent confusion and fraud, promote fair competition in the industry, and protect the environment from pollution.

Investigate violations and consumer complaints; record available data; complete consumer interview; check devices suspected of malfunctioning; evaluate information obtained; prepare report; recommend corrective actions for restitutions substantiated; collect, preserve and safeguard evidence; and report information to enforcement agencies as appropriate.

Maintain testing equipment and standards; perform preventive and minor maintenance; maintain records of equipment servicing; and test against official State standards to ensure accuracy and proper calibration.

Audit Public Weighmasters; review certificates of weights to verify that transactions are accurately reported and records are properly maintained; and test weighing devices.

Verify prices in retail establishments; ensure that commodity prices reflect the point-of-sale system price.

Prepare and maintain files, records and reports; file inspection documents; record information; document consumer complaints; submit work activity reports; list businesses with weighing and measuring devices; remove obsolete files; and develop an annual inspection schedule, in order to document work completed, account for fees assessed, and plan future activities.

Perform related duties as assigned.

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CLASS CONCEPTS

Weights and Measures Inspector IV: Under limited supervision, incumbents are responsible for a regional weights and measures inspection program. The incumbents supervise Weights and Measures Inspectors at the I, II, and III levels involved in ensuring that weighing and measuring devices in commercial use in the State are licensed, accurate and suitable for their intended use.

Weights and Measures Inspector III: Under general supervision, incumbents supervise fewer than three lower level Weights and Measures Inspectors in a designated geographic area, in addition to performing the full range of duties outlined in the series concept. Incumbents are supervised by a position which may be based at a different location.

Weights and Measures Inspector II: Under general supervision, incumbents perform the full range of duties outlined in the series concept. Incumbents provide field training to newly-hired personnel. This is the journey level in the series.

Weights and Measures Inspector I: Under close supervision, incumbents receive training in performing all or part of the duties outlined in the series concept. This is the trainee level in the series. Progression to the journey level may occur upon meeting minimum qualifications, satisfactory performance and with the approval of the appointing authority.

****

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 a pre-employment screening for controlled substances.***

INFORMATIONAL NOTES:

* Some positions in this series must operate a diesel truck and trailer. Incumbents in those positions must obtain a Nevada Commercial Driver's License (CDL) within one year of appointment and maintain a current CDL for continuing employment.
* Positions in this series must obtain and maintain applicable professional certifications issued by the National Institute of Standards and Technology and the National Conference on Weights and Measures (NCWM) as a condition for continuing employment.

WEIGHTS AND MEASURES INSPECTOR IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of technical experience in applying weights and measures regulations; **OR** one year of experience as a Metrologist II or Weights and Measures Inspector III in Nevada State service; **OR** three years of experience as a Weights and Measures Inspector II in Nevada State service; **OR** an equivalent combination of education and experience. *(See **Special Requirement and** Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: weighing and measuring devices; businesses which use weighing and measuring devices. **Working knowledge of:** adopted National Institute of Standards and Technology (NIST) Handbook 44 and 133. **Ability to:** use technical test equipment necessary for the proper inspection of weighing and measuring devices; read and interpret technical manuals and adopted handbooks officially

MINIMUM QUALIFICATIONS (cont'd)

WEIGHTS AND MEASURES INSPECTOR IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application) (cont'd)
used in the examination of weighing and measuring devices; develop procedures and correspond with regulated industries and governmental agencies conducting activities involving weights, measures and petroleum products; perform measurement operations involving customary weights and measures; use metric measurements and make conversions to customary equivalents; supervise personnel; utilize resources effectively; mediate between contending parties; *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: Weights and Measures policies and procedures. **Working knowledge of:** supervisory principles and techniques; State purchasing policies and procedures; hearing procedures; regulations administered by Weights and Measures.

WEIGHTS AND MEASURES INSPECTOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of technical experience in applying weights and measures regulations; **OR** two years of experience as a Weights and Measures Inspector II in Nevada State service; **OR** an equivalent combination of education and experience. *(See **Special Requirement and** Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application)
Working knowledge of: laws covering the operation of a multiple axle truck and trailer; math, physics, and electronics as applied to weights and measures; scale and petroleum systems to enable correct analysis of their operation; proper safety procedures when working with hazardous chemicals, flammable liquids, and handling of mass weights; weighing and measuring devices; NIST regulations including Handbook-133 as pertains to package checking and inspections. **Ability to:** apply and enforce weights and measures regulations and procedures; make independent decisions in the field; interpret statutes, rules and procedures; independently investigate and resolve consumer complaints; train lower level inspectors; communicate effectively both orally and in writing; *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 Weights and Measures Inspector IV.)

WEIGHTS AND MEASURES INSPECTOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience in the inspection, maintenance or installation of mechanical or electrical equipment, one year of which included weighing and/or measuring devices; **OR** one year of experience as a Weights and Measures Inspector I in Nevada State service; **OR** an equivalent combination of education and experience. *(See **Special Requirement and** Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: weight categories and conversions, such as troy ounce to grams and carets to grains. **General knowledge of:** math, physics, and electronics as applied to weights and measures; proper safety procedures when working with hazardous chemicals, flammable liquids, and handling of heavy weights; laws covering the operation of a multiple axle truck and trailer. **Ability to:** plan, schedule and budget time; prepare written reports; properly handle monies assessed and received for State services;

MINIMUM QUALIFICATIONS (cont'd)

WEIGHTS AND MEASURES INSPECTOR II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application) (cont'd) explain policies and procedures related to weighing and measuring devices; *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 Weights and Measures Inspector III.)*

WEIGHTS AND MEASURES INSPECTOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience in the inspection, maintenance or installation of mechanical and/or electrical equipment; **OR** an equivalent combination of education and experience. *(See **Special Requirement and** Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **General knowledge of:** basic math, physics and electronics as applied to weights and measures; weight categories and conversions; basic safety procedures used when working with hazardous chemicals, flammable liquids, and handling mass weights; basic mechanical principles; safe and defensive driving techniques. **Ability to:** prepare routine reports and explain procedures and policies; communicate effectively with the public.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Weights and Measures Inspector 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 class.

	1.401	1.404	1.407	1.410
ESTABLISHED:	7/1/71	6/4/61	6/5/61	6/5/61
REVISED:			6/1/63	
REVISED:				7/1/63
REVISED:		11/30/64		
REVISED:		7/1/71	7/1/71	7/1/71
REVISED:	3/1/72			
REVISED:	7/2/75R	7/2/75R	7/2/75R	7/2/75R
	5/28/76PC	5/28/76PC	5/28/76PC	5/28/76PC
REVISED:				
REVISED:		7/27/84-3		
REVISED:	7/1/87-12	7/1/87-12	7/1/87-12	7/1/87-12
	10/17/86PC	10/17/86PC	10/17/86PC	10/17/86PC
REVISED:	7/1/97P	7/1/97P	7/1/97P	7/1/97P
	6/6/96PC	6/4/96PC	6/4/96PC	6/4/96PC
REVISED:	3/8/13PC	3/8/13PC	3/8/13PC	3/8/13PC
REVISED:	06/30/15UC	06/30/15RNC	06/30/15RNC	06/30/15RNC
REVISED:	***06/23/17PC***	***06/23/17PC***	***06/23/17PC***	***06/23/17PC***

TITLE	GRADE	EEO-4	CODE
WEIGHTS AND MEASURES ASSISTANT (SEASONAL)	**22**	**E**	**1.413**

Under close supervision, the Weights and Measures Assistant perform unskilled tasks associated with the inspection and certification of all commercial weighing and measuring devices and sampling gasoline and diesel fuel quality in order to protect the economic interests of consumers and merchants in the State.

Assist staff with duties involving inspection and certification of small and large capacity scales and meters; check equipment for wear, malfunctioning or other related problems.

Assist staff in performing metrology calibrations; moving weights; recording inspection information; prepare and maintain files, records and reports.

Assist staff in performing petroleum inspections; obtain samples for laboratory analysis; test fuel dispensers.

Assist staff in preventive and minor maintenance of equipment; maintain records of equipment servicing.

Perform related duties as assigned.

****

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

* ***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 a pre-employment screening for controlled substances.***
* A valid driver's license is required at the time of appointment and as a condition of continued employment.
* Travel across the State is required more than 50% of the time.
* Safety footwear is required for this position at the expense of the incumbent.

INFORMATIONAL NOTES:

* Some positions in this series must operate large class C trucks and pull trailers carrying CE equipment and materials. Incumbents in these positions must possess a Nevada Commercial Driver's License at the time of employment and as a condition of continuing employment. This requirement will be identified at the time of recruitment.
* This position frequently works around various offensive odors such as diesel, kerosene, AVGAS and JET A, LPG and bovine/ovine/porcine/murine/hircine manure.
* This position routinely lifts and places 50lb weights up to a maximum of 550lbs (eleven 50lb weights, one at a time).

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of general work experience. (*See Special Requirements and Informational Notes*)

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: basic math and measuring techniques; recordkeeping methods. **Ability to:** read and oral and written directions; maintain routine records; perform preventive and minor maintenance on equipment; perform physical labor requiring moderate physical strength.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
General knowledge of: weight categories and conversions; basic safety procedures used when working with hazardous chemicals, flammable liquids and handling mass weights; basic equipment maintenance principles. **Ability to:** prepare routine reports; communicate effectively with the public.

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.

1.413

ESTABLISHED: 12/2/15UC
REVISED: ***06/23/17PC***

FOR DISCUSSION AND POSSIBLE ACTION

NRS 284.4066 provides for the pre-employment testing for controlled substances of applicants for positions affecting public safety. This law requires the appointing authority to identify the specific positions that affect public safety, subject to the approval of the Personnel Commission.

The Department of Public Safety (DPS) has requested the following positions be added to the classes/positions approved for pre-employment screening for controlled substances for the provided reason(s):

AGENCY	CLASS/ TITLE CODE	TITLE	POSITION CONTROL NUMBER	REASON FOR ADDITION
DPS	2.210	Administrative Assistant IV	4701-0106, 4701-0155, 4701-0706, 4701-0805, 4701-0870	Works with, secures, and destroys illegal controlled substances; access to criminal history information
DPS	7.647	Program Officer II	4701-0950	Works with, secures, and destroys illegal controlled substances; access to criminal history information

The requested positions work in DPS' Evidence Vault. Additionally, DPS positions in classes 2.210 and 7.647 have previously been approved for pre-employment controlled substance screening by the Commission.

Staff recommends the approval of the requested positions.

DPS has indicated that a representative will be available to answer Commissioners' questions.

Brian Sandoval
Governor

Nevada Department of Public Safety

James M. Wright
Director

Jackie Muth
Deputy Director

Director's Office
555 Wright Way
Carson City, Nevada 89711-0525
Telephone (775) 684-4808 • Fax (775) 684-4809

Memorandum

DATE: March 17, 2017

TO: Shelly Blotter, Chief Personnel Manager

FROM: James DiBasilio,
Administrative Services Officer III

SUBJECT: Pre-Employment Drug Testing Additional PCN's

Please accept this as a formal request to add the following civilian positions to the pre-employment drug testing list.

2.210 Administrative Assistant IV: Agency 650 4701-**0106**, 4701-**0155**, 4701-**0706**, 4701-**0805**, 4701-**0870**

07.647 Program Officer II: Agency 650 4701-**0950**

All these positions work with, secure and destroy illegal controlled substances. These positions also have access to criminal history information and various databases used by law enforcement agencies to assist in the performance of their job the duties.

These positions are assigned to the Department of Public Safety's Evidence Vault, Agency 650, budget account 4701. They have access to criminal and sensitive information. It is critical that all of the positions included in this budget account be free of drug use.

If you require further information, please contact Sylvia Terrazas, Evidence Vault Manager at (775) 684-4554 or at sterrazas@dps.state.nv.us. Thank you for your assistance and consideration.

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:
June 23, 2017.

Item V-A-1-a

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
2.300	Accounting Assistant IV	29	F	***2.300***	***Accounting Assistant IV***	***29***	***F***
2.301	Accounting Assistant III	27	F	***2.301***	***Accounting Assistant III***	***27***	***F***
2.303	Accounting Assistant II	25	F	***2.303***	***Accounting Assistant II***	***25***	***F***
2.306	Accounting Assistant I	23	F	***2.306***	***Accounting Assistant I***	***23***	***F***

EXPLANATION OF CHANGE

The Nevada Department of Administration, Division of Human Resource Management, conducted a class specification maintenance review for the Accounting Assistant series.

The agencies utilizing this classification series unanimously agreed that changes were not necessary at this time. The Nevada Department of Administration, Division of Human Resource Management, recommends minor revisions to maintain consistency in class specification formatting and structure, as well as grammar and verbiage.

Accounting Assistants supervise and participate in the performance of clerical accounting work in the maintenance of accounts and accounting records for state agencies, following state and agency accounting procedures in the areas of payroll, budgetary accounting, cash flow, and revenues and expenditures. Incumbents prepare and process accounts receivable and payable documents; review accounting guidelines; and collect data for standard recurring reports or prepare internal ad hoc reports that combine historical data with the Controller's reports.

2.300 – Accounting Assistant IV, Grade 29: Incumbent functions as a unit supervisor in a large, complex accounting environment which serves multiple divisions or statewide programs, services and activities; organizes, coordinates and ensures the timely completion of higher level clerical accounting work performed by at least three subordinate Accounting Assistant III and/or II positions; spends the preponderance of its time resolving difficult

problems referred by subordinate staff and training, supervising and evaluating the performance of assigned staff.

2.301 – Accounting Assistant III, Grade 27: Incumbent performs the highest level of clerical accounting work in a large, complex accounting environment or supervises the entire accounting maintenance function of a small program or agency; applies discretion and independent judgment; reviews and reconciles clerical accounting documents prepared by others; provides technical assistance to staff; assists with developing procedures to implement or improve work processes; and develops work spreadsheets and other data collection processes for the purpose of tracking and organizing accounts related information.

2.303 – Accounting Assistant II, Grade 25: Incumbent performs a variety of clerical accounting work; maintains records and tracks balances for diverse general ledger groups and/or categories; prepares a variety of accounts payable and receivable documents; and assigns accounting codes in compliance with complex rules, regulations and procedures which may include contractual and grant limitations.

2.306 – Accounting Assistant I, Grade 23: Incumbent performs clerical accounting duties that are limited in variety, recurring and generally follow established routines. The incumbent supports a work unit or program in an assigned agency.

Throughout the course of the study, management participated by offering recommendations and reviewing changes as the process progressed. Management supports this recommendation.

Note: Changes, additions and/or deletions on the class specification are noted in red.

TITLE	GRADE	EEO-4	CODE
ACCOUNTING ASSISTANT IV	**29**	**F**	**2.300**
ACCOUNTING ASSISTANT III	**27**	**F**	**2.301**
ACCOUNTING ASSISTANT II	**25**	**F**	**2.303**
ACCOUNTING ASSISTANT I	**23**	**F**	**2.306**

SERIES CONCEPT

Accounting Assistants must, as the majority of their duties, supervise and participate in the performance of clerical accounting work in the maintenance of accounts and accounting records for State agencies, following State and agency accounting procedures in the areas of payroll, budgetary accounting, cash flow, revenues and expenditures. Incumbents prepare and process accounts receivable and payable documents; review accounting system reports for accuracy and make corrections such as coding to ensure compliance with clearly established guidelines; collect data for standard recurring reports or prepare internal ad hoc reports that combine historical data with Controller's reports; and perform related duties as assigned.

In contrast, positions allocated to the Accountant Technician classes perform technical accounts maintenance work for agencies with complex accounting functions or systems. Factors that contribute to complexity include federal grant reporting, guidelines other than those contained in the State Administrative Manual, enterprise accounting, complex fund accounting[~~,~~] and external reporting requirements. Accountant Technicians monitor and maintain accounting and related records requiring specialized calculations[~~,~~] and correcting and adjusting journal or general ledger entries; design and implement report formats and data collection systems; prepare reports including both data and narrative reporting and interpretation; and consolidate reports generated by various accounting functions or levels, making recommendations and reaching conclusions. In addition, Accountant Technicians function with considerable independence when completing specialized transactions, resolving processing problems, researching and correcting errors[~~,~~] and reconciling accounts which are not clearly dictated by regulations and require a series of actions which may vary with specific circumstances.

ALLOCATION OF POSITIONS

Allocation of positions to a level within the series is 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. [~~Employees~~] ***Incumbents*** may be assigned supervision or leadworker responsibility at any level in the series, but this responsibility does not, by itself, warrant allocation to a higher level.

Levels within the Accounting Assistant series are distinguished by the complexity of accounts maintained; the variety and difficulty of processes and methods used; the degree of problem solving and evaluation required; and the type of supervision received and exercised. The complexity of accounts maintained ranges from routine accounts which do not involve a variety of accounting processes, rules, regulations or controls to accounts which require a greater knowledge of accounting processes and applicable regulations.

Positions allocated to the Accounting Assistant series may perform all or a combination of the duties described in the series concept[~~,~~] or they may specialize in one or more areas of clerical accounting. Some duties may be performed by positions allocated to several levels within the series. For example, positions at each level may receive, receipt and post accounts receivables. However, at the lowest level in the series this may be the major duty, while at the highest level it takes only a small percentage of time and is not representative of the complexity of the position's major duties.

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CLASS CONCEPTS

Accounting Assistant IV: Positions at this level work in a large, complex accounting environment which serves multiple divisions or statewide programs, services and activities. Incumbents organize, coordinate and ensure the timely completion of higher level clerical accounting work performed by at least three subordinate Accounting Assistant III and/or II positions working in a unit which performs a combination of duties such as:

1) provide the highest level of clerical accounting support to professional and technical level accountants and budget officers;
2) gather and extract data from a variety of internal and external sources;
3) resolve conflicting financial and statistical data;
4) prepare detailed supporting documentation for grants and related reports;
5) reconcile large bank statements using automated systems;
6) maintain records and balances for diverse general ledger groups and/or categories;
7) process accounts payable and receivable documents; and/or
8) assign accounting codes in accordance with complex rules, regulations, contracts and grant requirements.

The primary purpose of positions at this level is to function as a unit supervisor. In order to warrant allocation to this class, incumbents must spend the preponderance of time resolving difficult problems referred by subordinate staff; interfacing with higher level accounting staff; and training, supervising and evaluating the performance of assigned [~~personnel~~] ***staff***.

Nature and complexity of work. Positions at this level supervise the highest level clerical accounting work involving the evaluation of variable situations and circumstances as well as adapting different approaches and methods to resolve problems. Determinations regarding what needs to be done require evaluating multiple issues, applying regulations to specific situations[~~,~~] and resolving complex problems referred by subordinate staff.

Knowledge, skills and abilities required. In addition to detailed knowledge of current practices and principles in clerical accounting and reporting, positions at this level must have knowledge of training and supervisory techniques and the ability to organize, coordinate, prioritize, assign and review the work of subordinate clerical accounting and administrative support staff.

Supervisory/managerial responsibility. Positions at this level must supervise higher level clerical accounting positions and, in addition, may supervise administrative support staff, students, interns, inmates and volunteers.

Independence/supervision received. The [~~employee~~] ***incumbent*** typically reports to professional or technical accounting staff and oversees the performance of clerical accounting work within the framework of agency policies and procedures and/or program requirements. The [~~employee~~] ***incumbent*** determines the priority of assignments and structures the tasks of subordinate[~~s~~] ***staff*** to accomplish programmatic or agency goals within established schedules and timelines.

Scope of responsibility/consequence of error. Work products impact the activities of the section or bureau and the accuracy of information provided to professional and technical accounting staff. The potential negative impact of errors could extend beyond the agency itself to other agencies and entities, program clientele, vendors, suppliers and others. Errors in the interpretation and application of regulations and guidelines could result in non-compliance[~~,~~]***;*** substantial staff time to trace and correct errors[~~,~~]***;*** inconvenience to agency staff and program clientele[~~,~~]***;*** loss of credibility of the agency/program[~~,~~]***;*** and possible loss of revenue.

CLASS CONCEPTS (cont'd)

Accounting Assistant IV: (cont'd)

Authority to take action/decision-making. Decisions made at this level impact all subordinate positions, several work units or segments of the agency[~~,~~] and the quality of services provided to administrators, program clientele and/or the general public.

Personal contacts. Contacts at this level involve the exchange of specialized clerical accounting information with professional and technical accounting staff, program managers, external entities and others. [~~Employees~~] ***Incumbents*** explain detailed regulations and procedures ***and the rationale for actions and decisions*** to subordinate staff and program clientele[~~, and the rationale for actions and decisions~~].

Representative duties for Accounting Assistant IV include:

Serve as the supervisor of a unit staffed by at least three Accounting Assistant III's and/or II's who perform complex and difficult clerical accounting work as described in the class concept; plan, organize and coordinate work unit activities; determine appropriate work priorities and adjust assignments and schedules in order to meet established deadlines and reporting requirements.

Train, supervise and evaluate the performance of subordinate [~~personnel~~] ***staff***; establish and revise work performance standards; prepare, maintain and update procedural instructions and manuals; ensure proper orientation and ongoing training of subordinate staff.

Respond to and resolve the most difficult clerical accounting questions and issues; confer with professional and technical accounting personnel regarding significant problems; research and evaluate the applicability of past practices and precedents to current circumstances.

Oversee and review clerical accounting work which may include preparation of payroll reports; account reconciliations; compilation and organization of data used in budget preparation, detailed documentation related to revenues and expenditures[~~,~~] and purchases; and assist in budget maintenance as assigned.

Identify and correct errors and discrepancies in the work products of subordinate staff; research questionable or inconsistent data; assess errors made in relation to established procedures; develop and implement procedural changes and/or additional training to eliminate or minimize errors.

Ensure proper recording, coding and reporting of clerical accounting information; spot-check work performed by subordinates to ensure compliance with agency policies, program requirements[~~,~~] and conformance to accepted financial reporting standards.

Accounting Assistant III: Positions at this level work in a large, complex accounting environment or supervise the entire accounts maintenance function of a small program or agency. Incumbents perform the highest level clerical accounting work which requires applying discretion and independent judgment, as stated in the classification factor descriptions below, when reviewing and verifying account related information, interpreting and applying guidelines[~~,~~] and extracting and evaluating account information/data to make decisions and monitor various accounts. Incumbents review and reconcile clerical accounting documents prepared by others; provide technical assistance to staff to resolve problems; assist in developing procedures to implement or improve work processes; and develop computer spreadsheets and other data collection processes for the purpose of tracking and organizing accounts related information.

CLASS CONCEPTS (cont'd)

<u>Accounting Assistant III</u> (cont'd)

Nature and complexity of work. Assignments at this level are the highest level clerical accounting and involve variable situations and circumstances which require adapting different approaches and methods to the problem solving process. Determinations regarding what needs to be done typically require evaluating multiple issues and applying regulations to specific situations and problems for which there may be no directly applicable guidelines.

Knowledge, skills and abilities required. Assignments require detailed knowledge of current practices and principles in the areas of clerical accounting and reporting and of the specific program or agency operations to which the position provides support. The required knowledge, skills and abilities are typically acquired by considerable work experience in addition to attending seminars, workshops and other classes related to clerical accounting and reporting.

Supervisory/managerial responsibility. The [~~employee~~] ***incumbent*** may supervise lower level [~~employees~~] ***staff*** and students and provide work direction to interns, inmates or volunteers.

Independence/supervision received. The [~~employee~~] ***incumbent*** works under limited supervision and performs assignments within the framework of agency policies and procedures and/or program requirements. The [~~employee~~] ***incumbent*** has latitude to determine the priority of assignments and structure tasks to accomplish program/administrative goals within established schedules and timelines. When information/data is conflicting, the [~~employee~~] ***incumbent*** uses discretion in extracting and gathering additional information/data from a variety of sources to independently make decisions and monitor accounts.

Scope of responsibility/consequence of error. Work products impact the activities of the section or bureau and/or specific clientele served by the agency or program. The potential negative impact of errors could extend beyond the agency itself to other agencies and external entities. Errors in interpretation or application of regulations and guidelines could result in non-compliance; substantial additional staff time to trace and correct errors; inconvenience to clients, vendors, other agencies or external entities; loss of credibility of the program or services; and possible loss of revenue.

Authority to take action/decision-making. Decisions made at this level impact several work units or segments of the agency and the quality of services provided to administrators, program clientele or the general public.

Personal contacts. Personal contacts are made to obtain, provide or exchange complex clerical accounting data related to the assignment. In addition to explaining detailed regulations and procedures to program clientele, [~~employees~~] ***incumbents*** must also explain how and why they apply to the client's specific situation or problem. Such contact may be made on the telephone, in writing, individually or in the form of group presentation.

Representative duties for Accounting Assistant III include:

Provide support to higher level accounting and/or budget staff; extract and gather information from a variety of internal and external sources and select which sources to use when information is conflicting; provide detailed supporting documentation for grant reports, work programs and budget preparation; compile and consolidate detailed and complex information related to agency operation; create spreadsheets including formulas to organize, display and summarize data, and to facilitate analyses and identify interrelationships.

CLASS CONCEPTS (cont'd)

<u>Accounting Assistant III</u> (cont'd)

Representative duties for Accounting Assistant III include: (cont'd)

Perform the most complex payroll duties in which the majority of the work involves calculating, verifying and preparing the appropriate documentation for overtime, call-back, shift differential and standby pay, requests for hand typed checks[~~,~~] and special pay for [~~employees~~] ***staff*** leaving State service.

Answer complex and diverse inquiries and correspondence on budget and accounts related matters and interpret and explain policies, procedures and guidelines to clientele and the general public; interpret the applicability of regulations, guidelines and policies when gaps in specificity exist.

Resolve complex reconciliation problems identified by lower level staff; reconcile large bank statements using automated systems; identify and analyze discrepancies.

Receive, review, verify and process accounts related documents for accuracy, completeness and compliance to established procedures for the most complex programs such as university athletic travel and ongoing payments for capital improvement projects; independently gather additional information from various internal and external sources***;*** and evaluate information/data to make decisions and monitor various accounts.

Review and reconcile work done by others; provide technical assistance to staff to resolve problems including reviewing and correcting errors.

Authorize payments within designated authority; compare expenditure document with supporting documentation***;*** and sign the document or approve electronically to pay for goods or services provided.

Supervise lower level clerical accounting and administrative support staff as assigned.

Accounting Assistant II: Positions at this level perform a variety of clerical accounting work; maintain records and track balances for diverse general ledger groups and/or categories; prepare a wide variety of accounts payable and receivable documents; and assign accounting codes in compliance with complex rules, regulations and procedures which may include contractual and grant limitations.

Nature and complexity of work. Clerical accounting duties are varied and involve different processes and methods. Determinations regarding what needs to be done require evaluation of one or more issues and typically involve choosing from among several alternative courses of action. The work involves elements and conditions which must be identified and evaluated in order to determine interrelationships and assess the applicability of standardized procedures.

Knowledge, skills and abilities. Assignments require a working knowledge of clerical accounting principles and practices and the ability to perform a variety of accounting functions. The required knowledge, skills and abilities are typically acquired through clerical accounting experience in addition to attending seminars, workshops and other classes related to procedures, practices and processes common to clerical accounting.

Supervisory/managerial responsibility. The [~~employee~~] ***incumbent*** may supervise lower level [~~employees~~] ***staff*** and students and provide work direction to interns, inmates or volunteers.

CLASS CONCEPTS (cont'd)

Accounting Assistant II (cont'd)

Independence/supervision received. The [employee] ***incumbent*** works under limited supervision and performs clerical accounting assignments which focus on a specific desired end-product rather than conformance to clear and rigid procedures. The [employee] ***incumbent*** has latitude to select the most appropriate methods, tools and procedures to get the job done within an established framework which may include administrative guidelines, regulations or general instructions from the supervisor.

Scope of responsibility/consequence of error. Work products have some impact on the daily activities of the section or bureau in which the [employee] ***incumbent*** is assigned. Errors are not subject to direct verification or checking and may not be easily detected. Errors in processing documents, maintaining accounts and interpreting or applying procedural guidelines could result in non-compliance; additional staff time to trace and correct errors; inconvenience to clients or vendors; loss of credibility of the program or service; and may result in loss of funds.

Authority to take action/decision-making. Decisions made at this level impact the immediate and surrounding work units and the quality of services provided to program clientele.

Personal Contacts. Personal contacts are made to elicit, provide or exchange account related information which requires the explanation of State and agency policies, procedures, rules and regulations or providing instructions to program clientele or agency staff.

Representative duties for Accounting Assistant II include:

Process State budget and accounting documents by encoding accounting distribution data such as no warrant transfers, transfer warrant claims, requisitions, purchase orders[,] and journal vouchers both manually and electronically.

Receive, review, verify and process accounts related documents for a major program which requires knowledge of account distribution codes for diverse general ledger groups and/or categories with complex rules, regulations and procedures such as processing international travel for payment or billing Medicaid and third party insurance for diverse services.

Reconcile computer printouts with timesheets; serve as liaison with central pay center staff; investigate and correct errors; prepare time adjustment sheets as needed; enter pre-payroll data***;*** and maintain related records.

Develop formats for basic spreadsheets, manually or using a computer, for tracking, [manipulating] ***organizing*** and reporting account related data.

Transfer accounting data to appropriate accounts, journals or ledgers to summarize agency and/or program financial accounting information.

Reconcile internal accounting records and reports to Controller's reports; balance and prepare documents to make reconciliation.

Maintain and monitor a variety of revenue and expenditure accounts; notify management when revenues fall below projected levels and when funding is low or not available.

CLASS CONCEPTS (cont'd)

Accounting Assistant II (cont'd)

Representative duties for Accounting Assistant II include: (cont'd)

Provide oral and/or written reports to supervisors and management, as required, by obtaining data from various agency accounting records.

Initiate and/or compose correspondence in response to inquiries from individuals or organizations; provide financial/accounting data and information concerning agency or State policies and procedures.

Accounting Assistant I: Positions at this level perform clerical accounting duties in support of a work unit or program in an assigned agency. Assignments are limited in variety, recurring[~~,~~] and generally follow established routines. Incumbents may specialize in one function[~~,~~] or they may perform several of the duties described below.

Nature and complexity of work. Assignments at this level include a variety of interrelated tasks which may be varied or occur in cycles following established routines. Duties involve several standardized, sequential steps, processes or operations and typically require the incumbent to recognize the difference among a few readily apparent factual situations when reviewing account related data and documents in order to determine appropriate actions to take. Positions at this level are required to solve some non-routine problems by locating the guidelines or procedures that are directly applicable to the problem. Deviations from standard practices require prior approval.

Knowledge, skills and abilities required. Assignments require a general knowledge of clerical accounting principles and practices***,*** as well as***,*** the ability to apply this knowledge to assigned duties. The required knowledge, skills and abilities are typically acquired through clerical accounting experience or through minimal bookkeeping coursework.

Supervisory/managerial responsibility. The [~~employee~~] ***incumbent*** may supervise lower level [~~employees~~] ***staff*** and students and provide work direction to interns, inmates or volunteers.

Independence/supervision received. Work is performed under general supervision of a higher level accounting or professional [~~employee~~] ***staff*** who is easily accessible to answer questions either by telephone, electronic mail or other modern communication methods. Incumbents are given guidelines, procedure manuals and/or general oral or written instructions from which to locate and select the most appropriate references to complete assignments. Standards for taking action are well established and variations from standard practice require approval of the supervisor.

Scope of responsibility/consequence of error. Work products have limited impact on the organization as a whole and generally affect immediate or surrounding work units[~~,~~] or a particular phase of agency operations. Errors would typically be discovered through internal auditing processes/systems or supervisory reviews that would involve additional staff time to track and correct. Consequence and associated costs of errors may include inconvenience to coworkers[~~,~~]***;*** disruption of work unit activities[~~,~~]***;*** or minor inefficiencies.

Authority to take action/decision-making. Decisions made at this level impact the immediate work unit or some routine, day-to-day operations of the organization as a whole. Incumbents make decisions based on clearly defined guidelines and regulations.

CLASS CONCEPTS (cont'd)

Accounting Assistant I (cont'd)

Personal Contacts. Personal contacts are made to coordinate work unit activities, obtain and receive information, and resolve factual or procedural problems and discrepancies. Contacts require courtesy and basic customer service skills as well as the ability to explain standard procedures, program requirements[,] and/or agency practices.

Representative duties for Accounting Assistant I include:

Either manually or electronically, code and prepare voucher payable documents for a limited variety of general ledger groups and/or categories according to standard procedures; review accounting documents by comparing the data on the document with back-up information to substantiate claims; verify budget authority for expenditure, accuracy of billing claim[,] and authorized signature; track and report on expenditures for assigned groups and/or categories within a budget.

Receive payments over the counter or in the mail; match payment to receivable due; prepare a receipt; assign budgetary account code and post to revenue account; post payment to receivable account; prepare daily deposit; balance the money, journals and deposit forms against each other[,]***;*** and make deposits.

Compare entries in the Controller's reports to internal reports and original documentation to ensure revenues and expenditures are applied correctly and in a timely manner; correct errors found in the internal records***;*** and refer errors found on the Controller's report for correction.

Review timesheets for completeness, authorized signatures, correct calculation of hours, adequate leave balances, compliance with policies, procedures and regulations[,] and attachment of required documentation; discuss discrepancies with [~~employee~~] ***staff*** and/or supervisor and make corrections; batch and enter data into internal system and/or pay system or send out for entry.

Access account information manually or on the computer to respond to routine inquiries from clients or vendors.

Perform input and retrieval functions on a personal computer or mainframe terminal; [~~manipulate~~] ***manage*** informa[-]tion in the computer via spreadsheet, word processing or database computer programs to record, organize, track, report and verify financial information as required.

Perform accounts receivable tasks; verify charges and bill the appropriate account to apprise debtor of the liability; assist in the collection of past due accounts by following prescribed procedures as assigned.

Reconcile manual bank statements for agency or program; compare bank documentation regarding deposits, disbursements and balances to the agency records; identify exceptions and resolve routine problems.

Balance account information; verify totals with back-up data and identify discrepancies in accounts; review account information and documentation; identify and refer adjustments and/or correct records.

Generate standard, recurring reports from internal accounting records or ad hoc reports summarizing historical spending within requested parameters.

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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.

ACCOUNTING ASSISTANT IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of progressively responsible clerical accounting experience which included duties such as responsibility for accounts payable, accounts receivable, payroll and/or other accounting data; developing computer spreadsheets to record, track,[~~manipulate,~~] ***organize*** and report accounting related data; researching and interpreting financial data to prepare reports and respond to budget and accounts related inquiries; reconciling accounts; and making corrections through the use of journal vouchers; **OR** one year of experience as an Accounting Assistant III in Nevada State service which included clerical accounting duties as described above; **OR** an equivalent combination of education and experience ***as described above***.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: the highest level clerical accounting functions as described in the class concepts. **Working knowledge of:** automated systems and applications typically used to support financial recordkeeping and reporting. **General knowledge of:** principles and practices related to supervision and training. **Ability to:** ***interpret and apply rules, regulations, policies and procedures relative to the specific program or service;*** compile and analyze records, numerical and descriptive information from forms, applications, contracts, spreadsheets, invoices and other materials; organize, coordinate***, train*** and oversee the work of a unit of accounting assistants and administrative support staff; schedule, assign***,*** [~~and~~] review ***and evaluate*** the work of others; ***develop financial and statistical reports in conjunction with agency budget requests;*** resolve complex problems and data discrepancies in clerical accounting records and reports; determine work priorities and adjust assignments in order to meet demanding timelines; ***interpret the applicability of regulations, guidelines and policies when gaps in specificity exist;*** develop procedures to implement new or modified financial and/or statistical reporting requirements, documentation requirements, new regulations or other changes in work processes; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: State regulations regarding personnel administration; clerical accounting functions and services of the agency to which assigned; State budget preparation and monitoring processes. **Ability to:** train, supervise and evaluate the performance of assigned personnel; establish and revise work performance standards for subordinate staff; orient new staff and provide for initial and on-going training; interpret, apply and explain complex regulations and requirements regarding the agency/program financial recordkeeping processes; plan, organize, coordinate and oversee the work of subordinate accounting assistants and administrative support staff; ensure the timely completion of quality work products of subordinate staff.

ACCOUNTING ASSISTANT III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of progressively responsible clerical accounting experience which included duties such as responsibility for accounts payable, accounts receivable, payroll and/or other accounting data; setting up computer spreadsheets to record, track[~~,manipulate~~] ***organize*** and report data; researching and interpreting financial to

MINIMUM QUALIFICATIONS (cont'd)

ACCOUNTING ASSISTANT III (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)
data prepare reports and respond to budget and accounts related inquiries; and reconciling accounts; **OR** one year ***of experience*** as an Accounting Assistant II in Nevada State service which included clerical accounting duties as described above; **OR** an equivalent combination of education and experience ***as described above***.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: clerical accounting principles, practices and techniques. **Working knowledge of:** ***State Accounting System, report forms and paperwork as applied to processing agency accounting documents;*** budgeting and funding regulations, practices and procedures; payroll, accounts payable and accounts receivable functions sufficient to recognize discrepancies, inconsistencies and errors and complete the required documents and procedures to make corrections; computer spreadsheet techniques sufficient to record, track[~~,manipulate~~] ***organize*** and report data. ***General knowledge of: bookkeeping methods and procedures related to monitoring contracts and grant spending.*** **Ability to:** interpret and apply rules, regulations, policies and procedures; collect, compile, compute and interpret data and prepare associated written reports and recommendations; plan, implement and monitor clerical accounting methods and procedures; respond verbally and in writing to diverse and complex inquiries regarding budget and accounts related matters; explain diverse guidelines, policies[~~,~~] and procedures to clientele, the public and agency staff; review accounts maintenance documents prepared by others to find errors; reconcile large accounts using automated systems; ***read and interpret financial reports pertaining to various agency operations including payroll reports;*** *and all knowledge, skills and abilities required at the lower levels*.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
[~~**Ability to:** interpret and apply rules, regulations, policies and procedures relative to the specific program or service involved; develop financial and statistical reports in conjunction with agency budget requests; interpret the applicability of regulations, guidelines and policies when gaps in specificity exist; supervise staff as assigned by organizing, delegating responsibility, training, and evaluating subordinate employees.~~] ***(These are the identical to the Entry Level Knowledge, Skills and Abilities required for Accounting Assistant IV.)***

ACCOUNTING ASSISTANT II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of clerical accounting experience which must have included duties such as coding documents to distribute funds; preparing accounts payable and accounts receivable documents ***and balancing accounts***; ***and*** using computer spreadsheets to record, track[~~,manipulate~~] ***organize*** and report data; [~~balancing accounts; and identifying and applying established financial recordkeeping procedures;~~]**OR** one year of experience as an Accounting Assistant I in Nevada State service; **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: ***agency policies, rules and regulations that pertain to accounts maintenance; payroll practices and procedures; sources of information within an organization;*** accounting coding used to distribute funds in payroll, accounts receivable and accounts payable bookkeeping; use of computer spreadsheets to track, [~~manipulate~~] ***organize*** and report accounting related data, payroll, accounts payable and accounts receivable functions; correct English usage, spelling, punctuation and grammar sufficient to write standard memoranda, letters and report narratives; standard processes, procedures and methods used to reconcile accounts. **General knowledge of:** payroll practices and procedures. **Ability to:** identify and

MINIMUM QUALIFICATIONS (cont'd)

ACCOUNTING ASSISTANT II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd) apply established budgetary and financial recordkeeping requirements for the maintenance of accounts; ***recognize problems or discrepancies in accounts; research a problem or question to a successful conclusion; compile and summarize data for agency reports;*** distribute expenditures to a variety of subordinate accounts; effectively identify and apply statutes, rules**,** [~~and~~] regulations ***and department/agency policies*** as applied to verifying accounting documents generated by an accounting system; read and understand legal contracts and grants; use established formulas as needed to complete accounting documents and develop spreadsheets; ***prepare and process travel arrangements and claims; recognize problems or discrepancies in payroll, accounts payable or accounts receivable data and make corrections; resolve problems in payroll coding and make corrections;*** *and all knowledge, skills and abilities required at the lower level*.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): [~~**Working knowledge of:** State Accounting System, report forms and paperwork as applied to processing agency accounting documents. **General knowledge of:** bookkeeping methods and procedures related to monitoring contracts and grant spending. **Ability to:** read and interpret financial reports pertaining to various agency operations including payroll reports.~~] ***(These are identical to the Entry Level Knowledge, Skills and Abilities required for Accounting Assistant III.)***

ACCOUNTING ASSISTANT I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent and one year of clerical experience, six months of which included ***duties such as*** accounts payable and/or accounts receivable [~~responsibility; and the use of computer spreadsheets and a calculator by touch~~] ***and balancing accounts; and using computer spreadsheet to record, track and report data***; **OR** graduation from high school or equivalent education supplemented by successful completion of a one-semester college course in bookkeeping [~~or one year of high school bookkeeping~~] and six months of clerical experience; **OR** an equivalent combination of education and experience ***as described above***.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: clerical accounting and financial record keeping procedures; the use of accounting codes for the distribution of funds for payroll, accounts receivable and accounts payable bookkeeping; accounts payable and receivable procedures; computer spreadsheets used for bookkeeping and accounts maintenance. **Ability to:** perform basic math calculations including addition, subtraction, multiplication and division of whole numbers, fractions, decimals and percentages; review numerical data and documents to ensure accuracy and completeness; operate a calculator by touch; communicate and work cooperatively with co-workers, outside agencies and the public; learn codes and coding procedures used in bookkeeping records; use courtesy, tact and diplomacy when working with co-workers, outside agencies, vendors and the public; work effectively with frequent interruptions and fluctuating workloads; retrieve account information from a computer or manual bookkeeping system; prioritize tasks to complete work in a timely manner; work independently and follow through on structured assignments; compose routine memoranda, letters and reports; format a computer spreadsheet following instructions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): [~~**Working knowledge of:** agency policies, rules and regulations that pertain to accounts maintenance; payroll practices and procedures; sources of information within an organization. **Ability to:** recognize problems or discrepancies in accounts; prepare and process travel arrangements and claims; research a~~

MINIMUM QUALIFICATIONS (cont'd)

ACCOUNTING ASSISTANT I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): (cont'd)
~~problem or question to a successful conclusion; compile and summarize data for agency reports; distribute expenditures to a variety of subordinate accounts; recognize problems or discrepancies in payroll, accounts payable or accounts receivable data, and make corrections; resolve problems in payroll coding and make corrections; apply statutes and department/agency policies to verifying the accounting documents generated by an agency accounting system; apply established budgetary and financial recordkeeping requirements to the maintenance of accounts.~~] ***(These are identical to the Entry Level Knowledge, Skills and Abilities required for Accounting Assistant 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 class.

	2.300	2.301	2.303	2.306
ESTABLISHED:	7/1/01P 10/4/00PC	7/1/89P 9/27/88PC	8/1/60	8/1/60
REVISED:		7/6/90-3	8/1/66	8/1/66
REVISED:			1/24/84	
REVISED:			7/1/89P 9/27/88PC	7/1/89P 9/27/88PC
REVISED:		7/1/01P 10/4/00PC	7/1/01P 10/4/00PC	7/1/01P 10/4/00PC
REVISED:	3/20/15PC	3/20/15PC	3/20/15PC	3/20/15PC
REVISED:	***6/23/17PC***	***6/23/17PC***	***6/23/17PC***	***6/23/17PC***

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:
June 23, 2017.

Item V-B-1-a

CURRENT				PROPOSED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
10.121	Clinical Program Manager III Option A:Intellectual Disabilities B: Child & Adolescent Services C: Mental Health D: Forensics	44	A	**10.121**	***Clinical Program Manager III*** ***Option A: Intellectual Disabilities*** ***B: Child & Adolescent Services*** ***C: Mental Health*** ***D: Forensics***	***44***	***A***
10.122	Clinical Program Manager II Option A: Intellectual Disabilities B: Child & Adolescent Services C: Mental Health	42	A	**10.122**	***Clinical Program Manager II*** ***Option A: Intellectual Disabilities*** ***B: Child & Adolescent Services*** ***C: Mental Health***	***42***	***A***
10.123	Clinical Program Manager I Option A: Intellectual Disabilities B: Child & Adolescent Services C: Mental Health	39	A	**10.242**	***Clinical Program Manager I*** ***Option A: Intellectual Disabilities*** ***B: Child & Adolescent Services*** ***C: Mental Health***	***39***	***A***

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 Clinical Program Manager series.

In consultation with Subject Matter Experts from the Department of Health & Human Services, Division of Public & Behavioral Health, and the Division of Child & Family Services, as well as recruitment experts from the Division of Human Resource Management, it is recommended that minor changes be made to the series and class concept to account for changes in verbiage used, duties performed and to maintain consistency with formatting and structure.

It is also recommended that revisions be made to the Education & Experience section of the minimum qualifications to expand degree programs and clarify experience required.

Lastly, changes were made to the Entry and Full Level Knowledge, Skills and Abilities 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 these recommendations.

Note: Changes, additions and/or deletions on the class specification are noted in red.

TITLE	GRADE	EEO-4	CODE
CLINICAL PROGRAM MANAGER III OPTIONS A: Intellectual Disabilities B: Child and Adolescent Services C: Mental Health D: Forensics	**44**	**A**	**10.121**
CLINICAL PROGRAM MANAGER II OPTIONS A: Intellectual Disabilities B: Child and Adolescent Services C: Mental Health	**42**	**A**	**10.122**
CLINICAL PROGRAM MANAGER I OPTIONS A: Intellectual Disabilities B: Child and Adolescent Services C: Mental Health	**39**	**A**	**10.123**

SERIES CONCEPT

Clinical Program Managers plan, organize, implement and direct one or more mental health, intellectual disabilities, and/or child development service delivery programs by establishing goals, objectives, policies, and procedures; monitoring and evaluating program performance; developing and monitoring budgets; integrating programs with other state and community services; and supervising clinical and administrative staff, typically including licensed Psychologists and/or subordinate supervisors of professional clinicians.

Assigned programs [~~are either~~] ***may consist of*** 24-hour treatment facilities**,** [~~or~~] outpatient/community services typically with 24-hour response capability for client emergencies and a goal of reducing the need for inpatient admissions, or a combination of inpatient and outpatient/community services. Subordinate clinical staff works primarily in the fields of clinical social work, psychological assessment and therapy, developmental disabilities, child development, and/or marriage, family and child counseling. Allocation to this series is reserved for positions whose primary focus is the management of clinical programs in these disciplines. Other subordinates may include nursing, administrative, and correctional staff. The series is not to be used for positions whose primary emphasis is planning, research, and/or evaluation of clinical programs.

Clinical Program Managers design program components to achieve goals of governing bodies and agency management; allocate staff resources to accomplish program goals and objectives; ensure compliance with applicable laws, licensure and funding requirements; establish and/or implement admission/discharge criteria and waiting list priorities; develop and/or implement performance indicators and reporting mechanisms as part of agency accreditation and quality assurance/improvement efforts; receive and respond to feedback from consumers and advocacy groups regarding services provided and unmet needs; monitor and evaluate clinical, service delivery, and fiscal performance indicators; develop and implement corrective action plans.

Solicit and evaluate service delivery proposals; participate in selecting contract service providers; work with private providers to develop capacities to provide needed services; monitor providers' performance, typically by supervising gatekeeping or case management of contractors' services; identify and communicate corrective actions needed; approve payments, and revoke or recommend revocation of agreements when necessary.

Project program revenues and expenditures; develop and present budget requests and justifications; approve and monitor expenditures; may write proposals for funding.

SERIES CONCEPT (cont'd)

Coordinate program services with courts, law enforcement, school districts, universities, other state and governmental agencies, community groups, and the service delivery network; provide court testimony as needed; represent state services to professional associations and counterparts in other states; may present legislative testimony regarding assigned programs.

Supervise professional, technical and clerical staff; conduct clinical team meetings for peer review of client cases and service delivery problem resolution; provide appropriate staff training opportunities; perform supervisory functions including hiring, assigning and reviewing work, evaluating performance, and recommending disciplinary action; may supervise clinicians in meeting licensing requirements.

Ensure client access to 24-hour emergency evaluation and crisis intervention services; respond to client and service delivery emergencies on a 24-hour basis as needed; may carry client caseload.

Enforce appropriate standards for clients' rights, professional ethics, health and safety of employees and clients; investigate incident reports and consumer complaints; file required reports, represent the agency as needed, and take appropriate corrective action; ensure that physical facilities are conducive to program objectives and standards; oversee and ensure the maintenance of required clinical records.

Perform related duties as assigned.

****

CLASS CONCEPTS

Clinical Program Manager III: Clinical Program Manager III's manage the full range of programmatic and administrative functions comprising a large and complex regional or statewide service agency with multiple programs, typically including inpatient facilities, outpatient and community services, case management, medication clinic, day treatment, early intervention and crisis services. Reporting staff typically includes subordinate Clinical Program Managers. Incumbents in this class ***typically*** report to a Deputy Administrator. [~~or Medical Director.~~]

Clinical Program Manager II: Clinical Program Manager II's perform the full range of duties outlined in the series concept for a single program or cluster of programs which are relatively large and complex as indicated by the level and number of staff supervised, number of cases and/or client service hours, budget size and responsibility, and program development/management challenges. Program coverage may be regional or statewide. Reporting staff includes Clinical Program Manager I's or other subordinate supervisors of professional clinicians ***or mental health counselors***. Incumbents report to a Clinical Program Manager III or higher level administrator. Positions allocated to this level typically have most or all of the following: an active client caseload of 800+ (for outpatient programs with treatment planning responsibility, or comparable client contact hours for intensive programs), or 60 - 100 if inpatient; ***and*** staffs of 50 ***or more.*** [~~+; and budgets of $4+ million (1996 dollars).~~] Multiple sites or large geographic areas (statewide or rural responsibility) are additional indicators of complexity.

Clinical Program Manager I: Clinical Program Manager I's perform most or all of the duties described in the series concept for a relatively small program or cluster of programs as measured by level and number of staff supervised, number of cases and/or client service hours, budget size and responsibility, and program development/management challenges. Staff typically includes psychologists and/or subordinate supervisors of professional clinicians ***or mental health counselors***. Positions in this class may be assigned to manage a rural mental health clinic and satellites, a regional or statewide program, or a portion thereof. Supervision is typically received from a Clinical Program Manager II or III. Incumbents may regularly spend a portion of their time in the provision of direct client services.

MINIMUM QUALIFICATIONS

CLINICAL PROGRAM MANAGER III

EDUCATION AND EXPERIENCE:
ALL OPTIONS: A Master's degree from an accredited [~~school~~] ***college or university*** in clinical psychology, clinical social work, counseling, or a curriculum related to the option(s) identified, and four years of post-Master's degree management experience in a complex human service delivery organization requiring integration of services with a variety of public and private sector agencies, all four years of which ***included managing multiple program units in the option(s) identified, two of which included the development and management of program budgets and one of which included supervision of professionals in the option(s) identified;*** [~~included program budget responsibility, two years of which required managing multiple program units and supervision of professionals in the option(s) identified;~~] **OR** a ***Doctoral degree (***Ph.D. ***or Psy.D)*** from an accredited college or university in clinical psychology, clinical social work, counseling, or a curriculum related to the option(s) identified, and [~~two~~] ***three*** years of post-Master's degree management experience ***as described above, two of which included the development and management of program budgets and one of which included supervision of professionals in the option(s) identified;*** **[**~~in a complex human service delivery organization requiring integration of services with a variety of public and private sector agencies, all of which included responsibility for the development and management of program budgets, and management of multiple program units and supervision of professionals in the option(s) identified;~~ ~~**OR** a Doctoral degree (Psy.D.) in clinical psychology from an accredited school of professional psychology, and two years of experience as described above.~~]

In addition, for OPTION D - FORENSICS: The two years of management experience specific to this option as described above must have been in a forensics mental health program, including one year in a locked, inpatient program for mentally disordered offenders.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
ALL OPTIONS: ***Working knowledge of: current best practices of client care for assigned program area.*** **Ability to:** ***modify and/or design new program elements to improve service delivery capabilities; support private service providers in developing new services for the State's purchase; allocate human and fiscal resources appropriately among multiple program components;*** develop and manage budgets from multiple funding sources; provide effective legislative testimony; manage and integrate a wide range of administrative and operational functions including multiple programs, nursing, medication clinics, contract administration, facilities, and personnel; ***arrange organizational structure to maximize performance; incorporate input from the consumer community into service delivery planning and evaluation;*** oversee contractor selection and the management of service delivery contracts; provide direction to program evaluation efforts; mediate and facilitate resolution of organizational conflict; *and all knowledge, skills and abilities required at the lower levels.*

In addition, for OPTION D - FORENSICS, **Working knowledge of:** forensics mental health treatment programs; correctional facility administration; and criminal justice system as related to inmate rights and processing.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Ability to: develop and communicate shared vision for quality and outcomes of service delivery throughout the organization; develop and implement long-range plans for assigned organization.

CLINICAL PROGRAM MANAGER II

EDUCATION AND EXPERIENCE: A Master's degree ***from an accredited college or university*** in clinical psychology, clinical social work, counseling, or a curriculum related to the option(s) identified, and four years of post-Master's degree professional experience in a human service delivery setting ***two of which***

MINIMUM QUALIFICATIONS (cont'd)

CLINICAL PROGRAM MANAGER II (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)
included the development, management and/or oversight of program budgets, [~~two~~] ***and one*** of which [~~focused on managing a program and~~] ***included*** [~~supervising~~] ***supervision of*** professionals in the option(s) identified***;*** [~~, and two of which included responsibility for fiscal management;~~] **OR** a Doctoral degree (***Ph.D or*** Psy.D) ***from an accredited college or university*** in clinical psychology ***clinical social work, counseling, or a curriculum related to the option(s) identified*** [~~from an accredited school of professional psychology,~~] and three years of experience as described above***, two of which included the development, management and/or oversight of program budgets and one of which included supervision of professionals in the option(s) identified;*** **OR** two years of experience as a Clinical Program Manager I in Nevada State service**.** [~~which focused on managing a program and supervising professional staff in the option identified and included responsibility for fiscal management.~~]

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: State and federal law and regulations applicable to the assigned program area; funding source and requirements of agency licensure/accreditation related to the assigned program area; current accepted diagnostic classification system(s); the roles and services of public and private human service agencies related to the assigned program area; licensing standards for disciplines supervised; program planning and evaluation techniques; basic financial and client management information systems design and operations; client records management. **Ability to:** supervise subordinate supervisors of professional clinicians; ***develop budget requests and justification; monitor expenditures against approved budgets; direct peer quality control review systems; coordinate assigned programs with other community programs and services; implement effective case management systems;*** set standards that achieve optimal levels of human service delivery through subordinates; build consensus around program goals; ***understand and manage the public relations issues associated with assigned programs; balance conflicting organizational priorities;*** translate desired service delivery results into measurable program evaluation indicators; ensure optimal fiscal and human resource utilization; *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 Clinical Program Manager III.)
[~~**Working knowledge of:** current best practices of client care for assigned program area. **Ability to:** modify and/or design new program elements to improve service delivery capabilities; support private service providers in developing new services for the state's purchase; allocate human and fiscal resources appropriately among multiple program components; arrange organizational structure to maximize performance; incorporate input from the consumer community into service delivery planning and evaluation.~~]

CLINICAL PROGRAM MANAGER I

EDUCATION AND EXPERIENCE: A Master's degree from an accredited [~~school~~] ***college or university*** in clinical psychology, clinical social work, counseling, or a curriculum related to the option(s) identified, and three years of post-Master's degree professional experience in a human service delivery setting, [~~two~~] ***one*** of which [~~were in the option(s) being recruited, and one of which~~] included supervision of professionals in the option(s) identified; **OR** a Doctoral degree (***Ph.D or*** Psy.D) ***from an accredited college or university*** in clinical psychology, ***clinical social work, counseling, or a curriculum related to the option(s) identified,*** [~~from an accredited school of professional psychology,~~] and two years of experience as described above***, one of which included supervision of professionals in the option(s) identified***.

MINIMUM QUALIFICATIONS (cont'd)

CLINICAL PROGRAM MANAGER I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
ALL OPTIONS: Working knowledge of: ***clinical theories; human service delivery models, intervention strategies, and current directions; national standards of client care; clinical evaluation; effects and side effects of psychotropic medications; interdisciplinary team treatment and case management modes;*** the principles and practices of personnel administration. **Ability to:** ***effectively supervise professionals from various disciplines in clinical service delivery; design and implement effective individual, family, and/or group clinical interventions; identify critical elements in clinical and service delivery emergencies and respond appropriately; match client needs to community resources; accurately assess client status and risk;*** anticipate consequences of decisions; apply professional codes of ethics to practical situations; balance clinical and administrative responsibilities; listen perceptively and convey understanding; respond effectively to hostility and resistance; establish rapport with clients and staff; maintain effective working relationships with a diverse group of agency personnel, public officials, and the consumer community; inspect clinical records to evaluate appropriateness of services provided and compliance with policies and procedures; make effective oral presentations; write effective clinical and administrative documents; perform basic mathematical and statistical functions; analyze program performance and fiscal reports; mediate and facilitate resolution of interpersonal conflict.

[~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):~~
~~**In addition, for OPTIONS A, B, C: Working knowledge of:** clinical theories; human service delivery models, intervention strategies, and current directions; national standards of client care; clinical evaluation; effects and side effects of psychotropic medications; interdisciplinary team treatment and case management models. **Ability to:** effectively supervise professionals from various disciplines in clinical service delivery; design and implement effective individual, family, and/or group clinical interventions; identify critical elements in clinical and service delivery emergencies and respond appropriately; match client needs to community resources; accurately assess client status and risk.~~]

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Clinical Program Manager II.)
[~~**ALL OPTIONS: Working knowledge of:** State and federal law and regulations applicable to the option/s assigned; funding source and requirements of agency licensure/accreditation related to option/s assigned; current accepted diagnostic classification system(s); the roles and services of public and private human service agencies related to the assigned program area; licensing standards for disciplines supervised; program planning and evaluation techniques; basic financial and client management information systems design and operation; client records management. **Ability to:** develop budget requests and justification; monitor expenditures against approved budgets; direct peer quality control review systems; coordinate assigned programs with other community programs and services; implement effective case management systems; understand and manage the public relations issues associated with assigned programs; balance conflicting organizational priorities.~~]

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.

	10.121	10.122	10.123
ESTABLISHED:	6/22/70	7/1/89P 8/19/88PC	7/1/89P 8/19/88PC
REVISED:	10/16/75	5/24/91-3	5/24/91-3

	10.121	10.122	10.123
REVISED:	7/1/81R 9/11/81PC		
REVISED:	7/1/89P 8/19/88PC		
REVISED:	7/1/97P 9/19/96PC	7/1/97P 9/19/96PC	7/1/97P 9/19/96PC
REVISED:	3/29/01UC	3/29/01UC	3/29/01UC
REVISED:	9/19/03PC	9/19/03PC	
REVISED:	2/20/16UC	02/20/16UC	02/20/16UC
REVISED:	***6/23/17PC***	***6/23/17PC***	***6/23/17PC***

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#: 13-17
Effective: 01/11/17

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
12.345	Social Work Supervisor II	37	B	***12.345***	***Social Work Supervisor II***	***37***	***B***
12.352	Social Work Supervisor I	36	B	***12.352***	***Social Work Supervisor I***	***36***	***B***
12.363	Social Worker III	35	B	***12.363***	***Social Worker III***	***35***	***B***
12.361	Social Worker II	34	B	***12.361***	***Social Worker II***	***34***	***B***
12.377	Social Worker I	32	B	***12.377***	***Social Worker I***	***32***	***B***

BASIS FOR RECOMMENDATION

At the request of the Department of Health & Human Services (DHHS), the Division of Human Resource Management has conducted a review of the Social Worker Series. Analysts within the Division of Human Resource Management worked with subject matter experts from DHHS, and as a result of this review, it is recommended that the Minimum Qualifications related to Education & Experience be modified to remove the verbiage *"by the State of Nevada Board of Examiners for Social Workers."*

This modification clarifies that licensure or provisional licensure as a Social Worker, Clinical Social Worker, Independent Social Worker or Associate in Social Work can be accepted from any jurisdiction at the time of application. The Informational Note was moved to Special Requirements to further clarify that this licensure or provisional licensure must be obtained from the State of Nevada Board of Examiners for Social Workers at the time of appointment.

This change will allow for greater flexibility in the recruitment process and a greatly expanded applicant pool. This change requires no modifications to the Entry Level or Full Performance Knowledge, Skills and Abilities.

Throughout the process, management staff within DHHS and Analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

POSTING#: 14-17
Effective: 01/20/17

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
12.332	Health Care Coordinator IV – Nurse	38*	B	***12.332***	***Health Care Coordinator IV - Nurse***	***38****	***B***
12.351	Health Care Coordinator IV	36	B	***12.351***	***Health Care Coordinator IV***	***36***	***B***
12.333	Health Care Coordinator III – Nurse	37*	B	***12.333***	***Health Care Coordinator III - Nurse***	***37****	***B***
12.330	Health Care Coordinator III	35	B	***12.330***	***Health Care Coordinator III***	***35***	***B***
12.334	Health Care Coordinator II – Nurse	36*	B	***12.334***	***Health Care Coordinator II - Nurse***	***36****	***B***
12.369	Health Care Coordinator II	34	B	***12.369***	***Health Care Coordinator II***	***34***	***B***
12.335	Health Care Coordinator I – Nurse	34*	B	***12.335***	***Health Care Coordinator I - Nurse***	***34****	***B***
12.373	Health Care Coordinator I	32	B	***12.373***	***Health Care Coordinator I***	***32***	***B***

* Reflects a 2-grade, special salary adjustment granted by the 2007 Legislature to improve recruitment and retention

BASIS FOR RECOMMENDATION

At the request of the Division of Human Resource Management, Recruitment Unit, it is recommended that a minor revision be made to the Health Care Coordinator Series.

It is recommended that the verbiage *"or provisional licensure"* be added to the Education & Experience section of the Minimum Qualifications at the Health Care Coordinator I – IV levels. This change will allow for greater flexibility in the recruitment process and will maintain consistency with other series that require this type of licensure.

It is also recommended that the verbiage *"as described above"* be added to the Education & Experience section of the Minimum Qualifications, at every level in the series, to maintain consistency with formatting and structure.

Throughout the process, management staff within DHHS and Analysts within the Division of Human Resource Management Recruitment Unit participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

POSTING#: 15-17
Effective: 02/09/17

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
11.405	Insurance Regulation Liaison	42	A	***11.405***	***Insurance Regulation Liaison***	***42***	***A***

BASIS FOR RECOMMENDATION

At the request of the Department of Business & Industry, Division of Insurance, and upon review by the Division of Human Resource Management, it is recommended that minor revisions be made to the Insurance Regulation Liaison class specification.

It is recommended that repetitive duty statements be removed and/or clarified to better reflect the duties and responsibilities of the position. It is also recommended that the minimum qualifications be modified to reflect these changes.

These modifications will more aptly define the requirements of the position and will assist in the recruitment process.

Throughout the review, management and staff within the Department of Business & Industry, the Division of Insurance and the Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

POSTING#: 16-17
Effective: 02/21/17

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
7.103	Chief Accountant	41	A	***7.103***	***Chief Accountant***	***41***	***A***

BASIS FOR RECOMMENDATION

At the request of the Division of Human Resource Management, Recruitment Unit, it is recommended that a minor revision be made to the Chief Accountant series.

It is recommended that an Informational Note be added to clarify the number and type of college credits, in accounting, that are required. It is also recommended that the Education & Experience section be amended to replace the verbiage *"graduation"* with Bachelor's degree in order to clarify existing requirements.

This change will allow for consistency in format and structure between the Chief Accountant and Accountant series.

Throughout the process, the Division of Human Resource Management Recruitment Unit participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

POSTING#: 17-17
Effective: 02/27/17

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
11.551	Commercial Vehicle Safety Inspector III	35	B	***11.551***	***Commercial Vehicle Safety Inspector III***	***35***	***B***
11.553	Commercial Vehicle Safety Inspector II	33	G	***11.553***	***Commercial Vehicle Safety Inspector II***	***33***	***G***
11.554	Commercial Vehicle Safety Inspector I	31	G	***11.554***	***Commercial Vehicle Safety Inspector I***	***31***	***G***

BASIS FOR RECOMMENDATION

At the request of the Department of Public Safety (DPS), the Division of Human Resource Management has conducted a review of the Commercial Vehicle Safety Inspector Series. Analysts within the Division of Human Resource Management worked with subject matter experts from DPS, and as a result of this review, it is recommended that the Minimum Qualifications related to Education & Experience be expanded to allow for a wider range of experience.

It is also recommended that the Informational Notes be amended to clarify and expand on the types of certifications that are required at the time of appointment and those that must be obtained as a condition of continuing employment.

These changes will allow for greater flexibility in the recruitment process and a greatly expanded applicant pool. These change require no modifications to the Entry Level or Full Performance Knowledge, Skills and Abilities.

Throughout the process, management staff within DHHS and Analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

POSTING#: 18-17
Effective: 03/08/17

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
12.402	Rehabilitation Chief II	41	A	***12.402***	***Rehabilitation Chief II***	***41***	***A***
12.404	Rehabilitation Chief I	40	A	***12.404***	***Rehabilitation Chief I***	***40***	***A***

BASIS FOR RECOMMENDATION

At the request of the Nevada Department of Employment, Training and Rehabilitation (DETR), the Division of Human Resource Management has conducted a review of the Rehabilitation Chief series. Analysts within the Division of Human Resource Management worked with subject matter experts and agency human resources personnel 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 class concepts were amended to clarify responsibilities at each level and to increase promotional opportunities for employees from within the division, as well as, into the Division. The revised verbiage will allow for both levels in the series to be applicable to either the Bureau of Vocational Rehabilitation or the Bureau of Disability Adjudication.

The minimum qualifications at both levels were amended to expand the fields of study in order to attract a more diverse pool of applicants. In addition, the requirement of "proof of eligibility to sit for the Rehabilitation Counselor Certification exam from the Commission on Rehabilitation Counselor Certification" was removed from the Rehabilitation Chief II as a result of a change to the Workforce Innovation and Opportunity Act (WIOA) of 2014, Title IV, Subtitle B, Section 412. The amendment to the WIOA changed the minimum education requirement for Vocational Rehabilitation (VR) personnel to a Bachelor's degree thus eliminating Rehabilitation Counselor Certification, which requires a Master's degree. These changes will allow for greater flexibility in the recruitment process and a greatly expanded applicant pool.

Also, at each level in the series, minor revisions were made to the minimum qualifications, education, and experience sections to maintain consistency with verbiage and formatting structure.

Both management and agency human resource personnel within the division participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

POSTING#: 19-17
Effective: 03/23/17

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
1.918	Lifeguard II (Seasonal	25	D	***1.918***	***Lifeguard II (Seasonal)***	***25***	***D***
1.919	Lifeguard I (Seasonal)	23	D	***1.919***	***Lifeguard I (Seasonal)***	***23***	***D***

BASIS FOR RECOMMENDATION

At the request of the Nevada Division of State Parks, the Division of Human Resource Management has conducted a review of the Lifeguard Series. Analysts within the Division of Human Resource Management worked with subject matter experts from State Parks, and as a result of this review, it is recommended that an Informational Note be added to indicate that certification as an Emergency Medical Technician (EMT) may be substituted for six months experience at the Lifeguard II (Seasonal) level.

This change will allow for greater flexibility in the recruitment process and a greatly expanded applicant pool. This change requires no modifications to the Entry Level or Full Performance Knowledge, Skills and Abilities.

Also, minor changes were made to the minimum qualifications to maintain consistency with formatting and structure.

Throughout the process, management staff within State Parks and Analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

POSTING#: 20-17
Effective: 03/23/17

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
7.706	Insurance Actuarial Analyst III	41	B	***7.706***	***Insurance Actuarial Analyst III***	***41***	***B***
7.710	Insurance Actuarial Analyst II	39	B	***7.710***	***Insurance Actuarial Analyst II***	***39***	***B***
7.712	Insurance Actuarial Analyst I	37	B	***7.712***	***Insurance Actuarial Analyst I***	***37***	***B***

BASIS FOR RECOMMENDATION

At the request of the Division of Human Resource Management, Recruitment Unit, it is recommended that a minor revision be made to the Insurance Actuarial Analyst series.

It is recommended that the Education & Experience section, at the Insurance Actuarial Analyst II and III levels, be amended to change the verbiage “and” two years of experience to “or” two years of experience in the preparation, analysis, application and review of rates and rating plans in a regulatory agency, insurance company or other rate setting organization.

This change will allow for greater flexibility in the recruitment process and a greatly expanded applicant pool. This change requires no modifications to the Entry Level or Full Performance Knowledge, Skills and Abilities.

As these positions may be expected to drive as part of their duties, it is also recommended that a Special Requirement be added detailing that a valid driver’s license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.

Minor changes were also made to the minimum qualifications in order to maintain consistency with formatting and structure.

Throughout the process, subject matter experts within the Department of Business & Industry, Division of Insurance and Analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed. Management has reviewed the revisions and they support the recommended changes.

POSTING#: 21-17
Effective: 04/05/17

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.373	Community Health Nursing Manager III	45	A		***ABOLISHED***		

BASIS FOR RECOMMENDATION

As a result of an Individual Classification Specification Study, and in partnership with subject matter experts from the Department of Health and Human Services (DHHS), Division of Public and Behavioral Health (DPBH), Clinical Services, it was determined that the Community Health Nursing Manager classification should be abolished.

Working with DPBH, the Division of Human Resource Management determined that no position control number for Community Health Nursing Manager, 10.373, grade 45 exists within DPBH. The position was defunded and the classification will not be used by the agency in the future and therefore should be abolished.

It is therefore recommended that the Community Health Nursing Manager, 10.373, grade 45 be abolished.

Management within both DHHS and DPBH supports abolishing the Community Health Nursing Manager class specification.

POSTING#: 22-17
Effective: 04/04/17

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
10.375	Community Health Nurse IV	43	B	***10.375***	***Community Health Nurse IV***	***43***	***B***
10.376	Community Health Nurse III	41	B	***10.376***	***Community Health Nurse III***	***41***	***B***
10.377	Community Health Nurse II	39	B	***10.377***	***Community Health Nurse II***	***39***	***B***
10.378	Community Health Nurse I	37	B	***10.378***	***Community Health Nurse I***	***37***	***B***

BASIS FOR RECOMMENDATION

At the request of the Department of Health and Human Services (DHHS), Division of Public and Behavioral Health (DPBH), the Division of Human Resource Management has conducted a review of the Community Health Nurse series. Analysts within the Division of Human Resource Management partnered with subject matter experts from DPBH, and as a result of this review, it is recommended that revisions be made the series concept, class concept and minimum qualifications.

It is recommended that the series concept be modified to replace "family planning" with "reproductive health" which is the current terminology used by the industry and by adding the professional title "Advanced Practice Registered Nurse (APRN)" in accordance with AB107 (2013). The provisions of AB107 (2013) allow an APRN to practice to the fullest extent of their nationally recognized scope of practice based on education and competency level within a designated role and population focus. If an APRN has not practiced for more than two years or two-thousand hours and wishes to prescribe Scheduled II Controlled Substances that APRN must have prescribing protocols that have been approved by a physician and submit a copy of those protocols to the Nevada State Board of Nursing.

It is also recommended that the class concepts for the Community Health Nurse IV and Community Health Nurse III be modified to clarify their respective duties and responsibilities and to add distinguishing characteristics between these two levels.

It is further recommended that the Special Requirements be amended to require the inclusion of an applicant's licensure and certification with the employment application. Also, it is recommended that licensure from the State of Nevada be required at the time of appointment to allow for APRNs and Registered Nurses from other states to apply, greatly expanding the candidate pool. It is recommended that the Education & Experience section of the minimum qualifications, at each level, be amended to reflect these changes.

Lastly, it is recommended that minor revisions be made to the minimum qualifications, to maintain consistency with verbiage, formatting and structure.

The agency feels that the recommended changes will improve recruitment efforts without reducing the quality of candidates and make the class specification consistent with the requirements of other nursing series (e.g., Correctional Nurse, Psychiatric Nurse, License Practical Nurse and Registered Nurse).

Throughout the process, management staff within DHHS and Analysts within the Division of Human Resource Management participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

POSTING#: 23-17
Effective: 04/06/17

CURRENT				APPROVED			
CODE	**TITLE**	**GRADE**	**EEO-4**	**CODE**	**TITLE**	**GRADE**	**EEO-4**
12.416	Rehabilitation Supervisor	37	B	***12.416***	***Rehabilitation Supervisor***	***37***	***B***
12.421	Rehabilitation Counselor III	35	B	***12.421***	***Rehabilitation Counselor III***	***35***	***B***
12.427	Rehabilitation Counselor II	34	B	***12.427***	***Rehabilitation Counselor II***	***34***	***B***
12.431	Rehabilitation Counselor I	32	B	***12.431***	***Rehabilitation Counselor I***	***32***	***B***

BASIS FOR RECOMMENDATION

At the request of the Nevada Department of Employment, Training and Rehabilitation (DETR), the Division of Human Resource Management has conducted a review of the Rehabilitation Counselor series. Analysts within the Division of Human Resource Management worked with subject matter experts and agency human resources personnel from DETR and as a result of this review, it is recommended that changes to the class concepts and minimum qualifications of all four levels in the series be revised.

It is recommended that minor changes be made to the class concepts, at every level, to add verbiage related to case reviews.

It is also recommended that the minimum qualifications, at all levels, be amended to change education and experience requirements in order to attract a more diverse pool of applicants, as well as, create a career ladder for State of Nevada employees. The requirement of "proof of eligibility to sit for the Rehabilitation Counselor Certification exam from the Commission on Rehabilitation Counselor Certification" was removed from the Rehabilitation Counselor I & II levels as a result of a change to the Workforce Innovation and Opportunity Act (WIOA) of 2014, Title IV, Subtitle B, Section 412. The amendment to the WIOA changed the minimum education requirement for Vocational Rehabilitation (VR) personnel to a Bachelor's degree thus eliminating Rehabilitation Counselor Certification, which requires a Master's degree. These changes will allow for greater flexibility in the recruitment process and a greatly expanded applicant pool while preserving the distinction of the Master's degree requirement for those working as a Rehabilitation Supervisor or Rehabilitation Counselor III.

Lastly, it is recommended that minor revisions be made, at all levels, to the minimum qualifications at the Entry Level and Full Performance Knowledge, Skills and Abilities to maintain consistency with verbiage and formatting structure.

Both management and agency human resource personnel within the division participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.

Personnel Commission Meeting
June 23, 2017

FOR INFORMATION ONLY

The following is a summary of the result of the 2017 Legislative Session.

Division of Human Resource Management Budget

The Division's budget was approved as submitted by the Governor. The following are highlights from the Division's budget:

- Funding of $10,245189 in FY18 and $10,483,045 in FY19, technical adjustment may be made to actual funding
- Funding for 72 FTE positions (a reduction of 3 positions)
- Elimination of written employment testing (retaining ratings of training and experience exams and computer based skills exams, e.g., computer software skills, typing speed, grammar, filing, sorting, math, spelling, proof reading, coding)
- Increased funds for travel for the Agency Human Resource Services section to conduct site visits for the agencies they serve
- Training for State employees to become certified mediators (approximately six employees in Carson City in FY18 and six in Las Vegas in FY19)
- Increased funds for DHRM staff to attend job fairs
- Funds for two additional servers for the new payroll data warehouse system

Legislation Impacting DHRM, the Commission, and/or State Employees

Please see the following pages for a summary of the bills and their respective effective dates.

2017 Bills Affecting State Employees

(This list does not include position specific information. For a full list of bills passed by the 2017 Legislature and approved by the Governor, please visit the Nevada Legislature's website at: https://www.leg.state.nv.us/Session/79th2017/)

Bill #	Brief Description (Please reference the bill for complete information.)	Effective Date
AB 1	**Payment of Undergraduate Fees** - Existing law requires the Board of Regents of the University of Nevada, to the extent money is available, to pay certain fees and expenses associated with undergraduate classes taken at a school within the Nevada System of Higher Education by the dependent child of a public safety officer who was killed in the line of duty. This bill expands the applicability of this provision to include the payment of such fees and expenses for a dependent child of any other public employee who was killed in the performance of his or her duties.	7/1/2017
AB 26	**Criminal History Records Search** - Existing law establishes within the Central Repository for Nevada Records of Criminal History a service to conduct a name-based search of records of criminal history of an employee, prospective employee, volunteer or prospective volunteer. (NRS 179A.103) This bill authorizes an employment screening service which has entered into a contract with the Central Repository to inquire about, obtain and provide those records of criminal history to the employer or volunteer organization if the service maintains records of its dissemination of the records of criminal history. This bill also removes the limitation that only allowed employers in this state to use the services so that out of state employers also have access.	5/26/2017
AB 54	**Reporting of Work-Related Accidents** - Existing law requires an employer to report to the Division of Industrial Relations of the Department of Business and Industry any accident or motor vehicle crash which is fatal to one or more employees or which results in the hospitalization of three or more employees within 8 hours after the time the accident or crash is reported to any agent or employee of the employer. (NRS 618.378) This bill retains the 8-hour reporting requirement for fatalities, but requires an employer to report to the Division any accident or motor vehicle crash which results in inpatient hospitalization of an employee, the amputation of a part of an employee's body or an employee's loss of an eye within 24 hours after the time the accident or crash is reported to any agent or employee of the employer. This bill also requires the employer to report the names of the employees who suffered fatalities, amputations or loss of an eye or who were admitted to a hospital as inpatients.	10/1/2017
AB 113	**Break Time and Location for Nursing Mothers** - Existing law requires employers to provide their employees with meal and rest periods, with certain exceptions. Existing federal law also requires an employer to provide reasonable break time and a private place for employees to express breast milk for a nursing child	7/1/2017

2017 Bills Affecting State Employees

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Bill #	Brief Description (Please reference the bill for complete information.)	Effective Date
	for 1 year after the child's birth. (29 U.S.C. § 207(r)) Sections 2 and 5 of this bill require each public and private employer in this State, other than the Department of Corrections, certain small employers and certain licensed contractors, to provide a reasonable break time and a clean, private place for an employee who is a nursing mother to express breast milk. This break time may be provided with or without compensation. Additionally, sections 2 and 5 prohibit employers from retaliating against an employee who: (1) takes such break time or uses the designated place to express breast milk; or (2) takes any action to enforce this requirement. If a public or private employer would face an undue hardship relating to these requirements, sections 2 and 5 authorize the employer to meet with the employee to discuss potential alternatives. If no agreement is reached on such an alternative, sections 2 and 5 authorize the employer to require the employee to accept a reasonable alternative selected by the employer. Section 2 also authorizes a public employee to file a complaint against his or her public employer for certain violations of sections 2, 4 and 5 of this bill.	
AB 192	**Temporary Appointment of Certified Persons with Disabilities** - Existing law encourages and authorizes agencies of the Executive Department of the State Government and counties and cities to make temporary limited appointments of certified persons with disabilities to positions in government service for a period not to exceed 700 hours even though the positions being filled are continuing positions. This provision of existing law is commonly referred to as the "700-hour program." Under existing law, if a person appointed pursuant to the program is subsequently appointed to a permanent position during or after the 700-hour period, the 700 hours or the portion of the 700 hours completed counts toward the employee's probationary period. (NRS 245.185, 268.4065, 284.327) With limited exceptions, this bill requires rather than authorizes appointing authorities for positions in the state service to make such temporary limited appointments. This bill further requires each such appointing authority to ensure that at least one person on the staff of the appointing authority satisfies certain training requirements.	1/1/2018
AB 276	**Prohibition Against Discrimination** - Existing law establishes certain employment practices as unlawful and prohibits certain employers, employment agencies and labor organizations from engaging in such practices. (NRS 613.330) Section 3 of this bill prohibits an employer, employment agency or labor organization from discriminating against certain persons for inquiring about, discussing or voluntarily disclosing information	6/3/2017

2017 Bills Affecting State Employees

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Bill #	Brief Description (Please reference the bill for complete information.)	Effective Date
	about wages under certain circumstances; revising provisions governing noncompetition covenants; and providing other matters properly relating thereto.	
AB 309	**Veterans** - Existing law requires the Department of Administration to provide an annual report of the total number of veterans employed by each agency in the State to the Interagency Council on Veterans Affairs. Section 3 of this bill requires the Administrator of the Division of Human Resource Management of the Department of Administration to submit to: (1) the Director of the Department of Veterans Services and make available to the public a monthly report listing the names of all veterans and, to the extent the information is available, widows and widowers of persons killed in the line of duty while on active duty in the Armed Forces of the United States, who are employed in the classified or unclassified service of the State; and (2) the Governor and the Director of the Legislative Counsel Bureau for distribution to the Legislature a quarterly report on the number of veterans and, to the extent the information is available, widows and widowers of persons killed in the line of duty while on active duty in the Armed Forces of the United States, who were hired in the classified or unclassified service of the State during the quarter. Finally, section 3 requires the Administrator to ensure that the percentage of officers and employees in such state employment that are veterans and, to the extent the information is available, widows and widowers of persons killed in the line of duty while on active duty in the Armed Forces of the United States, is proportional to the percentage of veterans and, to the extent the information is available, such widows and widowers, who reside in this State and are in the labor force. Existing law requires, with certain exceptions, state agencies in the Executive Department of the State Government to periodically report to the Administrator of the Division of Human Resource Management any appointment, transfer, separation, suspension, reinstatement or any reduction or other change to a position in the public service. (NRS 284.121) Section 4 of this bill requires that such a report include whether the affected appointee or employee is a veteran or, to the extent the information is available, a widow or widower of a person killed in the line of duty while on active duty in the Armed Forces of the United States. Under existing law, the State is required, in establishing lists of persons eligible for appointment or promotion to positions in the classified service, to add 10 points to the passing grade on a competitive examination of a veteran with a disability and 5 points to a passing grade on such an examination of a veteran who does not have a disability	10/1/2017

2017 Bills Affecting State Employees

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Bill #	Brief Description (Please reference the bill for complete information.)	Effective Date
	or a widow or widower of a veteran. Existing law authorizes the application of such preference points to any open competitive examination in the classified service, but only to one promotional examination. (NRS 284.260) Section 5 of this bill provides that 10 preference points must be added to the passing grade of all veterans and to the passing grade of widows and widowers of persons killed in the line of duty while on active duty in the Armed Forces of the United States. Section 5 also provides that a person who qualifies under more than one category for preference points cannot combine all those points but is entitled to receive points for only one qualifying category that is most beneficial to the person. Finally, section 5 removes the restriction on applying such preference points to more than one promotional examination. Existing law requires, with certain exceptions, a state agency in the Executive Department of the State Government to give notice to the Administrator of the Division of Human Resource Management of its intention to fill certain vacant positions in the classified service. After receipt of such notice, the Administrator is required to certify from the list of eligible persons, appropriate to the grade and class in which the position is classified, the names of the persons with the highest scores and, if so certified, the appointing state agency may interview those persons for the position. (NRS 284.265) Section 5.5 of this bill requires the Administrator to certify additionally for the position the name of any veteran with a service-connected disability who is also on the list of eligible persons and, if so certified, the appointing state agency must interview the veteran for the position. Under existing law, certain vacant positions in the classified service are not filled by using the foregoing procedure. (Chapter 284 of NRS; chapter 284 of NAC) With regard to such positions, section 5.5 requires the appointing state agency to interview for the position each veteran with a service-connected disability who is a qualified applicant for the position. Additionally, if there are veterans without a service-connected disability who are qualified applicants for the position, section 5.5 requires the appointing state agency to interview for the position a number of such veterans that is equal to at least 22 percent of the total number of qualified applicants interviewed for the position or, if there is not a sufficient number to reach that percentage, interview for the position each such veteran who is a qualified applicant for the position.	
AB 337	**Expanded National Guard Member Rights** - Under existing law, the employer of a member of the Nevada National Guard is prohibited from terminating the member's employment because he or she is ordered to	7/1/2017

2017 Bills Affecting State Employees

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Bill #	Brief Description (Please reference the bill for complete information.)	Effective Date
	active service or otherwise required by law to perform duties as a member of the Nevada National Guard. Section 1 of this bill expands existing law by prohibiting the employer of a member of the National Guard of another state who is employed in this State from terminating the member's employment because he or she is ordered to active service or otherwise required by the law of that state to perform duties as a member of the National Guard of that state.	
AB 384	**Criminal History** - Providing generally that the criminal history of an applicant or other qualified person under consideration for a position in the unclassified or classified service of the State may be considered only under certain circumstances; prohibiting the Administrator, when examining an applicant for a position in the classified service of the State, from considering the criminal history of the applicant; providing that, except in certain circumstances, the criminal history of a person may serve as the basis for the Administrator to refuse to certify an applicant or for rescission of a conditional offer of employment in the unclassified or classified service of the State only after consideration of certain factors relating to the criminal history of the person; providing for written notice to a person if the criminal history of the person is the basis for the Administrator's refusal to certify the person or for the rescission of a conditional offer of employment; authorizing the filing of a complaint with the Nevada Equal Rights Commission under certain circumstances; and providing other matters properly relating thereto.	1/1/2018
AB 466	**Contract with a Former State Employee** - With certain exceptions, existing law prohibits officers, departments, institutions, boards, commissions and other agencies in the Executive Department of the State Government from entering into a contract for services with a former employee of a state agency if less than 2 years have expired since the termination of the former employee's employment with the State. This bill excludes from this limitation a former state employee who is not receiving retirement benefits under the Public Employees' Retirement System during the duration of the contract.	7/1/2017
AB 467	**Personnel Commission** - Existing law provides for the appointment of five members to the Personnel Commission in the Division of Human Resource Management of the Department of Administration and establishes that three members of the Commission constitute a quorum. Existing law further authorizes a quorum to exercise any power conferred on the Commission other than adopting, amending or rescinding regulations of the Commission which requires a majority vote of the entire Commission. (NRS 284.030,	7/1/2017

2017 Bills Affecting State Employees

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Bill #	Brief Description (Please reference the bill for complete information.)	Effective Date
	284.055) Sections 1 and 2 of this bill: (1) require the Governor to appoint five alternate members to the Commission; (2) revise the quorum requirements of the Commission; and (3) provide that a majority vote of the five members of the Commission is required for any action by the Commission.	
AB 517	**Employee Pay** - This act establishes the maximum allowed salaries for certain employees in the classified and unclassified service of the State, making appropriations for the payment of salaries, and grants a 2% COLA increase on July 1, 2017, and another 2% COLA increase on July 1, 2018.	7/1/2017
SB 72	**Merit Award Program** - Existing law establishes the Merit Award Program to provide awards to state employees who propose suggestions which would reduce or eliminate state expenditures or improve the operation of the State Government. (NRS 285.030, 285.060) The Program is administered by the Merit Award Board. Under existing law, the Merit Award Board is authorized, within the limits of legislative appropriations, to expend a maximum of $1,000 for expenses relating to the operation of the Board. (NRS 285.030) Section 2 of this bill increases the maximum amount authorized, within the limits of legislative appropriations, for such expenditures from $1,000 to $5,000. Existing law enumerates the criteria for an employee suggestion to be eligible for an award from the Merit Award Program and includes, as part of the criteria, the requirement that the suggestion is not under active consideration by the state agency affected. (NRS 285.050) Section 3 of this bill amends the criteria for eligibility for such an award to require that the suggestion has not been previously considered by the state agency affected. Existing law requires the Secretary of the Board to refer the employee suggestion to the head of the state agency or agencies affected, or his or her designee, for consideration. Existing law further: (1) requires the head of the state agency, or his or her designee, to report his or her findings and recommendations concerning the employee suggestion to the Board within 30 days after the referral; and (2) sets forth the required contents of the report. (NRS 285.060) Section 4 of this bill: (1) requires the head of the state agency, or his or her designee, to report recommendations concerning the employee suggestion only if applicable rather than requiring such recommendations for each employee suggestion that was referred; (2) provides that the Board may extend the 30-day reporting period; (3) revises the manner of distribution of an award if the employee suggestion was submitted by a group of state employees; and (4) revises the timeline for the Board to submit the required annual report concerning employee suggestions to the Budget Division of the Office of	7/1/2017

2017 Bills Affecting State Employees

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Bill #	Brief Description (Please reference the bill for complete information.)	Effective Date
	Finance and the Interim Finance Committee. Under existing law awards made to state employees under the Merit Award Program are required to be paid in two equal installments. One payment is required to be made within 30 days after the end of the first fiscal year during which the employee suggestion was adopted and one payment is required to be made within 30 days after the end of the subsequent fiscal year. (NRS 285.070) Section 5 of this bill provides instead that: (1) the first payment is required to be made within 90 days after the end of the fiscal year during which the State realized certain savings or improvement in the operation of State Government as a result of the adoption of the employee suggestion; and (2) the second payment is required to be made within 90 days after the end of the fiscal year immediately following the fiscal year during which the first installment was paid.	
SB 84	**Ethics in Government** - This bill revises certain procedures of the Commission on Ethics and the remedial authority of the Commission; designating certain persons as public officers and employees for the purposes of the Nevada Ethics in Government Law; revising the code of ethical standards applicable to public officers and employees; revising provisions governing the disclosure of certain information and the filing of certain disclosure statements by public officers and employees; providing for the execution and filing by a public officer of a single acknowledgment of statutory ethical standards for all public offices held concurrently by the officer; revising provisions relating to the employment of former public officers and employees; and providing other matters properly relating thereto.	Sections 1 to 15.5, inclusive, 16.5 to 30, inclusive, and section 31 effective on 7/1/2017. Sections 15.7 and 16 effective on 1/1/2018.
SB 137	**Collection of Veterans' Data** - Existing law requires certain state agencies and regulatory bodies to collect and report to the Interagency Council on Veterans Affairs certain data relating to veterans. (NRS 417.0194, 622.120) Sections 1 and 2 of this bill require such a state agency or regulatory body to include the following questions on each form used to collect data from a veteran: (1) "Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable?"; (2) "Have you ever been assigned to duty for a minimum of 6 continuous years in the National Guard or a reserve component of the Armed Forces of the United States and separated from such service under conditions other than dishonorable?"; and (3) "Have you ever served the Commissioned Corps	6/4/2017

2017 Bills Affecting State Employees

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Bill #	Brief Description (Please reference the bill for complete information.)	Effective Date
	of the United States Public Health Service or the Commissioned Corps of the National Oceanic and Atmospheric Administration of the United States in the capacity of a commissioned officer while on active duty in defense of the United States and separated from such service under conditions other than dishonorable?"	
SB 188	**Prohibition Against Discrimination** - This bill revises provisions of existing law that prohibit various types of discrimination and discriminatory practices to include gender identity or expression and sexual orientation.	7/1/2017
SB 253	**Nevada Pregnant Workers' Fairness Act** - This bill requires certain employers to provide reasonable accommodations to female employees and applicants for employment for a condition of the employee or applicant relating to pregnancy, childbirth or a related medical condition, except in certain circumstances; prohibiting certain other discriminatory practices by employers relating to pregnancy, childbirth or a related medical condition; authorizing the Nevada Equal Rights Commission to investigate complaints of such unlawful employment practices; requiring the Commission to carry out programs to educate employers and others about certain rights and responsibilities; and providing other matters properly relating thereto.	Effective June 2, 2017, for the purpose of providing the notice required pursuant to section 19 of this act; and on October 1, 2017, for all other purposes.
SB 361	**Rights for Victims of Domestic Violence** - Existing law sets forth certain unlawful acts which constitute domestic violence when committed against certain specified persons. (NRS 33.018) Section 1 of this bill requires an employer to provide certain hours of leave to an employee who has been employed by the employer for at least 90 days and who is a victim of an act which constitutes domestic violence, or such an employee whose family or household member is a victim of an act which constitutes domestic violence and the employee is not the alleged perpetrator. Section 1 specifically requires that such an employee is entitled to 160 hours of leave during a 12-month period. Such leave: (1) may be paid or unpaid; (2) must be used within the 12 months immediately following the date on which the act which constitutes domestic violence occurred; (3) may be used consecutively or intermittently; and (4) under certain circumstances, must be deducted from leave permitted by the Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601 et seq.	Upon passage and approval for the purpose of adopting any regulations and performing any other preparatory administrative tasks necessary

2017 Bills Affecting State Employees

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Bill #	Brief Description (Please reference the bill for complete information.)	Effective Date
	Section 1 authorizes an employee to use the leave for purposes related to a person who is a victim of an act which constitutes domestic violence. Section 4 of this bill prohibits the Administrator of the Employment Security Division of the Department of Employment, Training and Rehabilitation from disqualifying a person from receiving unemployment compensation benefits if: (1) the person left employment to protect himself or herself, or his or her family or household member, from an act which constitutes domestic violence; and (2) the person actively engaged in an effort to preserve employment. Section 4 also authorizes the Administrator to request evidence from the person to support a claim for benefits. Section 6 of this bill requires an employer to provide reasonable accommodations which will not create an undue hardship 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. Section 7 of this bill prohibits an employer from conditioning the employment of an employee or prospective employee or taking certain employment actions because: (1) the employee is a victim of an act which constitutes domestic violence; (2) the employee's family or household member is a victim of an act which constitutes domestic violence; or (3) of other circumstances related to being a victim of an act which constitutes domestic violence.	to carry out the provisions of this act, and on January 1, 2018, for all other purposes.
SB 368	**Employee Pay** - Section 1 of this bill requires that the approximate maximum salaries as set forth in section 1 of Assembly Bill No. 517 of this session must be increased by an additional 1% effective on July 1, 2017, and an additional 1% effective on July 1, 2018.	7/1/2017
SB 478	**Employee Rights Related to Investigations** - Existing law requires an appointing authority to take certain actions when dismissing, involuntarily demoting or suspending a permanent classified employee in the state service or conducting an internal administrative investigation which may result in the dismissal, involuntary demotion or suspension of a permanent classified employee. (NRS 284.385, 284.387; NAC 284.655) Section 2 of this bill requires an appointing authority to provide an employee with notice of the allegations against the employee within 30 days after the appointing authority becomes aware, or reasonably should have become aware, of the allegations. Existing law requires an appointing authority to complete an internal administrative investigation and make a determination whether to dismiss, involuntarily demote or suspend an employee within 90 days after providing the employee with notice of the allegations, unless the appointing authority obtains approval for an extension of time. (NRS 284.387) Section 2 prohibits an	7/1/2017

2017 Bills Affecting State Employees

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Bill #	Brief Description (Please reference the bill for complete information.)	Effective Date
	appointing authority from dismissing, involuntarily demoting or suspending an employee based on allegations if the investigation into those allegations does not result in a determination regarding disciplinary action within the prescribed time period. Existing law authorizes a permanent employee to appeal a dismissal, involuntary demotion or suspension in a hearing before the hearing officer of the Personnel Commission. (NRS 284.390) If the employee requests such a hearing, section 3 of this bill requires the appointing authority of the employee to produce and allow the employee or his or her representative to inspect or receive a copy of any document or evidence related to the internal investigation leading to the employee's dismissal, involuntary demotion or suspension within 5 days after a request is made by the employee or his or her representative.	
SB 502	**Public Employees Benefit Program and the Deferred Compensation Program** - This bill makes the Public Employees Benefit Program and the Public Employees Deferred Compensation Program part of the Department of Administration.	7/1/2017
SCR 6	**Study to Review Employee Pay** - Directing the Legislative Commission to appoint a committee to conduct an interim study concerning salaries for certain positions in the unclassified and nonclassified service of the State.	6/8/2017