



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#25-17

May 24, 2017

TO: Agency Personnel Liaisons
DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: NEATS POSITION DOCUMENTATION MODULE

The Division of Human Resource Management (DHRM) is pleased to announce new Position Documentation features being implemented in NEATS. This new set of functionality will allow supervisors and HR staff to enter and retrieve position documentation such as Work Performance Standards, Essential Functions and Position Descriptions. Additionally, employees will be able to view and acknowledge Work Performance Standards online. These new features are set to be released on May 31, 2017.

In preparation for this release, DHRM has created appropriate online classes for the various user groups to begin learning about these features. These courses are open enrollment and are currently available in the eLearning system at nvelearn.nv.gov under the Personnel Systems and Procedures category. The titles are:

- NEATS Position Documentation for Human Resources Staff
- NEATS Position Documentation for Supervisors
- NEATS Position Documentation for Employees

The courses will provide video tutorials and task simulations that will demonstrate and teach users how the features work. The first two do require some time commitment, as the HR and Supervisory courses will take 2-4 hours to complete. The course for employees is significantly shorter.

We recommend HR staff take the course intended for them and then advise the supervisors in their agencies to do the same. Employees should take the course intended for them prior to acknowledging Work Performance Standards in NEATS which, depending on the rate at which these documents get entered and activated, may be at a later date.

Furthermore, once these features are available, agency HR staff will need to coordinate with their supervisory personnel on a plan for getting data entered into NEATS. Having soft copies of existing documents is advantageous as a significant portion of the data entry effort can be reduced by being able to copy and paste text into NEATS. Otherwise, there is a substantial amount of data entry that will be necessary, so please plan accordingly.

This effort is important as it will be necessary for Work Performance Standards to be completed prior to the future implementation of online performance evaluations. Implementing these position documentation features first will give you and your agency ample time to enter and manage the data in NEATS.

If you have any questions, please contact DHRM's Business Process Analyst, Micheal Shannon at 775-684-0112 or mshannon@admin.nv.gov.