



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**MEMORANDUM**

May 2, 2018

**TO:** Department Directors  
Deputy Directors  
Division Administrators  
Personnel Officers

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

**SUBJECT:** POSITION REVIEW PROCESS FY20-21 BUDGET

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To assist agencies in the budget building process, all new positions or positions for which a request for reclassification is being proposed, that are not part of a Compensation Plan Adjustment request, need to be submitted to the Division of Human Resource Management (DHRM) Classification Section for review. This review must be completed before inclusion in the agency's FY20-21 budget request.

The request for review should be submitted as soon as possible, considering agency internal budget deadlines, allowing at least two weeks for DHRM review and return of the recommendation for inclusion in the Agency Request Budget. When submitting the request, please utilize the new State of Nevada – Position Questionnaire (NPD-19) form, dated 12/17, found at the following link: [NPD-19](#) or on our website at: <http://hr.nv.gov/Resources/Forms/Classification/Classification/>. Please make sure to check the Legislative Review FY box, and include the fiscal years, at the top of the form. This will assist in determining that the request for review is not for the current biennium but is for the FY20-21 Budget and will ensure that the review is expedited. Once the review is completed, a pre-approval letter will be forwarded to the agency.

NPD-19s reviewed through DHRM, included in the Governor Recommends Budget and approved by the Legislature, must be resubmitted along with the pre-approval letter to DHRM, for final Budget signature and final processing by DHRM. If, during the budget

process, duties change (i.e. program requirements, etc.) for the position, agencies must resubmit the NPD-19 for additional review to ensure the classification is accurate.

If you have any questions on this process, please contact Heather Dapice, Classification Supervisor at [hdapice@admin.nv.gov](mailto:hdapice@admin.nv.gov) or at 702-486-2919.