



DEPARTMENT OF PERSONNEL
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MEMO PERD #41/08

June 13, 2008

TO: All Agency Leaders
Agency Personnel Liaisons

FROM: Todd Rich, Director
Department of Personnel

SUBJECT: Hiring Process

I wanted to communicate a change to the current process on opening positions for recruitment. The Governor's office and the Cabinet have agreed that effective immediately, Agencies will no longer be required to submit a *Justification to Fill* form to the Budget Office and the Director's review panel. Obviously, any positions that will be opened will need to follow your department's budget reduction plan.

In order to open any position for recruitment, including those previously listed on the Positions Exempt from Hiring Freeze list, the Agency will still need to complete a *Justification to Fill* form (located on the State Budget website: <http://budget.state.nv.us/forms/>) and have the top leader (Director, Executive Director, Chairman, etc.) of the respective organization sign it. Once this form has been authorized, it can be forwarded along with the completed NPD-3 form to the Recruitment and Retention division of the Department of Personnel. Please note: Information Technology positions will still need approval of the IT Panel. Notate on the *Justification to Fill* form if it is an IT position and then forward the form on to Dan Stockwell, Director of DoIT.

Obviously we are operating in very challenging financial times, and we have all been working diligently to meet our budgetary responsibilities. As you know, employee salaries are one of our biggest expenses, and it is important that we are prudent in adding new staff to our teams. With the grim reality of layoffs on the horizon, I am very concerned about bringing new employees into State service and then having to let them go.

It goes without saying that we are in a fluid environment, and as such, the hiring process may change in the near future. I will continue to keep you informed as developments occur. I would

like to thank everyone for your understanding and flexibility regarding this process. If you have any questions or concerns with this change, please contact Mark Anastas at (702) 486-2902 or myself at (775) 684-0131.

Handwritten signature of Todd Rich in black ink.

Todd Rich, Director