



**DEPARTMENT OF PERSONNEL**  
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**MEMO PERD #64/09**  
**November 13, 2009**

TO: Department Directors

FROM: Teresa Thienhaus, Director  
Department of Personnel

A handwritten signature in cursive script, reading "Teresa Thienhaus".

SUBJECT: Survey Classes for Biennial Salary and Benefits Survey

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The Department of Personnel conducts a biennial salary and benefits survey to compare the salaries of State employees with those of other public, private, and state employers and to assess the State's competitive position in the marketplace.

Core benchmark classes are included in the survey to represent the State employee population. Individual agencies may also request specific classes be included in the survey.

However, to be considered for inclusion, the DOP Recruitment and Retention Division must have documented the class as difficult to recruit or as having experienced a higher than average turnover rate, (currently 10.48%).

Please provide your recommendation of classes to be included in the survey to the Department of Personnel, Compensation and Classification Division, Attention: Paula Scheufler via email [pscheufler@dop.nv.gov](mailto:pscheufler@dop.nv.gov) by **December 15, 2009**. Your request should include class titles and supporting data to justify inclusion in the survey.

Survey results will be published in August 2010.

We appreciate your input. Please feel free to contact us with comments or concerns.