

**PERSONNEL COMMISSION  
FEBRUARY 2, 2007 MEETING MINUTES**

*\*Indicates agenda items that were voted on by the Personnel Commission.*

**MEMO PERD #11/07  
March 2, 2007**

**I. Call To Order - 9:00 a.m.**

Chairman Enus called the meeting to order at 9:00 a.m. February 2, 2007, in Las Vegas at the Grant Sawyer Building, Room 1412, 555 E. Washington Avenue, and via video conferencing to Carson City at the Blasdel Building, Room 100, 209 E. Musser Street.

*Present in Las Vegas:* Chairman Claudette Enus and Commissioner David Sánchez

*Present in Carson City:* Commissioners Jack Eastwick and Katherine Fox; Director Jeanne Greene from the Department of Personnel; and Katie Armstrong, Deputy Attorney General, Attorney General's Office.

*Member absent:* Commissioner David Read

**II. \*Adoption of Agenda**

Commissioner Fox's motion to adopt the agenda was seconded by Commissioner Eastwick and unanimously carried.

**III. \*Minutes of Previous Meeting**

Commissioner Eastwick's motion to approve the minutes of the December 1, 2006, meeting was seconded by Commissioner Sánchez and unanimously carried.

**IV. \*Prohibitions & Penalties**

*Department of Motor Vehicles*

Phil Brittenham, Personnel Officer, Department of Motor Vehicles, with Kathleen Callahan, Personnel Analyst, Department of Motor Vehicles, explained revisions had been made to their prohibitions and penalties that the Commission approved in 2003.

Gary Wolff, Business Agent, Nevada State Law Enforcement Officers' Association, Communication Workers of America, Local 9111, asked about a revision on page 5, item C10, increasing the penalty for failure to report to work or contact supervisor for three consecutive days.

Ms. Callahan replied the revision was in response to a change in regulation. Director Greene confirmed her statement saying the Personnel Commission approved a revision at their last meeting, which was subsequently approved by the Legislative Commission.

Mr. Wolff stated he was concerned that an individual would be dismissed even if they were hospitalized, unconscious, and physically unable to report. Commissioner Eastwick asked whether the agencies would review each instance independently. Director Greene replied they would.

There being no further questions or discussion, Commissioner Fox's motion to approve Item IV as presented was seconded by Commissioner Eastwick and unanimously carried.

V. \*Approval of Class Specifications

A. *Forestry Program Manager*

Tewolde Habtemicael, Personnel Analyst, Department of Personnel, explained that an option for support services was added to the Forestry Program Manager class at the request of the Division of Forestry. The western regional forestry manager position was transferred to the Division's headquarters and is now responsible for all support services.

There being no questions or discussion, Commissioner Eastwick's motion to approve Item V-A was seconded by Commissioner Fox and unanimously carried.

B. *Food Service Cook/Supervisor series*

Imran Hyman, Personnel Analyst, Department of Personnel, explained the minimum qualifications were revised to better describe the types of qualifying experience, the class concepts further specify the number of meals served, types of work locations, and duties. The series title was changed from Institutional Cook to match other food service classes in the occupational group.

There being no questions or discussion, Commissioner Eastwick's motion to approve Item V-B was seconded by Commissioner Fox and unanimously carried.

C. *Driver – Shuttle Bus and Van/Automobile series*

Imran Hyman, Personnel Analyst, Department of Personnel, explained the minimum qualifications were revised to remove the incorrect requirement of a Class C commercial driver's license. It was replaced with "commercial driver's license with a passenger endorsement."

Commissioner Fox asked if an out-of-state license would be accepted. Mr. Hyman responded there wasn't a requirement for the license to be issued by Nevada.

Commissioner Fox's motion to approve Item V-C was seconded by Commissioner Eastwick and unanimously carried.

D. *Securities Administrator*

Mary Day, Supervisory Personnel Analyst, Department of Personnel, explained the minimum qualifications were broadened at the request of the newly elected Secretary of State, to include individuals with an advanced degree and supervisory experience in a relevant field.

Commissioner Sánchez asked for examples of advanced degrees in a relevant field. Ms. Day replied the example the Chief Deputy Secretary of State gave was an individual that had a master's degree in finance and had worked for several years in the regulation of financial institutions. There are other possibilities, but the Secretary of State wanted to leave it as open as could be allowed.

There being no further questions or discussion, Commissioner Eastwick's motion to approve Item V-D was seconded by Commissioner Fox and unanimously carried.

E. *Abolish Obsolete Classifications*

11.142 - Records & Identification Section Supervisor

Mary Day, Supervisory Personnel Analyst, Department of Personnel, explained the Records & Identification Section Supervisor class was no longer being used by the Department of Public Safety and recommended it to be abolished. Ms. Day stated the Workers' Compensation Program Specialist series had been withdrawn from the agenda because a reclassification request into the series had been received.

Chairman Enus confirmed with Ms. Day that there was no action required on Item V-E2.

There being no further questions or discussion, Commissioner Eastwick's motion to abolish Item V-E1 was seconded by Commissioner Sánchez and unanimously carried.

VI. *\*Approval of Occupational Group Study Revised Class Specifications*

Fiscal Management & Staff Services occupational group

Subgroup: Public Information

*Sales & Promotion Representative series*

Vivian Spiker, Personnel Analyst, Department of Personnel, explained the duty statements and class concepts were updated to better reflect current responsibilities of the positions. The minimum qualifications were revised to better align with the required entry-level knowledge, skills and abilities at each level in the series.

There being no questions or discussion, Commissioner Eastwick's motion to approve Item VI was seconded by Commissioner Fox and unanimously carried.

**VII. Uncontested Classification Action Report**

*Posting #03-07*

Chairman Enus read the classes involved into the record. There being no questions or concerns, the report was accepted with no action required.

**VIII. Special Reports**

Director Greene reminded the Commission that the Legislature starts on February 5<sup>th</sup>. She stated the Department had its first budget overview hearing the previous week and explained that two new positions were being requested. One is an employee assistance counselor that will be housed in Elko to serve rural employees and a sexual harassment/discrimination investigator for Las Vegas to supplement the one investigator there. Director Greene explained that a computer network specialist position currently under the Department of Information Technology had been requested to transfer to the Department's budget as the incumbent works for the Department 100% of the time.

Director Greene stated the Department was requesting funding for pre-employment drug testing for all State employees and expanded funding to attend job fairs out-of-state primarily to target recruitment efforts for nurses and social workers.

Chairman Enus asked Director Greene whether she was getting support from the Governor and both houses on the Department's requests. Director Greene replied they were very kind at the initial budget hearing, but she anticipated a lot of questions when the more detailed hearings are conducted.

There were no further questions or comments.

**IX. Comments by the General Public**

There were none.

**X. Select Date for Next Quarter Meeting**

Director Greene stated the next meeting was tentatively scheduled for June 15, 2007, and they would need to select a date in September, which would allow temporary regulations to be permanently adopted. The Commission selected September 14, 2007.

**XI. \*Adjournment**

Commissioner Fox's motion to adjourn was seconded by Commissioner Eastwick and unanimously carried at 9:26 a.m.