




DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #24/07A
June 22, 2007

TO: Directors
Administrators
Personnel Liaisons
Personnel Representatives

FROM: Todd C. Rich, Director 
Department of Personnel

SUBJECT: Revision to PERD #24/07 - Three Grade Increases

This memo is written to revise PERD #24/07 regarding the “Special Processing Instructions” for those Title Codes receiving a three-grade increase. After additional analysis, it has been determined that NAC 284.170 subsection 2. (a) should not be applied to the class titles receiving a three-grade increase due to the fact that this is an **equity adjustment** granted by the Legislature. Attached you will find a listing of Title Codes to which this applies. It should be noted that three-grade increases resulting from Occupational Studies **must** follow the guidelines set forth in NAC 284.170.

The “Special Processing Instructions” in PERD #24/07 relating to this subject matter are no longer valid. The three-grade adjustments **will be systematically generated with no special documentation (ESMT) requirements**. However, we are aware that some agencies may have already processed paperwork for these adjustments. Dependent upon where these documents are in the processing cycle, please take the following action:

- If ESMT’s have **NOT** been completed – No further action is required.
- If ESMT’s have been completed and not transmitted to Central Records – Change the Action Code to “ORDTA”, cross out any changes you have made, and submit to Central Records for processing. This code will initiate a new turnaround document in preparation of future changes.

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- If ESMT's have been completed and submitted to Central Records for processing – The Action Code will be changed by our staff to “ORDTA” and all other changes will be crossed out. A new turnaround document will be produced and sent to the agency in preparation of future changes.

We apologize for any inconvenience this may have caused, but it is vital that we make sure that these actions are done properly to ensure a fair and consistent environment for our employees. Should you have any further questions, please contact your agency's Central Records Representative.

TR:mk

3-GRADE EQUITY ADJUSTMENTS

TITLE CODE	CLASS TITLE	CURRENT GRADE	NEW GRADE
1.121	AGRICULTURE ENFORCEMENT OFFICER 3	34	37
1.125	AGRICULTURE ENFORCEMENT OFFICER 2	32	35
1.127	AGRICULTURE ENFORCEMENT OFFICER 1	30	33
1.512	DEPUTY BRAND INSPECTOR 2	25	28
11.230	AIRPORT CONTROL OFFICER 3	31	34
11.231	AIRPORT CONTROL OFFICER 2	29	32
11.232	AIRPORT CONTROL OFFICER 1	27	30
11.290	CHIEF INVEST COMPLI/ENFORCE	40	43
11.293	SUPVY COMPLI/ENFORCE INVEST	38	41
11.294	COMPLIANCE/ENFORCMNT INVEST 3	37	40
11.295	COMPLIANCE/ENFORCMNT INVEST 2	36	39
11.296	COMPLIANCE/ENFORCMNT INVEST 1	34	37