



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

MEMO PERD #30/07
July 26, 2007

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Designee for Rules Distribution
Employee Representatives
Media Representatives

FROM: Todd C. Rich, Director
Department of Personnel

A handwritten signature in black ink, appearing to read "T. Rich".

SUBJECT: PERSONNEL COMMISSION MEETING MINUTES

Attached are the minutes from the June 15, 2007, Personnel Commission meeting. These minutes have not been approved and are subject to revision at the next meeting of the Personnel Commission on September 14, 2007.

TR:sb

Attachment

**PERSONNEL COMMISSION
JUNE 15, 2007 MEETING MINUTES**

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

**MEMO PERD #30/07
July 26, 2007**

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

Chairman Enus called the meeting to order at 9:02 a.m. June 15, 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; and Director Todd Rich, Department of Personnel

Present in Carson City: Commissioners Jack Eastwick, David Read, and Katherine Fox; Shelley Blotter, Chief of Technical Services, Department of Personnel; and Katie Armstrong, Deputy Attorney General, Attorney General's Office

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 Fox's motion to approve the minutes of the February 2, 2007, meeting was seconded by Commissioner Eastwick and unanimously carried.

IV. *Classes Subject to Pre-Employment Drug Testing (NRS 284.4066)
Departments of Corrections and Transportation

Renee Travis, Personnel Analyst, Department of Personnel, presented the positions and classes requested by the Departments of Corrections (DOC) and Transportation (NDOT) to be added to the list of classes subject to pre-employment screening for controlled substances.

AGENCY	CLASS CODE	CLASS TITLE	BUDGET & POSITION CONTROL NUMBER
NDOT	6.209	Supervisor III, Associate Engineer	4660 - All positions beginning with number 930XXX; and 4660-017009 & 017046

AGENCY	CLASS CODE	CLASS TITLE	BUDGET & POSITION CONTROL NUMBER
NDOT	6.211	Supervisor II, Associate Engineer	4660 - All positions beginning with number 930XXX; and 4660-255001
	6.215	Supervisor I, Associate Engineer	4660 - All positions beginning with number 930XXX; and 4660-017021 & 017048
	6.224	Manager I, Professional Engineer	4660 - All positions beginning with number 930XXX
	6.229	Staff I, Associate Engineer	4660 - 080001, 080002, 080005, 080006, 080007 & 080010
	6.308	Engineering Technician IV	4660 - All positions beginning with number 930XXX; and 4660-255002
	6.313	Engineering Technician III	4660 - All positions beginning with number 930XXX; and 4660-017037, 017039, 017042, 017050, 017051, 017052 & 255003
	7.653	Public Service Intern II	4660 – All positions beginning with number 940XXX
DOC	10.124 10.126 10.132 10.143	Psychologist IV Psychologist III Psychologist II Psychologist I	All budgets and positions
	10.139 10.141	Mental Health Counselor II Mental Health Counselor I	All budgets and positions
	10.151 10.144 10.150	Clinical Social Worker III Clinical Social Worker II Clinical Social Worker I	All budgets and positions
	10.179	Psychometrist	All budgets and positions
	10.369	Certified Nursing Assistant	All budgets and positions

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

V. *Objection to Proposed Classification Action (NRS 284.160)

Safety Specialist series

Chairman Enus asked for a brief summary of the objection.

Mary Day, Supervisory Personnel Analyst, Department of Personnel, explained that several incumbents at the Division of Industrial Relations filed an objection to a minor class specification change that had been posted. Their objection related to compensation issues rather than classification. Ms. Day said that the changes made to the specification were very minor and did not involve a compensation review nor did they meet the criteria for such a review.

In response to Chairman Enus' question, Ms. Day stated she was told someone from the agency would be present, but no one came forward in either Las Vegas or Carson City.

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

VI. *Approval of Occupational Group Study Revised Class Specifications

Fiscal Management & Staff Services occupational group

1. Subgroup: Business Management

Business Enterprise Officer series

Vivian Spiker, Personnel Analyst, Department of Personnel, explained minor changes were made to the Business Enterprise Officer series. The Department of Personnel recommended minor changes to the Business Enterprise Officer series. Subject matter experts from the Department of Employment, Training and Rehabilitation suggested small changes in the series concept to clarify the fact that their clients are independent business owners. The class concepts were updated and the minimum qualifications revised at the Business Enterprise Officer II level to include food service industry experience.

There being no questions or discussion, Commissioner Eastwick's motion to approve Item VI-1 as presented was seconded by Commissioner Read and unanimously carried.

2. Subgroup: Public Information

Cultural Resource Technician

Vivian Spiker, Personnel Analyst, Department of Personnel, explained the Department of Personnel recommended minor revisions to the Cultural/Natural Resource Technician class specification.

The class was retitled to Cultural Resource Technician to be consistent with duties performed by the incumbents who work in the Cultural Resource Division of the Harry Reid Center at the University of Nevada, Las Vegas. Through the validation process, subject matter experts recommended the minimum qualifications be amended to require an Associate's degree with major coursework in archeology, anthropology or closely related field.

There being no questions or discussion, Commissioner Eastwick's motion to approve Item VI-2 as presented was seconded by Commissioner Read and unanimously carried.

VII. Uncontested Classification Action Report

Posting #04-07, #05-07, and #06-07

Chairman Enus read the classes reported into the record. With no questions or comments, the report was accepted with no action required.

VIII. Special Reports

Kim Foster, Division Administrator, Administrative Services, Department of Personnel, explained the changes approved by the 2007 Legislature:

- Funding was approved for a part-time investigator in Las Vegas in the Sexual Harassment/Discrimination Unit;
- Funding was approved for a part-time employee assistance counselor to cover rural Nevada;
- Recruitment efforts will be expanded for “hard to recruit” positions such as nurses and social workers with funding to send staff and agency representatives to career fairs at 13 different universities in certain Western States;
- The Department of Personnel is partnering with the Departments of Administration and Transportation to consolidate 14-15 UNIX servers down to two, one located in Carson City and the other in Las Vegas, to replace outdated equipment and increase capacity, to provide redundant processing capabilities and facilitate disaster recovery strategies;
- NVAPPS Phase I has been completely successful; Phase II is funded and will focus on the remaining recruitment tasks, test development, and electronic communication with applicants and agency representatives. This objective meets the Department’s goal of a fully integrated human resource system for the State;
- Convert testing rooms for NVAPPS online examinations to replace the current paper method; there are currently four computer workstations in Carson City, four in Las Vegas, and the Department of Administration has agreed to transfer 40 used personal computers for use in the Department’s testing centers;
- NEATS Location Scheduling module will consolidate the scheduling of multiple training locations into one master calendar that will ensure optimal use of shared, high-demand, expensive State facilities;
- E-Learning delivery of mandatory supervisory curriculum was funded to convert five courses to online classes including video which will reduce time away from the office and offer more flexibility on how training is delivered and received;
- Certified Public Manager (CPM) Program has been a success with 75 graduated participants from the first two classes, and there are 81 participants currently enrolled in classes three and four. Twenty-four graduates have been promoted. The Program will be expanded to create the Certified Supervisory Management (CSM) Program to address the needs of first-line supervisors and middle managers by introducing them to leadership strategies and philosophies with funding for 50 participants in the biennium.

Commissioner Sánchez asked who was involved in developing NVAPPS. Ms. Foster replied it was a team of various agency representatives and AERIS, a consulting firm, who worked on the HR Data Warehouse and NEATS. Commissioner Sánchez asked who would be developing the

online testing module. Ms. Foster replied it would be the same team. In response to Commissioner Sánchez's question on what platform is used for the statewide E-Learning, Ms. Foster replied a personal computer is currently operating the E-learning pilot and a server will be implemented this biennium that will be housed in the Department of Personnel.

Commissioner Read thought it was a great idea to go to other states to recruit difficult positions, but wanted to know if states outside the western region would be considered. Field Services Chief, Peter Long, stated the Department is not locked in with any particular state and others could be targeted. Commissioner Fox agreed with Commissioner Read.

Commissioner Fox asked about the investigations being conducted in the Sexual Harassment/Discrimination Unit and what the average of open cases was at any point in time. Shelley Blotter, Chief of Technical Services, Department of Personnel, replied there are currently 12 open cases in the South, and approximately 20 in the North. She stated the unit is busier than the Department would like and they are looking at ways to reduce the number of complaints by working with agency management to identify common patterns.

Chairman Enus asked how well the Department did in terms of the budget this biennium. Ms. Foster gave the Commission numbers and noted the Department received a small increase over the previous period.

Director Todd Rich stated the Department was disappointed the pre-employment screening for controlled substances of all State employees was not approved, but will try to get it funded next biennium. Mr. Rich added the 4.9% increase proposed for the Unclassified Service to adjust for the step increase granted to the Classified Service in 2005, was not approved.

There were no further questions or comments.

IX. Comments by the General Public

There were no comments from the public.

Chairman Enus welcomed Director Rich to his first Commission meeting. Director Rich thanked her and stated he looks forward to meeting the northern Commissioners in September.

X. Select Date for Next Quarter Meeting

The next meeting is tentatively scheduled for September 14, 2007. Director Rich stated they would need to meet sometime in December and suggested the 7th. Chairman Enus thought she might have a conflict but she and the other Commissioners selected December 7, 2007, anyway.

XI. *Adjournment

Commissioner Sánchez's motion to adjourn was seconded by Commissioner Eastwick and unanimously carried at 9:40 a.m.