



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**MEMO PERD #19/12**

**May 4, 2012**

**TO:** Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives

**FROM:** Lee-Ann Easton, Administrator  
Division of Human Resource Management

**SUBJECT:** New Recruitment and Examination Process

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The Division of Human Resource Management (DHRM) is pleased to announce changes to the state's recruitment and examination process. As a result of the consolidation of services in the Department of Administration, the restructuring of DHRM, and the subsequent enhanced focus on customer service, the division has been working with customers to make significant improvements and implement positive change. Over the past several months we have made changes that will streamline the recruitment process, improve efficiency, and reduce redundant testing for state job applicants. Below is a summary of improvements that have occurred and the implementation timeframe.

**APPLICATION TO AGENCY (effective February 2012):**

Agencies may now accept applications and hire directly for specific entry level classes to include Clerical Trainee, Brand Inspectors, Field Assistants I and II, and Public Service Interns. This list may be expanded based on agency needs. Human Resource Management will continue to recruit for these positions through NVAPPS for agencies that prefer to receive a list. For further information and where to apply, please go to <https://nvapps.state.nv.us/NEATS/Recruiting/ViewJobsHome.aep> under "Other Job Opportunities".

**INCREASED TESTING HOURS (effective March 2012):**

Testing hours may be extended on weekdays to meet recruitment needs. Saturday testing is available upon request. This change will facilitate more applicants being tested faster for large recruitments, which will expedite a list of qualified candidates to the hiring agency.

**EXAMINATION CHANGES (effective April 2012):**

General examinations by job category will replace the majority of the state's current system of testing by job classification. There are some agency specific exams that will continue to utilize the current exams already in place. These classes include: Firefighter I/II; Correctional Sergeant; DPS Officer I; DPS

Sergeant; Engineering Tech I; Legal Secretary series; Retail Storekeeper; Statistician; Staff I, Associate Engineer; Supervisor I, Associate Engineer; and University Police Officer.

Other classes will be tested according to the job categories listed below:

- **Clerical, Administrative Support Exam**  
(Administrative Aid; Administrative Assistant 1-4; Accounting Assistant 1-4)
- **Paraprofessional/Technical Exam**  
(Family Services Specialist 1-3; Retirement Technician; Tax Examiner 1-2; Transportation Technician)
- **Fiscal Professional Exam**  
(Accountant Technician 1-3; Accountant 1-3; ASO 1-4; Auditor 1-3; Budget Analyst 1-5; CAFR Accountant 1-2; Chief Accountant; Grants Projects Analyst 1; Management Analyst 1-4)
- **Professional Level Exam**  
(Correctional Casework Specialist Tr.; Family Services Supervisor 1-2; Revenue Officer 1)

Once a candidate passes the exam for a job category, he/she will be allowed to use the passing score for all classes in that job category. As before, interested candidates still need to apply for a recruitment and meet the minimum qualifications for the job they are interested in. However, now they will be allowed to utilize a passing score for a number of job classes, as long as the class is in the appropriate job category.

Scores for general exams will be pass/fail only and the lists will be unranked. Therefore, job applicants will no longer need to retake exams to improve their ranking.

Classifications at higher levels in a job category with ranked lists, such as supervisory level classes, will be scored according to their training and experience (T&E) to establish the ranking of candidates. For supervisory positions requiring the Fiscal Professional exam, applicants must pass a written exam prior to being ranked with a T&E. These changes will provide the hiring agency with a list in a timelier manner and offer the ability to choose the best candidate for the position based on skill set. It also benefits the applicant by reducing time and effort spent in the testing process.

**NEWLY UNRANKED LISTS (effective April 2012):**

The Division has designated an additional 68 job classes as unranked. As a result, agencies will no longer be required to interview only the top 5 ranks based on test scores alone for these classes. Agencies will have the flexibility to select 5 or more applicants for the interview process based upon the experience and skills needed to be successful in the position. This will also benefit applicants that have passed the exam and have the expertise to do the job, but are not necessarily skilled test takers.

We hope you find these new recruitment and examination processes to be more efficient and beneficial in meeting your agency needs. If you should have any questions or concerns, please feel free to contact Vivian Spiker at (775) 684-0107 or Peter Long at (775) 684-0103.

Thank you,

*Lee-Ann Easton*

Lee-Ann Easton, Administrator  
Division of Human Resource Management