State of Nevada Executive Branch Agencies
Mandatory Training Requirements

The following courses are mandatory for either all or some employees.

**ALL EMPLOYEES**

- Nevada Information Security Awareness
- Sexual Harassment Prevention

**ALL SUPERVISORS AND MANAGERS**

- Equal Employment Opportunity for Managers and Supervisors
- Alcohol & Drug Testing Procedures
- Evaluating Employee Performance
- Handling Grievances
- Interviewing & Hiring
- Progressive Disciplinary Procedures
- Work Performance Standards
- Accident Investigations
- Basic Office Ergonomics
- Workers’ Compensation Overview for Managers and Supervisors
- Workplace Evaluation & Management Tools
- Workplace Violence: Recognition & Prevention

**OTHER (some employees)**

- Defensive Driving
- Defensive Driving (Refresher)
- Internal Controls Class – Financial Management
- ADVANTAGE Financial Training (Live)
- ADVANTAGE Financial Training (Online)
- ADVANTAGE Recertification
- DISCOVERER
- Central Payroll Certification Training
- Central Records Certification Training - NEW
- Central Records Re-certification
- Records Management – Retention of State Records
Some agencies have been delegated authority to provide some mandatory training for their staff (e.g. Department of Transportation) instead of using the above indicated classes. Check with your agency human resource staff to find out if your agency provides any of the required training and, if yes, which classes are provided.
ALL EMPLOYEES

Nevada Information Security Awareness

Required for: Employees
Frequency: Annually
Type: Online
Responsible Agency: Department of Administration, Enterprise IT Services (775-684-5800)
Authority: State PSP 100, Section 3.5

Sexual Harassment Prevention

Required for: Employees
Frequency: Within the first 6 months of State employment and every 2 years from appointment
Type: Online
Responsible Agency: Department of Administration, Division of Human Resource Management, Equal Employment Opportunity (702-486-0988)
Authority: NAC 284.496
ALL SUPERVISORS AND MANAGERS

Equal Employment Opportunity for Managers and Supervisors

Required for: Supervisors and Managers

Frequency: Within 12 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee’s appointment.

Type: Online

Responsible Agency: Department of Administration, Division of Human Resource Management, Equal Employment Opportunity (702-486-0988)

Authority: NAC 284.498

Alcohol & Drug Testing Procedures

Required for: Supervisors and Managers

Frequency: Within 12 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee’s appointment.

Type: Online

Responsible Agency: Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)

Authority: NAC 284.498

Evaluating Employee Performance

Required for: Supervisors and Managers

Frequency: Within 6 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee’s appointment.

Type: Online

Responsible Agency: Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)

Authority: NAC 284.498
All Supervisors and Managers

Handling Grievances

Required for: Supervisors and Managers
Frequency: Within 12 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee’s appointment.
Type: Online
Responsible Agency: Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)
Authority: NAC 284.498

Interviewing & Hiring

Required for: Supervisors and Managers
Frequency: Within 12 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee’s appointment.
Type: Online
Responsible Agency: Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)
Authority: NAC 284.498

Progressive Disciplinary Procedures

Required for: Supervisors and Managers
Frequency: Within 12 months of supervisory appointment and every 3 years. An appointing authority may accept supervisory training classes taken by the employee during the 12 months immediately preceding the employee’s appointment.
Type: Online
Responsible Agency: Department of Administration, Division of Human Resource Management, Consultation & Accountability (775-684-0148)
Authority: NAC 284.498
## Work Performance Standards

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<thead>
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## Accident Investigations

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<td><strong>Live (see NEATS for course listings)</strong></td>
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<tr>
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## Basic Office Ergonomics

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Workers’ Compensation Overview for Managers and Supervisors

Required for: Supervisors and Managers

Frequency: Once

Type: Live (see NEATS for course listings)

Length: 4 hours

Responsible Agency: Department of Administration, Office of Risk Management (775-687-3187)

Authority: SAM 0521 & Risk Management

Workplace Evaluation & Management Tools

Required for: Supervisors and Managers

Frequency: Once

Type: Live (see SCATS for course listings)

Length: 7 hours

Responsible Agency: Department of Administration, Office of Risk Management (775-687-3187)

Authority: SAM 0521 & Risk Management

Workplace Violence: Recognition & Prevention

Required for: Supervisors and Managers

Frequency: Once

Type: Live (see NEATS for course listings)

Length: 3 ½ hours

Responsible Agency: Department of Administration, Office of Risk Management (775-687-3187)

Authority: SAM 0521 & Risk Management
OTHER (some employees)

### Defensive Driving

**Required for:** Employees whose job function(s) require driving a State vehicle.  
Exceptions: Peace officers or EMTs who participate in EVOC training, elected officials, Legislative Counsel Bureau employees, and Board and Commission members.

**Frequency:**
1) Within 12 months of appointment; and  
2) Within 3 months of a 2nd work-related traffic accident or ticket (in which the employee has been deemed to be at fault) within a 4-year period.

**Type:** Live (see NEATS for course listings)

**Length:** 4 hours

**Responsible Agency:** Department of Administration, Office of Risk Management (775-687-3187)

**Authority:** SAM 0521 & Risk Management

### Defensive Driving (Refresher)

**Required for:** Employees whose job function(s) require driving a State vehicle.  
Exceptions: Peace officers or EMTs who participate in EVOC training, elected officials, Legislative Counsel Bureau employees, and Board and Commission members.

**Frequency:** Every 4 years

**Type:** Online

**Responsible Agency:** Department of Administration, Office of Risk Management (775-687-3187)

**Authority:** SAM 0521 & Risk Management
Other (some employees)

Internal Controls Class – Financial Management

Required for: Agency heads and employees who administer budgetary accounts.

Frequency: 1. Within 90 days after being hired, promoted or transferred;
2. Attendance is recommended by the Division of Internal Audits; or
3. Directed to by the head of the agency.

Type: Live

Length: 3 hours

Responsible Agency: Governor’s Finance Office, Division of Internal Audits (775-684-0222)

Authority: NAC 353A.100

ADVANTAGE Financial Training (Live)

Required for: Employees whose job functions require access to the ADVANTAGE Financial program and whose duty location is in the Reno/Carson City area.

Training requirements for ADVANTAGE are based on the requested access/profile, not job duties. Contact the instructor directly if you believe you qualify to complete one of the “special profile” courses. For a list of ADVANTAGE profiles and their training requirements, go to http://intra.ktl.nv.gov/intranet/Training/TI_FinancialSystemTraining/Advantage_Special_Profiles.pdf

Frequency: Prior to receiving an ADVANTAGE user ID and password.

Type: Live (see NEATS for course listings)

Length: 16 hours

Responsible Agency: Governor’s Finance Office, Office of Project Management (775-684-4119)

Authority: State Controller’s Policy on Establishment and Maintenance of User IDs
ADVANTAGE Financial Training (Online)

Required for: Employees whose job functions require access to the ADVANTAGE Financial program and whose duty location is outside the Reno/Carson City area.

Training requirements for ADVANTAGE are based on the requested access/profile, not job duties. Contact the instructor directly if you believe you qualify to complete one of the “special profile” courses. For a list of ADVANTAGE profiles and their training requirements, go to http://intra.ktl.nv.gov/intranet/Training/TI_FinancialSystemTraining/Advantage_Special_Profiles.pdf

Frequency: Prior to receiving an ADVANTAGE user ID and password.
Type: Online
Length: 13 – 16 hours
Responsible Agency: Governor’s Finance Office, Office of Project Management (775-684-4119)
Authority: State Controller’s Policy on Establishment and Maintenance of User IDs

ADVANTAGE Recertification

Required for: Employees whose job functions require access to the ADVANTAGE Financial program.

Training requirements for ADVANTAGE are based on the requested access/profile, not job duties. Contact the Financial Help Desk at the State Controller’s Office to verify that you have a “special profile”. Upon verification, they will provide you with the proper course key.

Frequency: Every 2 years after completion of the ADVANTAGE Financial Training class.
Type: Live (see NEATS for course listings) or online
Length: 7 hours
Responsible Agency: Governor’s Finance Office, Office of Project Management (775-684-4119)
Authority: State Controller’s Policy on Establishment and Maintenance of User IDs
DISCOVERER

Required for: Employees whose job functions require access to DISCOVERER.
Frequency: Prior to receiving DISCOVERER access.
Type: Live (see NEATS for course listings)
Length: 4 hours
Responsible Agency: Governor’s Finance Office, Office of Project Management (775-684-4119)
Authority: [http://intra.ktl.nv.gov/intranet/Training/TI_Discoverer_Class.html](http://intra.ktl.nv.gov/intranet/Training/TI_Discoverer_Class.html)

Central Payroll Certification Training

Required for: Employees who prepare payroll forms
Frequency: Within 6 months of appointment and then every 2 years.
Type: Live (see NEATS for course listings)
Length: 12 hours
Responsible Agency: Department of Administration, Division of Human Resource Management, Central Payroll (775-687-9077)
Authority: NAC 284.504

Central Records Certification Training - NEW

Required for: Employees who prepare forms for Central Records
Frequency: Within 6 months of appointment
Type: Live (see NEATS for course listings)
Length: 11 hours
Responsible Agency: Department of Administration, Division of Human Resource Management, Central Records (775-687-9095)
Authority: NAC 284.504
Central Records Re-certification

Required for: Employees who prepare forms for Central Records

**Frequency:** Every 2 years following completion of Central Records Certification Training

**Type:** Online

**Responsible Agency:** Department of Administration, Division of Human Resource Management, Central Records (775-687-9095)

**Authority:** NAC 284.504

Records Management – Retention of State Records

Required for: Employees whose duties include the management of the retention and disposal of any official state records of the agency, board or commission

**Frequency:** Once

**Type:** Live (see NEATS for course listings)

**Length:** 2 ½ hours

**Responsible Agency:** Department of Administration, Division of State Records (775-684-3364)

**Authority:** NRS 239.083(2)[a]