

# State of Nevada 700-Hour Program

Division of Human Resource Management  
Recruitment Section

<http://hr.nv.gov>

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# 700-Hour Program Overview

*Establishing a program for the hiring of people with disabilities into the State workforce*

- To assist disabled persons certified by the Rehabilitation Division to secure employment in State agencies.
  - Temporary position limited to 700 hours of service
  - Priority hiring lists
  - Position may lead to a permanent appointment
    - Time worked in 700-Hour appointment counts toward probation period of longer-term appointment
- Nevada Revised Statute (NRS) 284.327 and Nevada Administrative Code (NAC) 284.364 outline the provisions, AB192, approved 2017 Legislative Session.

# Nevada Revised Statute and Nevada Administrative Code

**NRS 284.327** states, “Temporary limited appointment of persons with disabilities.

1. To assist persons with disabilities certified by the Rehabilitation Division of the Department of Employment, Training and Rehabilitation, appointing authorities are encouraged and authorized to make temporary limited appointments of certified persons with disabilities for a period not to exceed 700 hours notwithstanding that the positions so filled are continuing positions. [A person with a disability who is certified by the Rehabilitation Division must be placed on the appropriate list for which the person is eligible.](#) **Each such person must possess the training and experience necessary for the position for which the person is certified.** The Rehabilitation Division must be notified of an appointing authority’s request for a list of eligibility on which the names of one or more certified persons with disabilities appear. A temporary limited appointment of a certified person with a disability pursuant to this section constitutes the person’s examination as required by **NRS 284.215**.
2. The Commission shall adopt regulations to carry out the provisions of subsection 1.
3. This section does not deter or prevent appointing authorities from employing:
  - (a) A person with a disability if the person is available and eligible for permanent employment.
  - (b) A person with a disability who is employed pursuant to the provisions of subsection 1 in permanent employment if the person qualifies for permanent employment before the termination of the person’s temporary limited appointment.
4. If a person appointed pursuant to this section is subsequently appointed to a permanent position during or after the 700-hour period, the 700 hours or portion thereof counts toward the employee’s probationary period.”

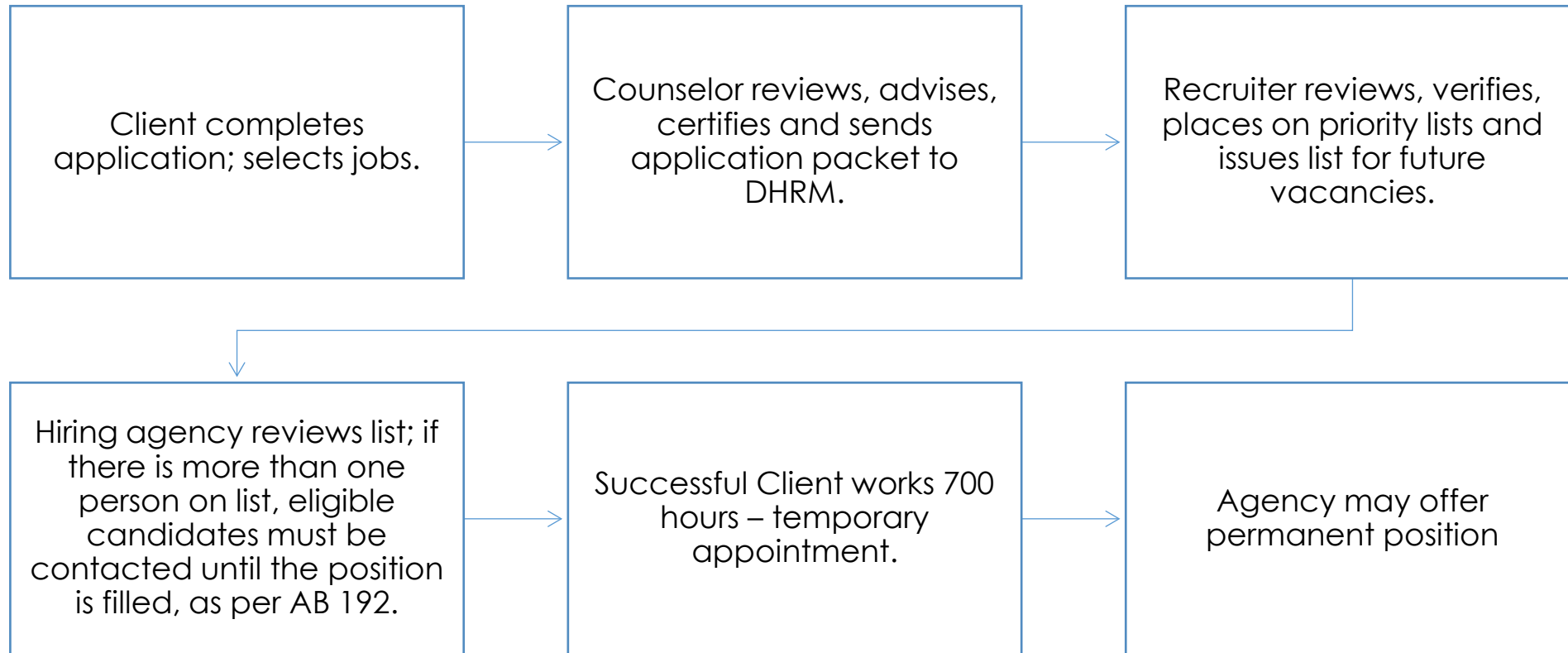
# Nevada Revised Statute and Nevada Administrative Code (*cont.*)

**NAC 284.364** Lists of persons with disabilities who are eligible for temporary limited appointments. (**NRS 284.065, 284.155, 284.250, 284.327**)

Pursuant to **NRS 284.327**, the Rehabilitation Division of the Department of Employment, Training and Rehabilitation may provide to the Division of Human Resource Management the names of persons with disabilities certified by the Rehabilitation Division who are eligible for temporary limited appointments of 700 hours' duration. Upon receipt from the Rehabilitation Division of the job applications and job recommendations, the Division of Human Resource Management will evaluate the information against the job requirements and minimum qualifications of the recommended classes. Through noncompetitive means, the names of qualified persons will be placed in a 700-hour category on the eligible list and certified to the requesting agency for consideration.

A current probationary or permanent state employee who occupies a permanent full-time position is not eligible for the provisions of this section unless his or her disability jeopardizes his or her continued employment in his or her present position and placement on the list does not merely circumvent the provisions of this chapter governing promotion or transfer.

# 700-Hour Program Process



# 700-Hour Program Process

## *Role of Department of Employment, Training and Rehabilitation (DETR), Rehabilitation Division*

- DETR Rehabilitation Division Counselors:
  - Certify clients for program;
  - Assist clients with State application and a proposed list of State job titles generally fitting the client's experience and abilities;
  - Provide Division of Human Resource Management (DHRM) Recruitment Section with 700-Hour packet:
    - Cover letter recommending client for program and attached job titles;
    - Job Development Form
    - Updated Client NEATS Profile and Resume
  - Liaise with DHRM Recruiters for placement on 700-Hour lists and eligibility of clients for requested job titles.

# 700-Hour Program Process

## *Role of Department of Employment, Training and Rehabilitation (DETR), Rehabilitation Division (cont.)*

- 700-Hour Packet Cover Letter Content:
  - Introduction of client and counselor
  - Recommendation of client for 700-hour program (DHRM assumes DETR has certified them in accordance with DETR's procedure)
  - The list of the jobs as attached in the Job Development Form and a statement that the client can generally perform the job functions as they are described in the class specifications.
- Subsequent job requests for same client:
  - A new Job Development Form may be submitted with the updated jobs by the counselor; DHRM assumes DETR has reviewed the class specifications with the client to determine suitability and would not require an application and cover letter.

# 700-Hour Program Process

## *Role of The Client/Applicant*

- Clients/Applicants:
  - Update application
  - Choose the job titles of interest
  - Consult with DETR Counselor
  - Update their job list at any time, in consultation with the DETR Counselor
  - Respond to inquiries of availability from State agencies after reviewing the Essential Functions of the position with DETR Counselor
  - May also apply for other State jobs through regular, competitive means

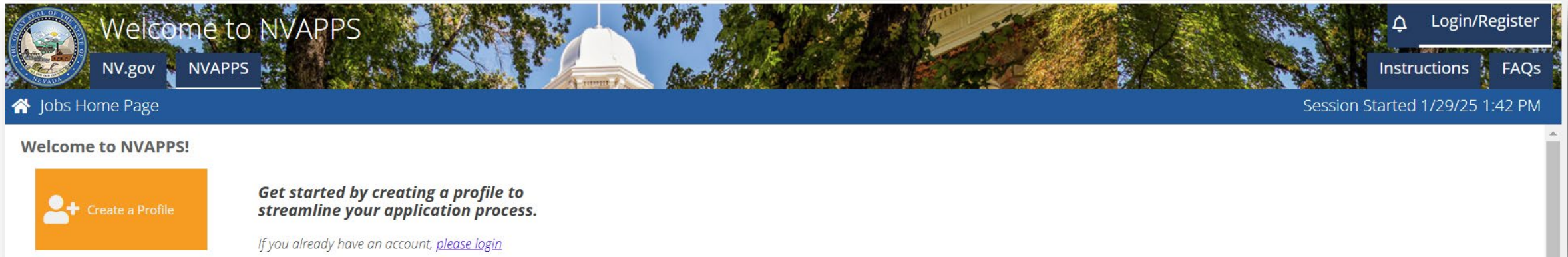


# Things to Consider for Resume and Applicant Profile

## *Client/Applicant*

- Attach College transcripts (unofficial copies are okay)
- Resumes can be more than 2 pages
- Recruiters do not assume that the client has the experience; they need to see it in the client's employment history
  - Be very detailed and include all work experience
  - Do not use acronyms as they may be different for companies/organizations
  - Volunteer work is okay to list
  - If the client held different positions within the same company, list the two positions separately

# How to Apply Within NVAPPS



Welcome to NVAPPS

NV.gov NVAPPS

Jobs Home Page

Session Started 1/29/25 1:42 PM

Login/Register

Instructions FAQs

Welcome to NVAPPS!

Create a Profile

Get started by creating a profile to streamline your application process.

If you already have an account, [please login](#)

The first step in finding a job with the State of Nevada is to visit our website: [nvjobs.nv.gov](https://nvjobs.nv.gov) or [nvapps.state.nv.us](https://nvapps.state.nv.us).

Click on the orange icon as shown above to create an account and complete your profile. Then, you can begin browsing through our open jobs or use the Search function to find specific positions. When you are ready to apply to a job, click the “Apply” button at the bottom of the posting.

You can track the applications you have submitted in the “My Applications” section of your Jobs Home Page. Below is a list of statuses you may see:

**Pending Verification** – Your application has been successfully submitted and is pending review from the assigned recruiter.

**Verified** – Your application has been evaluated by the recruiter and you meet the minimum qualifications.

**Eligible** – The hiring pool has been sent to the hiring manager for review. This is where the hiring team will begin to start their interview and selection process.

**Denied (multiple statuses for this)** – Your application has been evaluated and it has been determined that at the time of the application you did not meet the minimum qualifications for the position.

# Resources for Counselors & Clients

- How to create an account: <https://hr.nv.gov/uploadedFiles/hrnvgov/Content/Services/NVAppsInstructionsPage.pdf>
- State Application and Announcements: <https://nvapps.state.nv.us/NEATS/Recruiting/ViewLogin.aep2>
- Jobs & Application Information Page: <http://nvjobs.nv.gov/>
- DHRM website: <http://hr.nv.gov/>
- Class Specifications: [http://hr.nv.gov/Resources/Class\\_Specifications/](http://hr.nv.gov/Resources/Class_Specifications/)

# NVAPPS Contact Information

If you experience any technical issues, please contact the help desk.

- 1. Help desk hours:** Monday – Friday 8:00am to 5:00pm
- 2. Help desk number:** 775-687-9099 or 866-686-3287
- 3. Help desk email:** [hrhelpdesk@admin.nv.gov](mailto:hrhelpdesk@admin.nv.gov)

# 700-Hour Program Process

## *Role of Division of Human Resource Management (DHRM) Recruitment Section*

- DHRM Recruiters:
  - Evaluate clients' applications against the minimum qualifications (MQs) of each job title;
  - Place clients on the 700-Hour list for one year, for any titles for which MQs are met, or until hired (if sooner);
  - Liaise with DETR Counselors and clients:
    - Make recommendations for applications.
    - Make recommendations of additional job titles for which the client might be qualified.
  - Provide the 700-Hour lists to State agencies requesting to fill vacancies, prior to issuing a regular list or opening an announcement.

# 700-Hour Program Process

## *Role of State Agencies Filling Positions*

- State agencies filling vacant positions:
  - Receive a 700-Hour list of eligible program candidates (if no layoff/reemployment lists exist) to consider for the position;
  - Contact must be made with the persons on the list and Essential Functions of the position made available to them.
  - Schedule a meet and greet with the candidate to explain the position and tour the work facility.
  - Offer the position to the chosen 700-hour applicant if they are interested and able to perform the Essential Functions of the position.
  - If there is more than one person on the list, eligible candidates must be contacted until the position is filled. If none of the candidates are interested or they are not able to perform the Essential Functions, the agency should notify DHRM.
  - Code and submit the list.
  - May choose to offer the successful 700-Hour appointee a permanent position at the end of the 700-Hour appointment. The 700 hours will count towards the appointee's probationary time.