

Steve Sisolak
Governor



Deonne Contine
Director

Peter Long
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

MEMORANDUM
HR#14-19

March 6, 2019

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – STUDENT WORKER SERIES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Beverly Ghan at bghan@admin.nv.gov no later than April 4, 2019.

If no written objections are received in this office by April 4, 2019, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **Posting #22-19**
Posting Expires: **April 04, 2019**

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
2.131	Student Worker	10	F	<i>2.131</i>	<i>Student Worker</i>	<i>10</i>	<i>F</i>

Basis for Recommendation

At the request of the Division of Human Resource Management (DHRM), it is recommended that an Informational Note be added to the Student Worker series to be consistent with the Public Service Intern Series (7.653).

The Informational Note details that employment in this class will not lead to permanent status in State service.

Note: Changes to the class specifications are noted as follows: additions in blue and deletions in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. For more information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by April 04, 2019. Objections should be addressed to Beverly Ghan, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

POSTING DATE: March 06, 2019



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STUDENT WORKER	10	F	2.131

Under immediate supervision, Student Workers perform routine and repetitive duties, which require basic skills and can be learned in a short time, generally less than a week. Duties may include but are not limited to: answering telephone calls and routing non-routine calls to appropriate individuals; typing routine correspondence and other materials; processing mail by opening and distributing to appropriate sections or individuals; checking documents such as applications for completeness; inventorying, categorizing, labeling, coding, batching and filing various materials; operating standard office machines such as personal computers, typewriters, copiers, shredders, calculators and microfiche viewers; and assisting with miscellaneous projects.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * This class is used to employ students or high school graduates, but employment may not extend beyond six months from date of graduation. The student may be required to provide proof of enrollment in an educational program or of high school graduation.

INFORMATIONAL NOTES:

- * When employing students, appointing authorities must comply with NRS 609 and the child labor provisions of the Fair Labor Standards Act.
- * *Employment in this class will not lead to permanent status in State service.*

EDUCATION AND EXPERIENCE: Current enrollment in, or recent graduation from, an educational program leading to a high school diploma. *(See Special Requirement and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **General knowledge of:** basic English and math skills. **Ability to:** read, write and understand simple written materials; interact with others using common courtesy; follow oral and written instructions; learn the practices and procedures of the employing agency; work cooperatively with others.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): Job-specific knowledge, skills and abilities required to accomplish assigned duties in the employing agency.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

2.131

ESTABLISHED: 1/1/61
 REVISED: 4/4/80-3

2.131

- REVISED: 5/27/80-3
- REVISED: 8/19/88
- REVISED: 7/1/89P
- REVISED: 9/27/88PC
- 12/10/99UC
- REVISED: 7/1/01P
- 10/4/00PC
- REVISED: 9/25/15PC
- REVISED: 4/4/19UC