



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 | www.hr.nv.gov | Fax: (775) 684-0122

PERSONNEL COMMISSION

Meeting Notice

DATE: Friday, June 09, 2023

TIME: 9:00 a.m.

LOCATION: State Library and Archives Building
100 N. Stewart Street
Room 110
Carson City, Nevada 89701

Grant Sawyer Building
555 E. Washington Avenue
Room 1400
Las Vegas, Nevada 89101

The sites will be connected by videoconference. The public is invited to attend at either location. As video conferencing gives the Commission, staff, and others flexibility to attend meetings in either northern or southern Nevada, handouts to the Commission on the day of the meeting may not be transmitted to the distant locations.

Notice: The Personnel Commission may address agenda items out of sequence to accommodate persons appearing before the Commission or to aid the efficiency or effectiveness of the meeting at the Chair's discretion. The Commission may combine two or more agenda items for consideration, and the Commission may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Comments will be limited to three minutes per person and persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Commission Chair may elect to allow additional public comment on a specific agenda item when the item is being considered.

Agenda

- I. Discussion and approval of DHRM Administrator as meeting facilitator in lieu of member Chair due to vacancy for this meeting.**
- II. Call To Order, Welcome, Roll Call, Announcements**
- III. Public Comment:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

FOR POSSIBLE ACTION

IV. Approval of Minutes of Previous Meetings:

- A. June 24, 2022
- B. August 09, 2022
- C. August 26, 2022

FOR POSSIBLE ACTION

V. Discussion and Approval of Addition of Classes or Positions for Pre-Employment Screening for Controlled Substances and Revision to Class Specifications

A. The Nevada System of Higher Education, Business Center North requests the addition of the following positions to the list approved for pre-employment screening for controlled substances:

- a. 5.181 Early Childhood Educator IV: All Business Center North PCNs
- b. 5.182 Early Childhood Educator III: All Business Center North PCNs
- c. 5.183 Early Childhood Educator II: All Business Center North PCNs
- d. 5.184 Early Childhood Educator I: All Business Center North PCNs

B. The Nevada System of Higher Education, Business Center North, requests approval of a class specification change to include the requirement of pre-employment screening for controlled substances for positions in the following class codes:

- a. 5.181 Early Childhood Educator IV
- b. 5.182 Early Childhood Educator III
- c. 5.183 Early Childhood Educator II
- d. 5.184 Early Childhood Educator I

FOR POSSIBLE ACTION

VI. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions and Abolishment

- A. Domestic Services
 - 1. Subgroup: Personal & Protective Services
 - a. 3.520 Family Support Worker Series
- B. Mental & Health & Related Services
 - 1. Veterinary Services
 - a. 10.290 Wildlife Health Specialist

INFORMATIONAL ITEM

VII. Report of Uncontested Classification Changes Not Requiring Personnel Commission Approval per NRS 284.160

- Posting: #07-23
 - 10.133 Developmental Specialist Series
- Posting: #08-23
 - 10.540 Cannabis Program Inspector Series
- Posting: #09-23
 - 11.260 Security Officer Series
- Posting: #10-23
 - 5.181 Early Childhood Educator Series
- Posting: #11-23

9.438 (Computer) Facility Mechanical Technician
Class
Posting: #12-23
9.475 Water Systems Manager/Operator/Worker
Series
Posting: #13-23
7.758 Energy Program Manager
Posting: #14-23
9.630 Grounds Maintenance Worker Series

- INFORMATIONAL ITEM**
- VIII. 2023 Legislation Affecting State Employees and DHRM Budget.**
- IX. Discussion of Dates for Upcoming Meeting**
- X. Commission Comments**
- XI. Public Comment:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.
- XII. Adjournment**

Supporting material for this meeting is available at the Division of Human Resource Management at 209 E. Musser Street, Suite 101, Carson City, Nevada, 89701; 555 E. Washington Avenue, Suite 1400, Las Vegas, NV, 89101; or on our website <http://hr.nv.gov/Boards/PersonnelCommission/Personnel Commission - Meetings/>. To obtain a copy of the supporting material, you may contact Ernie Hernandez at (775) 684-0135 or ernestinahernandez@admin.nv.gov.

Inquiries regarding the items scheduled for this Commission meeting may be made to Ernie Hernandez at (775) 684-0135 or ernestinahernandez@admin.nv.gov.

We are pleased to make reasonable accommodations for individuals who wish to attend this meeting. If special arrangements or audiovisual equipment are necessary, please notify the Division of Human Resource Management in writing at 209 E. Musser Street, Suite 101, Carson City, NV, 89701, no less than (5) working days before the meeting.

Persons who wish to receive notice of meetings must subscribe to the Division of Human resource Management LISTSERV HR Memorandums, which can be found on the following webpage:

http://hr.nv.gov/Services/HRM_Email_Subscription_Management/. If you do not wish to subscribe to LISTSERV and wish to receive notice of meetings, you must request to receive meeting notices and renew the request every 6 months thereafter per NRS 241.020(3)(c), which states in part, "A request for notice lapses 6 months after it is made." Please contact Ernie Hernandez at (775) 684-0135 or ernestinahernandez@admin.nv.gov to make such requests.

Notice of this meeting has been posted at the following locations:

Carson City

Blasdel Building, 209 East Musser Street
Nevada State Library, Archives and Public Records, 100 North Stewart Street
Nevada State Capitol Building, 101 North Carson Street
Legislative Counsel Bureau, 401 South Carson Street

Las Vegas

Grant Sawyer Building, 555 East Washington Avenue

Websites:

Nevada Public Notice website: <http://notice.nv.gov>

Division of Human Resource Management: www.hr.nv.gov

Revised