

Steve Sisolak  
Governor



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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701  
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**PERSONNEL COMMISSION**

**Meeting Notice**

**DATE:** Friday, June 24, 2022

**TIME:** 9:00 a.m.

<b>LOCATION:</b>	State Library and Archives Building	Grant Sawyer Building
	100 N. Stewart Street	555 E. Washington Avenue
	Room 110	Room 1400
	Carson City, Nevada 89701	Las Vegas, NV 89101

Effective June 1, 2021, the Governor’s Emergency Directive expired, and Open Meeting Law procedures were reinstated.

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 might 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 comments 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 public comment on a specific agenda item when the item is being considered.

**Agenda**

- I. Call to Order, Welcome, Roll Call, Announcements.**
- II. 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 (NRS 241.020).

**FOR POSSIBLE ACTION**

- III. Approval of Minutes of Previous Meetings:**

A. Held March 25, 2022.....5-13

**FOR POSSIBLE ACTION**

**IV. Discussion and Approval of Addition of Classes or Positions for Pre-Employment Screening for Controlled Substances.....6-30**

- A. The Department of Public Safety requests the addition of the following positions to the list approved for pre-employment screening for controlled substances:
  - 1. Classes and positions requested for approval of preemployment screening for controlled substances:
    - a. 2.212 Administrative Assistant II, PCN 4709-09022 and 4709-09023
    - b. 7.624 Management Analyst III, PCN 4709-09025
    - c. 7.649 Program Officer I, PCN 4702-11140 and 4709-09026

**FOR POSSIBLE ACTION**

**V. Discussion and Approval or Denial of Proposed Permanent Regulation Changes to Nevada Administrative Code, Chapter 284.....31-91**

**A. LCB File No. R015-21**

- Sec. 1. NAC 284.5811 Family and medical leave: Maximum amount in 12-month; eligibility; use.

**B. LCB File No. R016-21**

- Sec. 1. NEW "Sex- or gender-based harassment" defined.
- Sec. 2. NAC 284.010 Definitions.
- Sec. 3. NAC 284.496 Classes and training concerning prevention of sex- or gender-based harassment.
- Sec. 4. NAC 284.498 Training of supervisory and managerial employees.
- Sec. 5. NAC 284.650 Causes for disciplinary or corrective action.
- Sec. 6. NAC 284.696 Unlawful discrimination.
- Sec. 7. NAC 284.718 Confidential records.
- Sec. 8. NAC 284.726 Access to confidential records.
- Sec. 9. NAC 284.771 Sex- or gender-based harassment.
- Sec. 10. NAC 284.0995 "Sexual harassment" defined.

**C. LCB File No. R017-21**

- Sec. 1. NEW Appeal of determination to release confidential records.
- Sec. 2. NAC 284.718 Confidential records.
- Sec. 3. NAC 284.726 Access to confidential records.

**D. LCB File No. R125-21**

- Sec. 1. NAC 284.470 Preparation, filing, contents, discussion and distribution of reports; powers and duties of employees; review; adjustment of grievances.
- Sec. 2. NAC 284.5243 Break times and place for a mother of a child under 1 year of age to express breastmilk: Procedures for employee to request break times and place; efforts to address employee’s needs; date of receipt of request; response to request by department or agency.
- Sec. 3. NAC 284.656 Contents and delivery of notice of proposed action; employee authorized to seek explanation of reasons for proposed action or procedures for disciplinary actions from agency.
- Sec. 4. NAC 284.6561 Predisciplinary review before propose dismissal, demotion or suspension; waiver by employee.
- Sec. 5. NAC 284.680 Date of receipt of grievance or complaint.

**FOR POSSIBLE ACTION**

**VI. Discussion and Approval or Denial of Proposed Temporary Regulation Changes to Nevada Administrative Code, Chapter 284.....92-102**

- Sec. 1. NEW Succession plan; appointments.
- Sec. 2. NEW Certification of employees who prepare succession plans.
- Sec. 3. NAC 284.058 “Eligible person” defined.
- Sec. 4. NAC 284.313 Limitation of competition in recruitment; applications.

**INFORMATIONAL ITEM**

**VII. Report of Uncontested Classification Plan Changes Not Requiring Personnel Commission Approval per NRS 284.160.....103-109**

The following items were posted for at least 20 working days. No written objections were received by the Administrator before the end of the posting period; therefore, the changes automatically went into effect.

- Posting: #05-22  
13.310 Correctional Lieutenant/Sergeant Series
- Posting: #06-22  
6.809 Chief, Environmental Programs
- Posting: #07-22  
9.354 Chief Pilot Serires
- Posting: #08-22  
7.641 HAVA Administrator
- Posting: #09-22  
1.955 Park Aid Series

**VIII. Discussion and Announcement of Dates for Upcoming Meetings.**

**IX. Commission Comments**

- X. 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 (NRS 241.020).

**XI. 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/](http://hr.nv.gov/Boards/PersonnelCommission/Personnel_Commission_-_Meetings/). To obtain a copy of the supporting material, you may contact Michelle Garton at (775) 684-0136 or [mgarton@admin.nv.gov](mailto:mgarton@admin.nv.gov).

Inquiries regarding the items scheduled for this Commission meeting may be made to Michelle Garton at (775) 684-0136 or [mgarton@admin.nv.gov](mailto:mgarton@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/](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 Michelle Garton at (775) 684-013 or [mgarton@admin.nv.gov](mailto:mgarton@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

**Las Vegas**

Grant Sawyer Building, 555 East Washington Avenue

**Online**

Nevada Public Notice website: <http://notice.nv.gov>  
Division of Human Resource Management: [www.hr.nv.gov](http://www.hr.nv.gov)