



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
515 E. Musser Street, Suite 101 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 687-9085

**HUMAN RESOURCES COMMISSION**

**Meeting Notice**

**DATE:** Friday, June 27, 2025

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

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

Eureka Building  
7251 Amigo Street  
Room 120  
Las Vegas, Nevada 89119

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 distant locations.

**Notice:** The Human Resources 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**

- |                            |   |
|----------------------------|---|
|                            | <b>I. Call To Order, Welcome, Roll Call, Announcements</b>  |
|                            | <b>II. Public Comment:</b> 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. |
| <b>FOR POSSIBLE ACTION</b> | <b>III. Approval of Minutes of Previous Meetings:</b>   |
|                            | A. March 28, 2025   |
| <b>FOR POSSIBLE ACTION</b> | <b>IV. Possible Decision to Enter Into a New Contract with the Hearings Division or Possible Recruitment of Independent Hearing Officers</b>  |

**INFORMATIONAL ITEM      V.      2025 Legislative Session Significant Division of Human Resource Management Related Approved Bills**

**INFORMATIONAL ITEM      VI.      Report of Uncontested Classification Changes Not Requiring Human Resources Commission Approval per NRS 284.160**

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: #02-25  
5.205 Education Programs Series

Posting: #07-25  
1.804 Forestry Fleet Coordinator

**VII.      Discussion of Dates for Upcoming Meetings**

**VIII.      Commission Comments**

**IX.      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.

**X.      Adjournment**

Supporting material for this meeting is available at the Division of Human Resource Management at 515 E. Musser Street, Suite 101, Carson City, Nevada, 89701; 7251 Amigo Street, Suite 120, Las Vegas, NV, 89119; or on our website:

[https://hr.nv.gov/Boards/PersonnelCommission/Human\\_Resources\\_Commission\\_-\\_Meetings/](https://hr.nv.gov/Boards/PersonnelCommission/Human_Resources_Commission_-_Meetings/). To obtain a copy of the supporting material, you may contact Roxanne Hardy at (775) 684-0131 or [roxannehardy@admin.nv.gov](mailto:roxannehardy@admin.nv.gov)

Inquiries regarding the items scheduled for this Commission meeting may be made to Roxanne Hardy at (775) 684-0131 or [roxannehardy@admin.nv.gov](mailto:roxannehardy@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 515 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 Roxanne Hardy at (775) 684-0131 or [roxannehardy@admin.nv.gov](mailto:roxannehardy@admin.nv.gov) to make such requests.

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

**Carson City**

515 East Musser Street, Suite 101  
Nevada State Library and Archives Building, 100 North Stewart Street  
Nevada State Capitol Building, 101 North Carson Street  
Nevada State Legislature Building, 401 South Carson Street

**Las Vegas**

Eureka Building, 7251 Amigo Street

**Websites:**

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

Division of Human Resource Management: [www.hr.nv.gov](http://www.hr.nv.gov)

# ITEM III

**STATE OF NEVADA  
HUMAN RESOURCES  
COMMISSION**

Held at the Nevada State Library and Archives Building, 100 N. Stewart Street, Room 110, Carson City; and via video conference in Las Vegas at the Eureka Building, 7251 Amigo Street, Room 120.

-----  
**MEETING MINUTES  
March 28, 2025  
(Subject to Commission Approval)**

**COMMISSIONERS PRESENT:**

Mr. Mark Olson, Chairperson  
Ms. Patricia Hurley, Commissioner  
Mr. Andreas Spurlock, Commissioner  
Ms. Angela Scurry, Commissioner  
Mr. Rick McCann, Commissioner  
Mr. Armen Asherian, Commissioner

**STAFF PRESENT:**

Ms. Bachera Washington, Administrator, DHRM  
Ms. Michelle Garton, Deputy Administrator, DHRM  
Ms. Heather Dapice, Supervisory Human Resource Analyst, DHRM  
Mx. Nadia Tung, Human Resource Analyst, DHRM  
Mr. Casey Quinn, Deputy Attorney General

## I. CALL TO ORDER, WELCOME, ROLL CALL, ANNOUNCEMENTS

**Chairperson Olson:** I'd like to call the Human Resources Commission meeting for Friday, March 28, 2025, to order. We'll do the roll call.

## II. PUBLIC COMMENT

**Chairperson Olson:** No vote or action may be taken upon a matter raised under public comment until the matter itself has been specifically included on an agenda as an item upon which action may be taken. Is there any public comment?

**Daniel Marlow:** I serve as the Administrator for the Department of Administration, Administrative Services Division. I object to action item six on the agenda, specifically removing accounting education requirements. Accountant positions require an extensive level of education and knowledge, especially when dealing with balance sheet items. Removing that education causes great risk for the state including compliance with federal standards, generally accepted accounting principles, and the single audit. Accountant jobs are not just a state position but are nationally and globally a standard position that require that accounting knowledge.

**James Smack:** I'm the Chief Deputy State Controller. I would voice my objection to this same agenda item based on being the one that does the financial reporting for the state and knowing that our ACFR accountants do the hard work. Although we've had turnover that has caused delays, we've been able to keep our financial accuracy. If our bond rating was to drop, we could go from 3-4% on money we're borrowing to, using Illinois as an example, 12%, which can then lead to the state losing services. The course requirements prepare us to build these resources to ensure that we are getting those qualified individuals. Issues we run into in the State are when we are trying to get information from other agencies, many of their accounting positions have been moved over to management analyst positions which don't have these course requirements, and they don't understand basic accounting principles so getting the information is a challenge which delays our reporting.

**Bridget Smith:** I am an Accountant III with the Housing Division and have been with the state for 26 years and hold a CPA license in Nevada and California. I believe the proposal to eliminate education as a prerequisite to accounting and auditing positions suggests a lack of understanding as to the definition of accountant versus bookkeeper. We require doctors, lawyers, and tradesmen to have education and experience, so we must also require that of those handling the state's money. With this proposal, how can a person audit financial statements without knowing what these statements are saying. The auditors that come in to audit us will have all those credentials and if there are changes, the uneducated person won't know how to do that.

**Christine Hess:** I am the CFO of the Nevada Housing Division. I want to thank Ms. Smith for being an integral part of our team and staying on top of this initiative. As CFO of the Housing Division and dealing with millions of dollars of taxable and tax-exempt bonds, it would be very hard to get investors interested without the proper background of our accounting team. This could also risk our bond ratings going down.

## III. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

### A. December 13, 2024

**Chairperson Olson:** Any questions, comments, or corrections on the minutes of the meeting dated December 13, 2024? Hearing and seeing none, may I have a motion?

The motion passes unanimously.

MOTION:	Moved to approve the minutes from December 13, 2024.
BY:	Commissioner Spurlock
SECOND:	Commissioner Scurry
VOTE:	The vote was unanimous in favor of the motion

## IV. DISCUSSION AND APPROVAL OR DENIAL OF REQUEST TO APPROVE CLASSES OR

## **POSITIONS FOR PRE-EMPLOYMENT SCREENING FOR CONTROLLED SUBSTANCES AND REVISIONS TO CLASS SPECIFICATIONS**

**Nadia Tung:** The Department of Public Safety is requesting the addition of these classes and positions to the list for pre-employment testing because the incumbents in the positions are responsible for handling reports of potentially dangerous activity related to schools and school age children.

**Chairperson Olson:** Any questions or discussions on this matter? Not having seen or heard anything from the south or the north, I will ask for a motion to approve this agenda item.

The motion passes unanimously.

<b>MOTION:</b>	Moved to approve item four of the agenda as read.
<b>BY:</b>	Commissioner Spurlock
<b>SECOND:</b>	Commissioner Scurry
<b>VOTE:</b>	The vote was unanimous in favor of the motion

### **V. DISCUSSION AND APPROVAL OR DENIAL OF PROPOSED TEMPORARY REGULATION CHANGES TO NEVADA ADMINISTRATIVE CODE, CHAPTER 284**

**Heather Dapice:** Proposed amendment to NAC 284.126 changes verbiage used from preponderance of duties to majority of duties. This will help with classified positions in a consistent manner statewide. In addition, the proposed amendment removes language specific to a form title to allow for flexibility for form name changes in the future.

**Commissioner Spurlock:** My understanding is that the form NPD-19 has been revised. Are we no longer asking for a percentage of time or emphasis or ordering of those duties in any fashion?

**Heather Dapice:** Preponderance deals with percentages and majority deals with the number. We're moving away from the percentage of time because it can be subjective to the majority of duties being performed.

**Commissioner Spurlock:** I'm curious if the form doesn't have the percentages and it just lists them then it doesn't really help us determine whether majority of preponderance.

**Bachera Washington:** One of the significant purposes of changing and revising the form is to allow more flexibility when it comes to reviewing and making an assessment because the old form was very subjective based on who was reviewing the request. We reviewed best practices across the nation to determine that percentages of duties were not necessary to make an assessment if a person is performing at a particular classification.

**Commissioner Spurlock:** When that NPD-19 form is completed doesn't the department head also have to sign off on it? This way they ensure that they review the document is accurate.

**Heather Dapice:** Current practice is for the supervisor to take the form to the administrator or division administrator and then we do the full audit. We sit with the agency or incumbent to ensure they are performing at the level requested.

**Chairperson Olson:** I have not seen the form but is there a place for percentage? Or does it just list functions?

**Heather Dapice:** The NPD-19 form was revised last year. They still have to detail their duties explicitly and then we verify those duties and those responsibilities. The agency review before the form is sent and we verify before I sign off on it as the supervisor. They still have the same opportunities and can appeal the determination.

**Chairperson Olson:** Okay, to me it sounds like preponderance and majority is the issue or question

**Heather Dapice:** There's always been a bit of confusion with preponderance people will take it as a legal definition. Majority people see it as more of a number. If there's ten duties and eight are being performed at the higher level, then it should be classified at that higher level.

**Chairperson Olson:** If there's no number on the form, how do you differentiate this one is 20% and then that one is 10%?

**Heather Dapice:** We are not utilizing percentages; we are using the number of duties being performed. When we speak to the incumbent or the supervisor, we get those duties described to us in detail.

**Commissioner Scurry:** Basically, you look at what it takes to complete specific tasks when you sit and have those conversations with that employee and the supervisor to decide on that determination.

**Heather Dapice:** That is correct. We'll sit down and get that full estimation because some of these class specifications have a fine line.

**Chairperson Olson:** Any questions or comments from Commissioner Hurley or McCann?

**Commissioner McCann:** Preponderance and majority are synonymous to me. However, people don't know what preponderance means but people do know what majority means.

**Chairperson Olson:** Thank you. Final comments? Can I have a motion on item 5?

The motion passes unanimously.

MOTION:	Moved to approve agenda item 5A.
BY:	Commissioner McCann
SECOND:	Commissioner Spurlock
VOTE:	The vote was unanimous in favor of the motion

## **VI. DISCUSSION AND APPROVAL OR DENIAL OF CONTESTED CLASS SPECIFICATION REVIEWS**

**Bachera Washington:** This request would remove the number of college credits required for each specification listed.

**Chairperson Olson:** Any more questions or discussions on this matter?

**Commissioner Spurlock:** I have a question that pertains to all of these. Can we get a quick overview of the recruitment process at the State works? I assume it's the same as what I'm familiar with as far as minimum qualifications, but above that, are there any supplemental? Is it only an interview or are there potential tests or can you screen for things like education or even specific coursework?

**Bachera Washington:** We do review minimum qualifications as well as supplemental questions that can be attached to the recruitment by department request. These aren't used to screen minimum qualifications but whether or not the department may select an individual for an interview. Then in that interview the department should interview candidates that are asking questions in relation to the candidates' experience and knowledge to determine if the candidate can perform the duties of the position.

**Commissioner Spurlock:** Would you allow for one of those supplemental questions that is scorable to pertain not to experience but to education? Even if it's not a minimum qualification can the question have them list their degrees or specific courses?

**Bachera Washington:** Yes, if there is a position that does not require a degree but the department prefers that could be a supplemental question, but it is not rated or given points. Let me clarify that this will not be taking away the required degree, and all positions will still require the same experience and education as before. The only thing being removed is the specific number of college credits due to fluctuations between accrediting establishments. We've had to deny a number of candidates with bachelor's in accounting or may have master's degree, but they do not have the 18 college credits in accounting which could be through university changes. It might not be 18 credits anymore it might just be 10 credits but does not discount that candidate from having that accounting degree.

**Commissioner McCann:** Ms. Bachera, I'm taking it from your recent comments that 18 is the sticking point. This



doesn't mean that they won't have any credits, they might just have 12 or 15. Is that correct?

**Bachera Washington:** Yes. For this item it currently requires a bachelor's degree in accounting, business, finance or related field including 18 credits in accounting. The only thing we are doing is eliminating the number of credits; they still need to come with the required education and experience.

**Commissioner McCann:** Can you envision hiring someone who has no credits in accounting?

**Bachera Washington:** Based on the minimum qualifications for the job I don't see how anyone could get a bachelor's degree without taking accounting classes.

**Commissioner McCann:** I see the point from the people that had objections in the beginning. We need people that know what they're doing. We're dealing with hundreds of millions of dollars in some areas. I'm trying to envision a time when someone has an accounting or related field degree and would not have any credits in accounting. We're hung up on the 18 credits, but it could be less correct.

**Bachera Washington:** Absolutely. One university might have required 18 in the past but now currently requires 10 so why should we disqualify a candidate who has that degree and experience because they only have 12 of the required credits and not 18.

**Commissioner McCann:** Thank you.

**Chairperson Olson:** Any other questions or comments?

**Commissioner Spurlock:** I've seen this in some of my agencies where they changed a requirement like this, it was accounting specifically. It allowed for more flexibility for the type of classes. I just want to back you up that the 18 might not be the magic number so I just wanted to reemphasize that to you.

**Commissioner Asherian:** Are we qualified to tell colleges how to organize their degrees or are the national accrediting agencies who give colleges the right to issue the degree, do they know better than us. How they organize those classes we don't know. The hiring process should be used to thoroughly vet people rather than using 18 credits to somehow shed the responsibility of doing our due diligence when interviewing.

**Commissioner Spurlock:** I agree with you.

**Bachera Washington:** We additionally provided a comparison from entities State of Arizona, Wyoming and Clark County. All of them do not have the number of college credits in their minimum qualifications for these same positions.

**Commissioner Spurlock:** I just want to go on the record that Clark County for the same readings that we're here for today.

**Chairperson Olson:** Thank you, commissioners, for that exchange. At this time, I will call for a motion.

The motion passes unanimously.

MOTION:	Moved to approve agenda item 6A (1) as written.
BY:	Chairperson Olson
SECOND:	Commissioner Spurlock
VOTE:	The vote was unanimous in favor of the motion

1. **Chief Accountant Series**
  - a. **7.103 Chief Accountant**

**Chairperson Olson:** I broke these separately in case discussion on each one individually. Commissioners up north any questions or discussion?

**Commissioner McCann:** I ask that the record incorporate my previous questions in the discussion from the previous

matter into this section.

**Bachera Washington:** Item 6A (2) requests to remove the number of college credits in accounting but the education and experience will remain.

**Chairperson Olson:** Any comments or questions? Hearing none may I have a motion 6(A) 2?

The motion passes unanimously.

MOTION: Moved to approve agenda item 6A (2).  
BY: Commissioner Spurlock  
SECOND: Commissioner Scurry  
VOTE: The vote was unanimous in favor of the motion

- 2. Accountant Series**
  - a. 7.135 Accountant III**
  - b. 7.136 Accountant II**
  - c. 7.137 Accountant I**

**Bachera Washington:** The request is to remove the 18 college credits from the class specifications.

**Commissioner McCann:** I ask that the record incorporate my previous questions in the discussion from the previous matter into this section.

**Chairperson Olson:** Any more questions or discussions on this matter? I will ask for a motion to approve this agenda item.

The motion passes unanimously.

MOTION: Moved to approve agenda item 6A (3).  
BY: Commissioner Spurlock  
SECOND: Commissioner Scurry  
VOTE: The vote was unanimous in favor of the motion

- 3. Accountant Technician Series**
  - a. 7.140 Accountant Technician III**
  - b. 7.141 Accountant Technician II**
  - c. 7.143 Accountant Technician I**

**Bachera Washington:** The request is to remove the required college credits but not remove the education or experience.

**Commissioner McCann:** I ask that the record incorporate my previous questions in the discussion from the previous matter into this section.

**Chairperson Olson:** I will ask for a motion to approve this agenda item.

The motion passes unanimously.

MOTION: Moved to approve agenda item 6A (4).  
BY: Commissioner McCann  
SECOND: Commissioner Hurley  
VOTE: The vote was unanimous in favor of the motion

- 4. Auditor Series**
  - a. 7.139 Audit Manager**
  - b. 7.145 Audit Supervisor**
  - c. 7.148 Auditor III**
  - d. 7.154 Auditor II**

**e. 7.161 Auditor I**

**Bachera Washington:** The request is to remove the required number of college credits from the class specification.

**Commissioner McCann:** I ask that the record incorporate my previous questions in the discussion from the previous matter into this section.

**Chairperson Olson:** Thank you. I will ask for a motion to approve this agenda item.

The motion passes unanimously.

MOTION: Moved to approve agenda item 6A (5).  
BY: Chairperson Olson  
SECOND: Commissioner Spurlock  
VOTE: The vote was unanimous in favor of the motion

**VII. REPORT OF UNCONTESTED CLASSIFICATION CHANGES NOT REQUIRING HUMAN RESOURCES COMMISSION APPROVAL PER NRS 284.160**

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: #42-24

NEW Senior Communications Call Taker  
NEW Communications Call Taker

**Chairperson Olson:** Any more questions or discussions on this matter? Not having seen or heard anything from the south or the north, I will move to the next agenda item.

**VIII. DISCUSSION OF DATES FOR UPCOMING MEETING**

**Chairperson Olson:** Moving on, discussion of dates for an upcoming meeting.

**Michelle Garton:** The Division would like to propose Friday, June 27<sup>th</sup> for the purpose of any possible emergency regulations that may be needed as of July 1<sup>st</sup> based on the current legislative session. This will give time for preparation. If there are emergency regulations that need to be brought to the Commission for adoption, the regularly scheduled meeting will be held for all the items that can be posted as required. Upon adjournment, a second meeting could start to address any regulations that may be needed.

**Chairperson Olson:** So, the next meeting of the Human Resources Commission will be tentatively posted for Friday, June 27<sup>th</sup>.

**IX. COMMISSION COMMENTS**

**Chairperson Olson:** No commission comments from the north or the south.

**X. PUBLIC COMMENT**

**Chairperson Olson:** 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. Is there any public comment at this time? None heard or seen.

**XI. Adjournment**

**Chairperson Olson:** This meeting is adjourned.

## ITEM IV

Human Resources Commission Meeting  
June 27, 2025

**FOR DISCUSSION AND POSSIBLE ACTION**

The current contract with the Department of Administration's Hearings Division will expire on June 30, 2025. The Division of Human Resource Management (Division) is requesting that the Human Resources Commission advise the Division whether to ratify a new contract for a term of one year.

Contracting with the Hearings Division has proven to be advantageous to the Division. The Hearings Division has the facilities and expertise to continue performing as the hearing officers for disciplinary and Whistleblower appeals.

DHRM has confirmed the following billing structure will continue to apply to the new contract with the Hearings Division should the Human Resources Commission choose this option.

**Billing Structure**

\$100/hr. in 15-minute increments

\$50/hr. in 15-minute increments for clerical staff

Charge for postal expenditures at current rate

\$0.25/page for copies

Transcription costs for petitions for judicial review

Reimbursement for travel expenditures for Hearing Officers or appellants (mileage, hotel, meals, airfare, ground transportation)

CETS #:

30567

**INTERLOCAL CONTRACT BETWEEN PUBLIC AGENCIES**

A Contract Between the State of Nevada  
Acting by and through its

<b>Public Entity #1:</b>	<b>Human Resource Management Division</b>
<b>Address:</b>	<b>515 E. Musser Street</b>
<b>City, State, Zip Code:</b>	<b>Carson City, Nevada 89701</b>
<b>Contact:</b>	<b>Michelle Garton, Deputy Administrator</b>
<b>Phone:</b>	<b>775-684-0150</b>
<b>Email:</b>	<b>mgarton@admin.nv.gov</b>

<b>Public Entity #2:</b>	<b>Hearings and Appeals Division</b>
<b>Address:</b>	<b>2200 S. Rancho Drive, Suite 220</b>
<b>City, State, Zip Code:</b>	<b>Las Vegas, Nevada 89102</b>
<b>Contact:</b>	<b>Dean Hardy</b>
<b>Phone:</b>	<b>702-486-2527</b>
<b>Email:</b>	<b>deanhardy@admin.nv.gov</b>

WHEREAS, NRS 277.180 authorizes any one or more public agencies to contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform; and

WHEREAS, it is deemed that the services hereinafter set forth are both necessary and in the best interests of the State of Nevada.

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

- REQUIRED APPROVAL.** This Contract shall not become effective until and unless approved by appropriate official action of the governing body of each party.
- DEFINITIONS**

<b>TERM</b>	<b>DEFINITION</b>
<b>State</b>	The State of Nevada and any State agency identified herein, its officers, employees and immune contractors.
<b>Contracting Entity</b>	The public entities identified above.
<b>Fiscal Year</b>	The period beginning July 1 <sup>st</sup> and ending June 30 <sup>th</sup> of the following year.
<b>Contract</b>	Unless the context otherwise requires, 'Contract' means this document titled Interlocal Contract Between Public Agencies and all Attachments or Incorporated Documents.

CETS #:

30567

3. **CONTRACT TERM.** This Contract shall be effective as noted below, unless sooner terminated by either party as specified in *Section 4, Termination*.

Effective From:	July 1, 2025	To:	June 30, 2026
-----------------	--------------	-----	---------------

4. **TERMINATION.** This Contract may be terminated by either party prior to the date set forth in *Section 3, Contract Term*, provided that a termination shall not be effective until 30 days after a party has served written notice upon the other party. This Contract may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Contract shall be terminated immediately if for any reason State and/or federal funding ability to satisfy this Contract is withdrawn, limited, or impaired.
5. **NOTICE.** All communications, including notices, required or permitted to be given under this Contract shall be in writing and directed to the parties at the addresses stated above. Notices may be given: (a) by delivery in person; (b) by a nationally recognized next day courier service, return receipt requested; or (c) by certified mail, return receipt requested. If specifically requested by the party to be notified, valid notice may be given by facsimile transmission or email to the address(es) such party has specified in writing.
6. **INCORPORATED DOCUMENTS.** The parties agree that this Contract, inclusive of the following Attachments, specifically describes the Scope of Work. This Contract incorporates the following Attachments in descending order of constructive precedence:

ATTACHMENT AA:	SCOPE OF WORK
----------------	---------------

Any provision, term or condition of an Attachment that contradicts the terms of this Contract, or that would change the obligations of the State under this Contract, shall be void and unenforceable.

7. **CONSIDERATION.** The parties agree that the services specified in *Section 6, Incorporated Documents* at a cost as noted below:

Total Contract or installments payable at:	Thirty days from the receipt of an itemized invoice and upon inspection and approval of the completed work by a Buildings and Grounds designee.
--	---

Total Contract Not to Exceed:	\$87,000.00
-------------------------------	-------------

Any intervening end to a biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the result of legislative appropriation may require.

8. **ASSENT.** The parties agree that the terms and conditions listed in the incorporated Attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations expressly provided.
9. **INSPECTION & AUDIT**
- A. **Books and Records.** Each party agrees to keep and maintain under general accepted accounting principles full, true and complete records, agreements, books, and document as are necessary to fully disclose to the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all State and federal regulations and statutes.

- B. **Inspection & Audit.** Each party agrees that the relevant books, records (written, electronic, computer related or otherwise), including but not limited to relevant accounting procedures and practices of the party, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location where such records may be found, with or without notice by the State Auditor, Employment Security, the Department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives.
- C. **Period of Retention.** All books, records, reports, and statements relevant to this Contract must be retained a minimum three years and for five years if any federal funds are used in this Contract. The retention period runs from the date of termination of this Contract. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.
10. **BREACH - REMEDIES.** Failure of either party to perform any obligation of this Contract shall be deemed a breach. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including but not limited to actual damages, and to a prevailing party reasonable attorneys' fees and costs. It is specifically agreed that reasonable attorneys' fees shall not exceed \$150.00 per hour.
11. **LIMITED LIABILITY.** The parties will not waive and intend to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Actual damages for any State breach shall never exceed the amount of funds which have been appropriated for payment under this Contract, but not yet paid, for the fiscal year budget in existence at the time of the breach.
12. **FORCE MAJEURE.** Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, acts of public enemy, acts of terrorism, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.
13. **INDEMNIFICATION.** Neither party waives any right or defense to indemnification that may exist in law or equity.
14. **INDEPENDENT PUBLIC AGENCIES.** The parties are associated with each other only for the purposes and to the extent set forth in this Contract, and in respect to performance of services pursuant to this Contract, each party is and shall be a public agency separate and distinct from the other party and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or constructed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.
15. **WAIVER OF BREACH.** Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.
16. **SEVERABILITY.** If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.
17. **ASSIGNMENT.** Neither party shall assign, transfer or delegate any rights, obligations or duties under this Contract without the prior written consent of the other party.
18. **OWNERSHIP OF PROPRIETARY INFORMATION.** Unless otherwise provided by law any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by either party in performance of its obligations under this Contract shall be the joint property of both parties.



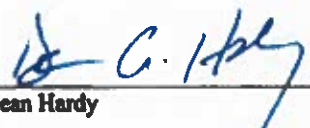
19. **PUBLIC RECORDS.** Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests.
20. **CONFIDENTIALITY.** Each party shall keep confidential all information, in whatever form, produced, prepared, observed or received by that party to the extent that such information is confidential by law or otherwise required by this Contract.
21. **FEDERAL FUNDING.** In the event, federal funds are used for payment of all or part of this Contract, the parties agree to comply with all applicable federal laws, regulations and executive orders, including, without limitation the following:
- A. The parties certify, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to Executive Orders 12549 and 12689 and Federal Acquisition Regulation Subpart 9.4, and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.
  - B. The parties and its subcontractors shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder, including 28 C.F.R. Section 35, inclusive, and any relevant program-specific regulations.
  - C. The parties and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964 (P.L. 88-352), as amended, the Rehabilitation Act of 1973 (P.L. 93-112), as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions.)
  - D. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
22. **PROPER AUTHORITY.** The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract and that the parties are authorized by law to perform the services set forth in *Section 6, Incorporated Documents*.
23. **GOVERNING LAW – JURISDICTION.** This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent to the exclusive jurisdiction of and venue in the First Judicial District Court, Carson City, Nevada for enforcement of this Contract.
24. **ENTIRE AGREEMENT AND MODIFICATION.** This Contract and its integrated Attachment(s) constitute the entire agreement of the parties and as such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated Attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such Attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto, approved by the Office of the Attorney General.

CETS #:	30567
---------	-------

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

  
 Bachera Washington  
 10/17/25  
 Date

Division Administrator, Human Resource  
 Management  
 Title

  
 Dean Hardy  
 6/10/2025  
 Date

Senior Appeals Officer, Hearings and Appeals  
 Title

APPROVED BY BOARD OF EXAMINERS

Signature – Board of Examiners

On: \_\_\_\_\_  
 Date

Approved as to form by:

  
 for  
 Nathan C. Holland, Deputy Attorney General for Attorney  
 General

On: 6/11/25  
 Date

# **ATTACHMENT “AA”**

## **SCOPE OF WORK**

### **Attachment AA: Scope of Work**

- 1. The Hearings Division will provide licensed attorneys (hearing officers) for the resolutions of Executive Branch employee appeals which claim reprisal or retaliation based on the disclosure of improper governmental action, a.k.a. "Whistleblower" complaints, and appeals regarding employee suspensions, demotions, involuntary transfers, and terminations. The hearing officers may be employed by the Hearings Division or appointed by the Governor and contracted to provide services to the Hearings Division. The hearing officers are responsible for communicating with all involved parties as necessary, issuing written orders and decisions, convening hearings, preparing finalized written determination, and adhering to all timelines and deadlines. Administrative hearings will be conducted pursuant to the applicable provisions of law and the Rules of Procedure.**
- 2. The Hearings Division will provide courtroom facilities and equipment that will produce accurate audio recordings of hearings; clerical assistance such as maintaining files, maintaining a calendar, coordinating courtrooms, data entry, produce hearing notices and reset notices, be the liaison between all parties involved. The Hearings Division will take and preserve a record of the administrative hearing proceedings as required by the applicable law including providing for audio recordings of the subject proceedings. The Hearings Division will prepare and submit a Record on Appeal to the appropriate jurisdiction. The Hearings Division will also provide these services to the independent hearing officer hired by the Personnel Commission.**
- 3. The Hearings Division will work with parties from rural communities to ensure they are provided full access to participate in hearings either in person, by telephone conference or by video conference. Hearing officers will travel to rural communities only when other, more cost-effective options, are not available. The Hearings Division, with the consent of the Division of Human Resource Management, may approve travel expenses for the appealing party if it would be more economical than sending Hearings**

and other staff to rural communities. The Division of Human Resource Management will be responsible for the approved travel and per diem costs for the appealing party at the State approved rates.

4. The Hearings Division, with the consent of the Division of Human Resource Management, may approve statewide travel expenses for hearing officers. The Division of Human Resource Management will be responsible for the approved travel and per diem costs for the hearing officers at the State approved rates.
5. The Hearings Division will invoice the Division of Human Resource Management within 30 days after the completion of the case at the rate of \$50.00 per hour for clerical staff. Additional charges include \$.025 per copy and the current postage rate for mailing. Mileage, airfare, ground transportation, etc., and per diem allowance for staff of the Hearings Division will be billed in accordance with the State of Nevada, Department of Administration travel policy. Travel time is not billable. Invoices shall include a breakdown of charges for clerical staff, copies, and postage.
6. Hearing officers will invoice the Division of Human Resource Management directly pursuant to the terms of the Contract for Services of Independent Contractors.

## ITEM V

STATE OF NEVADA  
2025 LEGISLATIVE SESSION  
SIGNIFICANT DIVISION OF HUMAN  
RESOURCE MANAGEMENT  
RELATED BILLS

## SENATE BILL 12

The bill renames the Office of the Chief Information Officer as the Governor's Technology Office places the Deputy Chief of the Office of Information Security in the unclassified service of the State.

Existing law creates an Information Technology Advisory Board, which has various duties including: (1) advising the Office of the Chief Information Officer concerning issues relating to information technology; (2) periodically reviewing the Office's statewide strategic plans and standards manual for information technology; (3) reviewing the Office's budget; and (4) consulting and coordinating with state agencies on certain regulations, policies, standards and guidelines. The bill replaces the Director of the Department of Administration as a member of the Advisory Board with the Chief Information Officer.

Existing law: (1) requires the Chief of the Office of Information Security to investigate and resolve certain breaches related to an information system of a state agency or elected official in certain circumstances; and (2) authorizes the Chief of the Office of Information Security to notify members of certain boards and commissions of a breach of certain information systems in certain circumstances. The bill instead: (1) requires the Deputy Chief of the Office of Information Security to investigate and resolve such breaches; and (2) authorizes the Deputy Chief to provide such notifications.

EFFECTIVE DATE: JULY 1, 2025

## ASSEMBLY BILL 64

The bill provides that a "meeting" does not include certain gatherings by members of a public body to: (1) receive legal advice from the attorney employed or retained by the public body regarding a matter over which the public body has supervision, control, jurisdiction or advisory power; and (2) deliberate on the matter, provided such deliberation is limited to the legal advice.

The bill prohibits a public body from holding a meeting by means of a remote technology system unless there is a physical location for the meeting where members of the general public are permitted to attend and participate if, at the meeting, the public body will adjudicate certain contested cases or hold a workshop or a hearing on a regulation.

Existing law requires that if a meeting is conducted using a remote technology system, clear and complete instructions for a member of the general public to be able to call in to the meeting to provide public comment must be read verbally before the first period of the day devoted to public comment. The bill provides instead that such a requirement applies if the meeting is conducted using a remote technology system and a physical location is not



designated for the meeting where members of the general public are permitted to attend and participate.

The bill provides that: (1) a witness who, subject to certain penalties relating to perjury, testifies under oath before a public body may publish defamatory matter as part of a public meeting; and (2) in general, no provision of the Open Meeting Law shall be construed to affect any civil cause of action for defamation, libel, slander or any similar cause of action arising from defamatory statements made by a member of the public while he or she provides public comment to a public body.

Additional provisions regarding public bodies that regulate “licensees”.

EFFECTIVE DATE: OCTOBER 1, 2025

## ASSEMBLY BILL 92

Upon application by a state or county central committee, rooms or spaces in certain public buildings shall be made available without charge to state or county central committees of major political parties: (1) in presidential election years for any purpose; and (2) during other years for the purpose of conducting precinct meetings. The bill excepts from this requirement any building owned or occupied by any component of the Nevada System of Higher Education.

EFFECTIVE DATE: JULY 1, 2025

## ASSEMBLY BILL 125

The Open Meeting Law requires that written notice of all meetings of a public body be given at least 3 working days before the meeting. The notice must be posted, among other certain locations, on the location on the official website of the State that is maintained by the Department of Administration for the posting of notices by public bodies. This bill requires that a schedule of meetings of public bodies also be posted on the location on the official website of the State that is maintained by the Department of Administration.

EFFECTIVE DATE: OCTOBER 1, 2025

## ASSEMBLY BILL 128

The bill creates the Public Records Task Force to evaluate certain topics relating to requests for public records and make certain recommendations. It also: (1) prescribes the membership and duties of the Task Force; and (2) requires the Task Force to submit a written report describing its work and recommendations for transmittal to the Joint Interim Standing Committee on Government Affairs and the Senate and Assembly Standing Committees on Government Affairs for the 84th Session of the Legislature.

EFFECTIVE DATE: JULY 1, 2025

## SENATE BILL 179

Existing law authorizes the Nevada Equal Rights Commission to investigate tensions, practices of discrimination and acts of prejudice against any person or group based on race, color, creed, sex, age, disability, sexual orientation, gender identity or expression, national origin or ancestry. The bill requires the Commission, when conducting an investigation into an alleged unlawful discriminatory practice in housing, employment or public accommodations, to consider whether the practice was motivated by antisemitism. The bill also defines the term “antisemitism” for the purpose of this requirement.

EFFECTIVE DATE: OCTOBER 1, 2025

## SENATE BILL 189

Amongst other provisions, it includes genetic counselors in the definition of “provider of health care” in NRS 629.031. This statute is used in the definition of “provider of health care” defined in NAC 284.52375.

EFFECTIVE DATE: JANUARY 1, 2026

## ASSEMBLY BILL 215

The federal Fair Labor Standards Act and existing state law establish certain standards relating to the employment of children. When such federal and state standards are different, the standards that provide the most protection to children apply.

The bill reduces the maximum allowable number of weekly work hours under this prohibition to 40 hours in any 1 week. Existing federal law limits the times of day worked in authorized employment by children who are 14 and 15 years of age to 7 a.m. to 7 p.m., except between June 1 and Labor Day when the evening hours are extended to 9 p.m. This bill prohibits, with certain exceptions, work between 11 p.m. and 6 a.m. on any night immediately preceding a school day by a child who is: (1) enrolled in high school at a public or private school; (2) 16 years of age or older and under 19 years of age; and (3) not emancipated. It exempts from this time restriction the employment of a child as a lifeguard, employee of an arcade or stage or theatrical performer. The bill further authorizes a school district or other governing body of the high school or juvenile court to grant an exemption from this time restriction in certain circumstances.

A person who violates the prohibitions relating to the employment of children: (1) is guilty of a misdemeanor, which is punishable by imprisonment in the county jail for not more than 6 months, or by a fine of not more than \$1,000, or by both fine or imprisonment; and (2) may be liable for certain civil penalties. These penalties apply to persons who violate the

maximum allowable number of weekly work hours or time restrictions in section 2. Section 1.7 of this bill provides that a person who violates any provision of the federal Fair Labor Standards Act, or any regulation adopted pursuant thereto, relating to the hours of work and conditions of employment permitted for a child under 16 years of age is subject to these penalties.

This bill requires the Labor Commissioner to prepare an abstract of the provisions relating to the employment of children and post the abstract to the Internet website maintained by the Office of Labor Commissioner. It also requires the Labor Commissioner to include the abstract relating to the employment of children in a two-dimensional bar code, commonly known as a QR code, or other machine-readable bar code used for storing an Internet address, in the abstract relating to compensation, wages and hours of employment that the Labor Commissioner is required to furnish to every employer in this State.

EFFECTIVE DATE: OCTOBER 1, 2025

## SENATE BILL 274

Existing law creates the Sunset Subcommittee of the Legislative Commission and requires the Sunset Subcommittee to conduct a review of certain boards and commissions in this State.

The bill requires that the Chair and Vice Chair of the Sunset Subcommittee be appointed by the Chair of the Legislative Commission.

Additional provisions regarding professional or occupational licensing public bodies.

EFFECTIVE DATE: OCTOBER 1, 2025

## SENATE BILL 298

Existing law: (1) prohibits a law enforcement agency from taking certain types of punitive action against a peace officer; and (2) provides certain protections to peace officers when punitive action may be imposed against them. Existing law defines “punitive action” as any action which may lead to dismissal, demotion, suspension, reduction in salary, written reprimand or transfer of a peace officer for purposes of punishment. This bill revises the definition to include any action which may lead to denial of an increase, either in seniority or compensation, for purposes of punishment.

Existing law authorizes a law enforcement agency to conduct an investigation of a peace officer in response to a complaint or allegation that the peace officer has engaged in activities which could result in punitive action and, subject to certain exceptions, including any investigation which concerns alleged criminal activities, prohibits a law enforcement agency from suspending a peace officer without pay during or pursuant to an investigation until all investigations relating to the matter have concluded. This bill adds to this prohibition the denial of an increase in seniority or compensation, subject to certain exceptions.

EFFECTIVE DATE: OCTOBER 1, 2025

## ASSEMBLY BILL 305

This bill prohibits a provider of health care from charging a person more than \$30 to fill out a Family and Medical Leave Act (FMLA) form for such a certification. This bill requires that amount to be adjusted annually based on the Consumer Price Index (All Items) for the immediately preceding year. The Department of Health and Human Services is required to determine the amount of the adjustment on or before January 1 of each year and establish the adjusted amount to take effect on January 1 of that year. This bill also requires the Department to post the adjusted amount on its Internet website.

EFFECTIVE DATE: OCTOBER 1, 2025

## SENATE BILL 313

The bill requires the Administrator of the Purchasing Division of the Department of Administration or an agency subject to the Act, as applicable, to take certain actions before entering into a contract for services without competitive selection. It provides a procedure for filing an objection to the award of such a contract, making a decision regarding the objection and appealing that decision. It also requires the Administrator to submit an annual report to specified recipients regarding such contracts.

With certain exceptions, the Act authorizes the Administrator to enter into contracts for the furnishing of supplies, materials and equipment for a period of not more than 2 years. Under the Act, the Administrator is authorized to annually extend such contracts in certain circumstances. It expands such authority to contracts for services and provides a procedure for the extension of a contract after the expiration of the period of performance stated in the solicitation or advertisement for the contract and any extension authorized in that solicitation or advertisement. It: (1) requires the Administrator to submit a report to the Legislative Commission regarding any using agency that fails to comply with the procedure; and (2) requires the executive head of such a using agency to personally appear before the Legislative Commission to explain the noncompliance.

EFFECTIVE DATE: OCTOBER 1, 2025

## ASSEMBLY BILL 321

Under existing law, the State Forester Firewarden, in cooperation with the Department of Corrections, is required to establish and carry out a program for operating conservation camps in this State which may use offenders who meet certain requirements to perform certain work, including firefighting. The bill requires the State Forester Firewarden to establish a hiring program to appoint former offenders who performed firefighting work in such

conservation camps to firefighting positions in the Division of Forestry of the State Department of Conservation and Natural Resources.

Additional provisions regarding a transitional housing program and training for certain offenders to be established by the Department of Corrections in coordination with the Department of Conservation and Natural Resources.

EFFECTIVE DATE: OCTOBER 1, 2025

## ASSEMBLY BILL 356

The bill requires the Governor, to the extent practicable, to include in the biennial proposed executive budget, any amount of money to be paid as agreed upon in a collective bargaining agreement. It also requires that if the Governor determines it is impracticable to include such money in the biennial proposed executive budget, he or she must submit a report stating the reason for such a determination to the Legislature on the same day the budget is submitted.

Under existing law, certain groups of employees in the classified service of the Executive Department of State Government are authorized to engage in collective bargaining with the Executive Department concerning wages, hours and other terms and conditions of employment for such employees. In general, a collective bargaining agreement for such a group of employees must begin on July 1 of an odd-numbered year and must end on June 30 of the next odd-numbered year. Under existing law, the Governor is required to designate a representative to conduct negotiations concerning collective bargaining agreements on behalf of the Executive Department and negotiations between the representative of the Executive Department and the exclusive representative of a bargaining unit are required to begin within 60 days after one party notifies the other party of the desire to negotiate or on or before October 1 of each even-numbered year, whichever is earlier. This bill requires such negotiations to begin: (1) on or before April 1, rather than October 1, of each even-numbered year; and (2) within 60 days after an exclusive representative is designated for an unrepresented bargaining unit.

Under existing law, either the representative of the Executive Department or the exclusive representative of a bargaining unit are authorized to request a mediator if the parties do not reach a collective bargaining agreement within 120 days after beginning negotiations or on or before February 1 of an odd-numbered year, whichever is earlier, unless the parties agree to a later date. This bill authorizes parties who do not reach an agreement to request a mediator: (1) after at least six meetings of negotiations or on or before September 5 of an even-numbered year when one of the parties is a bargaining unit with an existing collective bargaining agreement; or (2) after at least eight meetings of negotiations or 90 days after the parties begin negotiating, whichever is earlier, when one of the parties is a bargaining unit negotiating to enter a collective bargaining agreement for the first time.

Under existing law, if the representative of the Executive Department and the exclusive representative of a bargaining unit do not reach a collective bargaining agreement through mediation within 10 days after the appointment of a mediator, mediation is required to cease and the parties are required to begin arbitration proceedings on or before February 15 unless the parties agree to a later date. The arbitrator is then required to render a decision on or before March 5. This bill: (1) requires arbitration proceedings to begin on or before September 15, rather than February 15; and (2) requires the arbitrator to render a decision on or before December 5, rather than March 5. It also eliminates the authority for the parties to agree to a later deadline for the decision of the arbitrator.

The bill makes an appropriation to the Division of Human Resource Management of the Department of Administration for certain personnel, travel, operating and information services costs.

Additional provisions regarding the Economic Forum and appropriations to the Office of the Governor.

EFFECTIVE DATE: JULY 1 (APPROPRIATIONS) AND OCTOBER 1, 2025

## ASSEMBLY 433

The bill creates the Purple Ribbon Task Force on Firefighter and Peace Officer Wellness to review the existing policies of this State concerning personal wellness initiatives that account for the mental and physical health of firefighters, peace officers and other law enforcement personnel. It also: (1) prescribes the membership and duties of the Task Force; and (2) requires the Task Force to submit a written report describing its work and recommendations for transmittal to the Senate and Assembly Standing Committees on Government Affairs for the 84th Session of the Legislature.

EFFECTIVE DATE: OCTOBER 1, 2025

## ASSEMBLY BILL 444

The Nevada Administrative Procedure Act establishes procedural requirements for the adoption of administrative regulations by agencies, officers and employees of the Executive Department of the State Government, with certain exceptions. Under the Act, the state agency, officer or employee is required to prepare a small business impact statement and prescribes the information required to be included in the statement. The Act also requires that an agency, before holding an initial public hearing on a proposed regulation, conduct at least one workshop to solicit comments from interested persons on one or more general topics to be addressed in the regulation.

This bill imposes the same prerequisite of notifying chambers of commerce and trade associations on a state agency, officer or employee subject to the Nevada Administrative Procedure Act, in determining the impact of a proposed regulation on small businesses, insofar as is practicable. It similarly requires the state agency, officer or employee to include in the small business impact statement for the proposed regulation the total number of small businesses likely to be affected by the proposed regulation and a list of any chambers of commerce and trade associations notified pursuant to section 1. It requires an agency to notify by electronic mail chambers of commerce, trade associations or owners and officers of businesses which are likely be affected by a proposed regulation of the time and place set for a workshop to solicit comments from interested persons on one or more general topics to be addressed in the regulation. It also requires an agency to maintain an electronic mailing list of local chambers of commerce, trade associations and owners and officers of businesses and to update the list not later than January 31 of each year.

Additional provisions regarding local governments.

EFFECTIVE DATE: OCTOBER 1, 2025

## SENATE BILL 452

During the 2023 Legislative Session, the Nevada Legislature appropriated from the State General Fund to the Office of Finance in the Office of the Governor \$5,000,000 for training for state employees. The bill extends the reversion date for these appropriations to on or before September 17, 2027.

Additional provisions regarding appropriations for the costs of leases and furniture.

EFFECTIVE DATE: JUNE 9, 2025

## SENATE BILL 494

Existing law creates the Department of Health and Human Services, which consists of the Aging and Disability Services Division, the Division of Public and Behavioral Health, the Division of Welfare and Supportive Services, the Division of Child and Family Services and the Division of Health Care Financing and Policy.

The bill creates a new department within the Executive Department of the State Government known as the Nevada Health Authority to assume certain responsibilities of the Department of Health and Human Services and other entities related to the management of certain public health insurance plans, the licensing and regulation of certain persons and entities involved in the provision of health care and the regulation of sanitation in food establishments and certain other locations.

Existing law requires the Office of Science, Innovation and Technology in the Office of the Governor to administer the Graduate Medical Education Grant Program, which is a program to award grants to institutions in this State seeking to create, expand or retain programs for residency training and postdoctoral fellowships for physicians. The bill transfer to the Consumer Health Division the responsibility for administering the Program.

Existing law requires the Board of the Public Employees' Benefits Program to establish the Program to provide group life, accident or health insurance, or any combination thereof, to employees of the State Government. The bill places the Board within the Authority and makes revisions governing the appointment and membership of the Board.

Existing law creates the Silver State Health Insurance Exchange. Existing law requires the Exchange to: (1) create and administer a state-based health insurance exchange; (2) facilitate the purchase and sale of qualified health plans; (3) provide for the establishment of a program to help certain small employers in Nevada in facilitating the enrollment of employees in qualified health plans; and (4) perform all other duties required pursuant to the federal Patient Protection and Affordable Care Act, the federal Health Care and Education Reconciliation Act of 2010 and any amendments to or regulations or guidance issued pursuant to those Acts. The bill places the Exchange under the authority of the Consumer Health Division.

Additional provisions regarding the authority and administration related to the reorganization.

EFFECTIVE DATE: JULY 1, 2025 & JANUARY 1, 2026

## ASSEMBLY BILL 506

Under existing law, any state employee or group of state employees may submit to the Merit Award Board an employee suggestion, which is a proposal that would: (1) reduce, eliminate or avoid state expenditures; or (2) improve the operation of the State Government. Existing law requires the Board to provide a report relating to employee suggestions to the Budget Division of the Office of Finance and IFC not later than 90 days after the end of each fiscal year ending on June 30 of an even-numbered year. This bill eliminates the reporting requirement.

Additional provisions regarding other IFC reports.

EFFECTIVE DATE: JULY 1, 2025

## ASSEMBLY 553

The bill: (1) transfer the Division to the Office of the Governor; and (2) rename the Division to the Office of Emergency Management. It additionally reorganizes the duties of the Office to execute, administer and enforce certain provisions of existing law relating to emergency management and the Nevada Intrastate Mutual Aid System.



Additional provisions regarding the move.

EFFECTIVE DATE: JULY 1, 2025

## ASSEMBLY BILL 547

This bill requires the Division of Human Resource Management Administrator in determining the qualifications that may be reasonably required for all positions in the same class, to allow a person to substitute equivalent employment experience obtained in the Federal Government for any employment experience required to be obtained in the government of this State.

Existing law requires an appointing authority, with respect to positions in the classified service of the State, to recruit, evaluate, select, manage and promote employees through open competition on the basis of knowledge, skills and ability and without regard to certain characteristics of an applicant or employee. This bill specifies that the requirement applies, without limitation, to the recruitment, evaluation, selection, management and promotion of an employee through the making of any determination that affects the pay of an employee. It additionally requires an appointing authority, with respect to positions in the classified and unclassified service, to recruit, evaluate, select, manage and promote employees, including, without limitation, through the making of any determination that affects the pay of an employee, in a manner which recognizes relevant employment experience obtained by an applicant or employee in the Federal Government as equivalent to employment experience obtained in the government of this State.

This bill prohibits, with certain exceptions, an appointing authority from requiring an applicant for a position in the classified or unclassified service to have obtained a bachelor's degree as a condition precedent to employment. It provides an exception from that prohibition if the appointing authority makes certain determinations. Because it prohibits an appointing authority from requiring an applicant to have obtained a bachelor's degree except under certain limited circumstances, it eliminates provisions of existing law which require the Administrator to conduct certain periodic reviews of classes of positions in the classified service which require a person to hold a bachelor's degree.

EFFECTIVE DATE: UPON PASSAGE & APPROVAL (MAY 30, 2025)

## ASSEMBLY 596

The bill makes appropriations and authorizations for the payment of quarterly retention incentives and salary increases for employees in the outlined collective bargaining agreements.

EFFECTIVE DATE: JULY 1, 2025

## ITEM VI

## REPORT OF CLASSIFICATION CHANGES NOT REQUIRING HUMAN RESOURCES COMMISSION APPROVAL

Attached is a report of changes made to the classification plan pursuant to NRS 284.160, sections 5 through 7 which reads as follows:

“5. The classification plan and changes therein are subject to approval by the Commission, except that the Administrator, at the request of an appointing authority, may make a change in the classification plan without the prior approval of the Commission if:

- (a) The Administrator deems it necessary for the efficiency of the public service;
- (b) The change is not proposed in conjunction with an occupational study; and
- (c) The Administrator, at least 20 working days before acting upon the proposed change:

(1) Provides written notice of the proposal to each member of the Commission, to all departments and to any head of an employees' organization who requests notice of such proposals; and

(2) Posts a written notice of the proposal in each of the principal offices of the Division.

↪ Any occupational study conducted by the Division in connection with the preparation, maintenance or revision of the classification plan must be approved by the Commission.

6. If no written objection to the proposed change to the classification plan is received by the Administrator before the date it is scheduled to be acted upon, the Administrator may effect the change. The Administrator shall report to the Commission any change in the classification plan made without its approval at the Commission's next succeeding regular meeting.

7. If a written objection is received before the date the proposed change is scheduled to be acted upon, the Administrator shall place the matter on the agenda of the Commission for consideration at its next succeeding regular meeting.”

The conditions set forth in these statutes have been met. A copy of the justifications and revised class specifications are on file in the office of the Administrator of the Division of Human Resource Management.

The following changes have been effected:

## REPORT OF CLASSIFICATION CHANGES

**POSTING#: 02-25**

**Effective: 03-26-2025**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
5.205	Education Programs Director	41	A	5.205	<i>Educations Programs Director</i>	<i>41</i>	<i>A</i>
5.206	Education Programs Supervisor	40	B	5.206	<i>Educations Programs Supervisor</i>	<i>40</i>	<i>B</i>
5.232	Education Programs Professional	39	B	5.232	<i>Educations Programs Professional</i>	<i>39</i>	<i>B</i>

### ***Basis for Recommendation***

At the request of the Department of Education, the Division of Human Resource Management (DHRM) a review of the Education Programs Series was conducted. Education Programs Directors, Supervisors, and Professionals assist and foster the growth of early childhood, pre-K, K-12, postsecondary, adult, and related education programs throughout Nevada by providing technical assistance, training, and oversight.

In coordination with departmental leadership and Subject Matter Experts from DHRM it is recommended that this series be revised to clarify the Minimum Qualifications, Education and Experience section, to assist with recruitment efforts. As such, it is recommended that the Doctorate degree option be removed from all levels of the series. In addition, it is recommended that a bachelor's degree be included at the Education Programs Professional with one year of related experience applicable to the current vacancy. Furthermore, it is recommended that the years of experience for the Education Programs Supervisor and Education Programs Director be reduced by two years.

These recommended changes will allow the agency more flexibility in the hiring process by broadening the applicant pool.

Throughout the review management and staff within the department and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes to the class specifications.

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



**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>
<b>EDUCATION PROGRAMS DIRECTOR</b>	<b>41</b>	<b>A</b>	<b>5.205</b>
<b>EDUCATION PROGRAMS SUPERVISOR</b>	<b>40</b>	<b>B</b>	<b>5.206</b>
<b>EDUCATION PROGRAMS PROFESSIONAL</b>	<b>39</b>	<b>B</b>	<b>5.232</b>

**SERIES CONCEPT**

Education Programs Directors, Supervisors, and Professionals assist and foster the growth of early childhood, pre-K, K-12, postsecondary, adult, and related education programs throughout Nevada by providing technical assistance, training, and oversight.

Assist and foster continuous improvement of educator preparation, recruitment, development, recognition, and retention programs.

Assist and foster the improvement and growth of assigned education programs; develop tools and resources used by local agencies to accomplish required or desired objectives.

Provide technical assistance to statewide councils, commissions, boards, and task forces by preparing agendas, meeting materials, and researching and presenting information.

Provide training, technical assistance, and outreach regarding education program legal requirements and best practices individually or in group sessions.

Collect, analyze, and report education program-related data; assist schools in meeting accountability and reporting requirements.

Coordinate the development of education standards for various roles, responsibilities, and/or subject areas; develop assessments and security/administration protocol to measure the performance of students, schools, and school districts regarding federal and State standards and indicators.

Oversee school compliance with federal and State requirements by monitoring and reviewing program documentation and conducting interviews.

Review federal and State education program-related statutes and regulations; draft language for proposed State regulations; coordinate adoption of proposed regulations; provide input on statutory language.

Review education program subgrant or claims requests and recommend approval or denial; monitor and provide assistance regarding funds usage; manage subgrant applications.

Collaborate with external partners including universities, research organizations, governmental agencies, and other entities to drive school improvement efforts statewide.

Create and facilitate internal and external stakeholder groups to provide high quality, research-based recommendations to the Department regarding educational matters.

Perform related duties as assigned.

\*\*\*\*\*

<b>EDUCATION PROGRAMS DIRECTOR</b>	<b>41</b>	<b>A</b>	<b>5.205</b>
<b>EDUCATION PROGRAMS SUPERVISOR</b>	<b>40</b>	<b>B</b>	<b>5.206</b>
<b>EDUCATION PROGRAMS PROFESSIONAL</b>	<b>39</b>	<b>B</b>	<b>5.232</b>

Page 2 of 8

## **PROGRAM AREAS**

Positions in this series focus on one or more of the program areas indicated below.

**Accountability:** Analyze data and provide analytical, narrative, and/or statistical reports on federal and State required criteria of school performance. Manage, conduct, and provide technical assistance on all matters related to statistical analyses of educator, student, school, district, and State education data; research and evaluate data and measures collected and reported by the State. Manage and provide support for the Nevada School Performance Framework (NSPF), Annual Performance Factors (APF), and Report Card processes including data collection, data validation and data reporting. Develop and maintain schedules and work packages; interpret and implement Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC); provide support to the State Public Charter School Authority (SPCSA); and support State Improvement Plan (STIP) development. Manage the methodologies and processes used to generate final report data. Collaborate with Nevada Department of Education (NDE) as needed; provide technical assistance and consult in matters of data integrity. Provide technical and consultative support on Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI/ATSI), Blue Ribbon and Distinguished Schools identifications. Conduct data analyses and generate reports for NDE offices; fulfill data requests and attends Infinite Campus Governing Board (ICGB), Data Collaborative, Technical Advisory Committee (TAC) and Technical Advisory Group (TAG) meetings as needed. Participate in and prepare presentations as directed. Populations served are grades K-12 school and district administrators, teachers, pupils, and their parents/guardians.

**Adult Education Programs:** Assist adult students reach their educational goals and acquire the knowledge and skills necessary for employment and self-sufficiency. These programs provide instruction in adult basic education, secondary education, English as a second language and civics instruction. The programs are designed to assist adult students in increasing literacy skills, obtaining a High School Equivalency (HSE) credential or an adult high school diploma. The programs are operated through Nevada school districts, community colleges, and community-based organizations as Adult High School Programs, Adult Basic Education, and Adult Education and Family Literacy Act programs.

**Assessment/Administration:** Coordinate all aspects of the State of Nevada's assessment system; participate in planning and development of assessments and assessment-related materials; develop and deliver support materials and trainings on assessment and assessment literacy. Collaborate with NDE staff as needed in support of activities to promote comprehensive understanding and professionalism in all State-related assessment activities. Participate in content and bias reviews; coordinate and manage review committees; and communicate outcomes. Interpret assessment data and trends; develop comprehensive analytical, narrative, and/or statistical reports related to program activities. Assist in the development, review, interpretation, implementation and dissemination of federal and State laws, rules, regulations, standards, policies, and procedures related to the program. Populations served are grades K-12 school operators and developers, teachers, pupils, and their parents/guardians.

**Career and Technical Education (CTE):** Provide students in middle school, high school and postsecondary institutions with academic and technical skills, knowledge, and training necessary to succeed in future careers. CTE prepares learners for the world of work by introducing them to workplace competencies and makes academic content accessible to students by providing it in a hands-on context. Students learn employability skills ranging from job-related skills to workplace ethics, gain career experience through work-based learning opportunities that prepare students for career pathways that connect them to secondary and postsecondary education, training and industry recognized credentials. Populations served are grades 7-12 school operators and developers, postsecondary education programs, teachers, pupils in secondary and postsecondary education programs and their parents/guardians.

**Early Childhood:** Support providers of early care and education in developing and maintaining high-quality programs and increasing access to high-quality programs for all young children, from birth to third grade, to include early childhood classroom environments, assessment, curriculum, inclusion, family engagement, data collection, and developmentally appropriate practices. Provide leadership, technical assistance, compliance monitoring, grants management and professional development. Population served are birth to third grade school operators, teachers, licensed childcare facilities, informal care providers, children, and their parents/guardians.

<b>EDUCATION PROGRAMS DIRECTOR</b>	<b>41</b>	<b>A</b>	<b>5.205</b>
<b>EDUCATION PROGRAMS SUPERVISOR</b>	<b>40</b>	<b>B</b>	<b>5.206</b>
<b>EDUCATION PROGRAMS PROFESSIONAL</b>	<b>39</b>	<b>B</b>	<b>5.232</b>

Page 3 of 8

### **PROGRAM AREAS (cont'd)**

**Educator Development and Family Engagement:** Provide technical support and facilitation of statewide councils and/or task forces. Develop and implement policies, regulations, statutes, and provide oversight for grants and/or programs that support the preparation, recruitment, retention, professional development, and recognition of educators. Promote and support the engagement of families and communities in the education process by reviewing, evaluating, developing, and/or expanding effective practices, programs, and policies which include building the capacity of educators and schools to work in collaboration with families to improve student outcomes. Coordinate the implementation of the Nevada Educator Performance Framework and Nevada's Professional Development Standards; manage and monitor Title IIA allocation and use of funds to prepare, train, and recruit educators to improve student achievement; administer and support Teacher of the Year, Milken Educator Award, and other educator recognition and retention programs; implement Teach Nevada Scholarships, Teacher Incentives, and other grants. Develop and facilitate statewide professional learning opportunities and conferences.

**Elementary & Secondary Education:** Support pupils who come to school with challenges associated with poverty, limited English proficiency, migrant status, neglected and delinquent considerations, and/or homelessness by providing leadership, technical assistance, compliance monitoring, grants management, and professional development. Populations served are grades K-12 school and district administrators, teachers, and challenged pupils with difficulties and their parents/guardians.

**Office of Inclusive Education:** Support the delivery of special education services, Gifted and Talented, and Native American Education by providing leadership, leadership development, technical assistance, compliance monitoring, grants management and professional development. Provide analytical, narrative, and/or statistical reports on federal and State indicators and assessments. Populations served are Pre K-12 school operators and developers, teachers, and pupils with special needs from ages three to twenty-one years, and their parents/guardians.

**Office of Safe and Respectful Learning Environment:** Support all adults and students in Pre K-12 in Nevada's education system to promote a safe and respectful learning environment for all by providing consistent communication, co-leadership development, technical assistance, compliance monitoring and evaluation, grants management, and professional development in the four areas of a positive school environment: 1) mental and physical wellness (school-based health); 2) social, emotional, and academic development; 3) safety; and 4) tiered systems of equitable support. Provide analytical, narrative, and/or statistical reports on climate, Social Emotional Learning (SEL), and health indicators and assessments in order to mutually reinforce what is working well. Conduct surveys of child/school health-related issues and assist with implementation of child/school safety, Social, Emotional and Academic Development (SEAD), and health standards.

**School Improvement:** Plan, coordinate, and lead State and/or federal programs in order to assist schools and school districts achieve targeted academic outcomes. Analyze program, district, and school data to determine and evaluate trends in the program(s) and drive continuous improvement. Provide guidance and technical assistance to districts and charter school sponsors in the design, implementation, and evaluation of programs in order to support a diverse student population in achieving strong school outcomes, both academic and social/emotional. Manage grants and allocate State and/or federal program funds, either competitively or through a formula, to sub-recipients based on federal and State laws and requirements. Provide support for resource management in order to ensure effective usage of public funds, fiscal transparency, accuracy, accountability, and alignment with program requirements. Conduct program and fiscal compliance monitoring, in addition to supporting program evaluation to drive continuous improvement. Provide analytical, narrative, and/or statistical reports on State and/or federal required criteria. Provide professional development to, and create resources for, district and school leaders. There is a special focus placed on supporting the lowest performing schools and underserved student groups. Federal law requires States to identify the lowest performing schools, according to a variety of criteria, as in need of "Comprehensive," "Targeted," or "Additional Targeted Support and Improvement." Underserved student groups include, but are not limited to, low-income students, English learners, students in historically underserved subgroup populations, and first-generation students.

EDUCATION PROGRAMS DIRECTOR	41	A	5.205
EDUCATION PROGRAMS SUPERVISOR	40	B	5.206
EDUCATION PROGRAMS PROFESSIONAL	39	B	5.232

Page 4 of 8

## PROGRAM AREAS (cont'd)

**[Standards and Instructional Support] Teaching and Learning:** Provide technical support and facilitation for the statewide committees on the review, revision, and adoption of Nevada academic content standards for grades K-12 in the core content areas of: computer science and integrated technology, English, fine arts, health and physical education, mathematics, science, social studies including financial literacy and multi-cultural strands, and world languages. Coordinate the adoption of statewide standards, evidence-based instructional materials to support the eight core academic content standards. Coordinate all standards-based instruction with the various educational partners in the State. Populations served are grades K-12 school administrators, teachers, pupils, and their parents/guardians.

\*\*\*\*\*

## CLASS CONCEPTS

**Education Programs Director:** Under administrative direction of a Deputy Superintendent in the NDE, incumbents manage programs and budgets; oversee grants or claims administration; acquire funds, establish program priorities, and allocate staff and related resources; discuss or negotiate difficult issues with agencies and elected and appointed officials; and train, supervise, and evaluate the performance of Education Programs Supervisors or Education Programs Professionals.

**Education Programs Supervisor:** Under general direction of an Education Programs Director in the NDE, incumbents perform duties described in the series concept and ensure compliance with program legal requirements; review grants, claims, and/or program recommendations; allocate staff and related resources for an assigned program; advise subordinates regarding assistance provided; and train, supervise, and evaluate the performance of Education Programs Professionals.

**Education Programs Professional:** Under limited supervision, incumbents perform duties described in the series concept and may train, supervise, and evaluate the performance of subordinate technical and administrative support staff. This is the journey level in the series.

\*\*\*\*\*

## MINIMUM QUALIFICATIONS

### SPECIAL REQUIREMENTS:

- \* Some positions require a valid driver's license or evidence of equivalent mobility at the time of appointment and as a condition of continuing employment.
- \* Some positions require work on evenings and weekends.
- \* Some positions require statewide and/or national travel.
- \* Some positions require a pre-employment criminal history check and fingerprinting.
- \* Some positions require eligibility for a Nevada teacher's license, which may include specific endorsements at the time of application.
- \* Some positions require a Nevada teacher's license at the time of appointment and as a condition of continuing employment.

### INFORMATIONAL NOTES:

- \* Some positions may require program-specific education and/or experience which will be identified by the agency at the time of recruitment.
- \* Some positions may require the applicant to attach a copy of their university transcripts at the time of application. These positions will be identified by the agency at the time of recruitment.



EDUCATION PROGRAMS DIRECTOR	41	A	5.205
EDUCATION PROGRAMS SUPERVISOR	40	B	5.206
EDUCATION PROGRAMS PROFESSIONAL	39	B	5.232

Page 5 of 8

## MINIMUM QUALIFICATIONS (cont'd)

### EDUCATION PROGRAMS DIRECTOR

EDUCATION AND EXPERIENCE: ~~[Doctorate degree from an accredited university in business, economics, education, English, math, psychology, science, sociology, or closely related field and three years of professional experience in an educational program area, which included experience in managing a budget for purposes of supporting schools, districts, or other entities, and at least two of the following program areas related to the current vacancy: leading and managing a team that supports organizational goals; evaluating a program and/or program participants for compliance purposes or outcomes; developing and implementing a vision for desired outcomes; and/or communicating with diverse stakeholders across various platforms, one year which included supervising professional staff; OR]~~ Master's degree from an accredited university in business, economics, education, English, math, psychology, science, sociology, or closely related field and ~~[four]~~ **two** years of professional experience ~~[-as described above]~~ **in an educational program area, which included experience in at least two of the following areas: managing a budget for purposes of supporting schools, districts, or other entities; leading and managing a team that supports organizational goals; evaluating a program and/or program participants for compliance purposes or outcomes; developing and implementing a vision for desired outcomes; and/or communicating with diverse stakeholders across various platforms,** one year which included supervising professional staff; **OR** one year of experience as an Education Programs Supervisor in Nevada State service. (See *Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Detailed knowledge of:** federal laws and regulations pertaining to education. **Working knowledge of:** principles of budgeting and accounting; supervisory principles and practices as applied to supervision of subordinate staff. **General knowledge of:** management principles and practices related to the administration of a comprehensive program; statistics and data analysis. **Ability to:** take responsibility for final decisions and resulting effects; communicate and work effectively with educational administrators and teachers regarding program leadership and financial management; conduct program planning and evaluation; develop budgets; develop schedules and timelines; interpret and implement NRS, NAC and federal law; understand and utilize credible education research, data and best practices; write grants; allocate resources to eligible agencies, and maintain accurate financial records; manage and oversee a comprehensive program(s); manage space, equipment, staff and material resources; train, supervise, and evaluate the performance of subordinate staff; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** agency policies and federal and State laws pertaining to the assigned program area(s). **Working knowledge of:** agency fiscal procedures; budget control reports to include ability to identify discrepancies, potential surpluses, and appropriateness of funds distribution; federal and State accounting systems and fiscal control to provide for the production and monitoring of budgets and proper program payments; State administrative rules and regulations sufficient to perform fiscal management, personnel, and other functions associated with management of the assigned program area(s). **Ability to:** anticipate program budget requests and needs; communicate with the media and stakeholders including elected or appointed bodies; establish objectives and goals for the assigned program(s) and plan, organize, and manage programs and motivate staff to accomplish these objectives; integrate program(s) goals into the overall department goals and objectives; determine evidenced-based interventions that align with program(s) goals and continuous improvement; support staff members to leverage national and State education policy; conduct research to improve system level coherence and alignment; interpret grant applications, budget revisions, and other material relevant to budget control; manage contractual agreements; persuade others to accept or adopt a recommended policy, program, or opinion; negotiate with federal agency officials regarding contracts, the State plan, compliance, and other documents impacting the NDE and/or local education agencies; review the financial status of grants and verify that all grant transactions comply with department policies.

EDUCATION PROGRAMS DIRECTOR	41	A	5.205
EDUCATION PROGRAMS SUPERVISOR	40	B	5.206
EDUCATION PROGRAMS PROFESSIONAL	39	B	5.232

Page 6 of 8

## MINIMUM QUALIFICATIONS (cont'd)

### EDUCATION PROGRAMS SUPERVISOR

EDUCATION AND EXPERIENCE: ~~[Doctorate degree from an accredited university in business, economics, education, English, math, psychology, science, sociology, or closely related field and two years of professional experience in an educational program area, which included experience in at least one of the following areas related to the current vacancy: managing a program budget; leading and managing a team that supports organizational goals; evaluating a program and/or program participants for compliance purposes or outcomes; developing and implementing a vision for desired outcomes; and/or communicating with diverse stakeholders across various platforms; OR]~~ Master's degree from an accredited university in business, economics, education, English, math, psychology, science, sociology, or related field and ~~[three]~~ *one* year[s] of professional experience ~~[-as described above]~~ *in an educational program area, which included experience in at least one of the following areas related to the current vacancy: managing a program budget; leading and managing a team that supports organizational goals; evaluating a program and/or program participants for compliance purposes;* **OR** one year of experience as an Education Programs Professional in Nevada State service. (See Special Requirements and Informational Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Detailed knowledge of:** current issues and best practices in education programs. **Working knowledge of:** federal laws and regulations pertaining to education; research techniques for developing information and seeking resource materials for project development. **General knowledge of:** educational accountability models; local education administration, budgeting and finance; education program management; employee-teacher management; public relations; supervision; principles of budgeting and accounting; qualitative evaluation methods; principles of education policy, research, and practice. **Ability to:** analyze and administer programs within an allotted budget; foster a stimulating and cooperative work environment; listen perceptively and communicate assignments clearly; monitor progress and completion of assignments according to an established timeline; ability to effectively collaborate with internal and external stakeholders around educational initiatives; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**General knowledge of:** budget control reports to include ability to identify discrepancies, potential surpluses, and appropriateness of funds distribution. **Ability to:** assess each staff member's skills, abilities, and limitations; coach subordinates on a personal and professional basis in one-to-one and small group situations; interpret federal and/or State regulations in order to ensure plans comply with federal laws and intent; oversee completion of legal documents, such as contracts, agreements for services, and interlocal agreements; train, supervise, and evaluate the performance of subordinate staff.

### EDUCATION PROGRAMS PROFESSIONAL

EDUCATION AND EXPERIENCE: ~~[Doctorate degree from an accredited university in business, economics, education, English, math, psychology, science, sociology, or related field and one year of professional experience in an educational program area, which included experience in at least one of the following areas related to the current vacancy: leading and managing a team that supports organizational goals; evaluating a program and/or program participants for compliance purposes or outcomes; developing and implementing a vision for desired outcomes; and/or communicating with diverse stakeholders across various platforms; OR Master's degree from an accredited university in business, economics, education, English, math, psychology, science, sociology, or related field and two years of professional experience as described above]~~ *Bachelor's degree from an accredited college or university in business, economics, education, English, math, psychology, science, sociology, or related field and one year of related experience applicable to the current vacancy.* (See Special Requirements and Informational Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Working knowledge of:** current issues and best practices in educational programs; data analysis necessary to evaluate success and trends of the program area; chart, graph, and table formatting to produce reports;

EDUCATION PROGRAMS DIRECTOR	41	A	5.205
EDUCATION PROGRAMS SUPERVISOR	40	B	5.206
EDUCATION PROGRAMS PROFESSIONAL	39	B	5.232

Page 7 of 8

## MINIMUM QUALIFICATIONS (cont'd)

### EDUCATION PROGRAMS PROFESSIONAL (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)  
 computer applications used for email, spreadsheets, word processing, and databases. **General knowledge of:** education systems, procedures, and methods; federal laws and regulations pertaining to education and the assigned program area(s). **Ability to:** analyze and summarize data; analyze information, problems, and situations to define the problem, formulate logical and objective conclusions, and recognize alternatives and their implications; arrive jointly or independently at decisions, conclusions, or solutions; compile research and information gained from interest groups into written and oral presentations that provide direction for the development of goals and objectives of the program; disseminate information logically and clearly; find, identify, and understand rigorous research and data from leading and credible education organizations/institutions to inform program work and school improvement; write State guidance documents and memos to communicate federal and State education laws, requirements and expectations; create and deliver accurate presentations with relevant information, data, and research; establish and maintain cooperative working relationships with coworkers and project staff in the school districts, the university system, and other organizations, agencies, and the public; facilitate group discussion of identification of issues, concerns, questions, and proposed solutions; interpret information such as federal laws, regulations, and other documents; meet established deadlines with quality products; plan and organize workshops and in-service activities that make the best use of time for participants; prepare and present a variety of oral and written reports as needed; present to small or large groups to provide information, coordinate discussion, and motivate others to action; write concise, logical, and understandable grammatically correct letters, memoranda, reports, minutes, handbooks, directions, technical reports, plans, guidelines, instructions and compliance finding reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):  
**Working knowledge of:** agency policies pertaining to the assigned program area(s); federal and State laws and regulations pertaining to education and the assigned program area(s); federal guidelines for reporting educational information. **General knowledge of:** grant and fiscal resource management. **Ability to:** analyze situations and problems and determine appropriate resolutions based on historical data, interpretation of rules and regulations, and knowledge of the programs in operation; analyze qualitative and quantitative data to determine and evaluate trends in the program(s) and drive continuous improvement; understand the grants management process and how it aligns with successful program implementation; manage grants program to ensure that public funds are spent effectively and efficiently; conduct a statewide program landscape analysis; anticipate future ramifications of regulation changes; design and produce pamphlets, fliers, announcements, and web content that effectively communicate with the intended audience; develop and monitor program needs assessment strategies, synthesize findings, and effectively communicate needs to obtain and deliver essential technical assistance; facilitate and assist local school districts, charter school sponsors, or agencies to identify and select evidence-based interventions and strategies; facilitate and assist local school districts, charter school sponsors or agencies to submit applications within established timelines that align with school performance plans (SPP) and district performance plans (DPP) and are based on a comprehensive needs assessment; understand the school improvement and continuous improvement process; provide technical assistance, review and approve SPPs and DPPs as needed; conduct a risk assessment through desktop monitoring to determine the districts and schools that need targeted support; conduct on-site monitoring to provide feedback and determine programmatic strengths, weaknesses, and opportunities for continuous improvement; create and deliver ADA compliant guidance documents, memos, and presentations for the program; obtain pertinent information from parents, professionals, and other stakeholders and accurately report appropriate findings; utilize national and State education policies and research to assist and inform on program work; train, supervise, and evaluate the performance of technical and administrative support subordinate staff if applicable to the position.

**EDUCATION PROGRAMS DIRECTOR**  
**EDUCATION PROGRAMS SUPERVISOR**  
**EDUCATION PROGRAMS PROFESSIONAL**  
Page 8 of 8

<b>41</b>	<b>A</b>	<b>5.205</b>
<b>40</b>	<b>B</b>	<b>5.206</b>
<b>39</b>	<b>B</b>	<b>5.232</b>

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 series.

	<u>5.205</u>	<u>5.206</u>	<u>5.232</u>
ESTABLISHED:	2/3/92UC	2/3/92UC	2/3/92UC
REVISED:	10/20/10UC	10/20/10UC	10/20/10UC
REVISED:	12/27/11UC	12/27/11UC	12/27/11UC
REVISED:	8/21/20UC	8/21/20UC	8/21/20UC
<b><i>REVISED:</i></b>	<b><i>3/26/25UC</i></b>	<b><i>3/26/25UC</i></b>	<b><i>3/26/25UC</i></b>

## REPORT OF CLASSIFICATION CHANGES

**POSTING#: 07-25**  
**Effective: 04-11-25**

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
1.804	Forestry Fleet Coordinator	36	B	<i>1.804</i>	<i>Forestry Fleet Coordinator</i>	<i>36</i>	<i>B</i>

### ***Basis for Recommendation***

At the request of the Nevada Division of Forestry (NDF), within the Department of Conservation & Natural Resources (DCNR), the Division of Human Resource Management (DHRM) conducted a review of the Minimum Qualifications, Special Requirements section of the classification specification for Forestry Fleet Coordinator. The Forestry Fleet Coordinator coordinates and supervises the statewide operational activities of the Nevada Division of Forestry's (NDF) Fleet Program.

In coordination with Subject Matter Experts from NDF and Analysts within DHRM it is recommended that the Special Requirement for a valid Nevada Class A or B driver's licensee at the time of appointment and as a condition of continuing employment be removed as the position in this series is not required to operate vehicles requiring this licensure.

This recommended change will allow agencies more flexibility in the hiring process by broadening the applicant pool which will then increase the number of total applicants that would be eligible for employment.

Throughout the review management and staff within NDF, DCNR and analysts within DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes to the class specifications.

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



**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>
<b>FORESTRY FLEET COORDINATOR</b>	<b>36</b>	<b>B</b>	<b>1.804</b>

The Forestry Fleet Coordinator coordinates and supervises the statewide operational activities of the Nevada Division of Forestry's (NDF) Fleet Program to include, but not limited to: supervision of personnel; purchase, maintenance, and repair of all equipment which includes light, medium, and heavy vehicles and movable maintenance, forestry, and natural resource equipment; fuel for use by all agency vehicles, equipment, and tools including other non-rental equipment; purchase parts, materials, and supplies; develop, review, revise, and implement policies and procedures related to vehicle and equipment use within the agency; and oversee the management and accountability of the agency's property inventory.

Assist in the formulation and development of policies and programs; compile technical data; consult with field personnel; assess needs; develop goals, objectives, and timeframes; write specifications; design and plan activities; coordinate resources available; and formulate annual work plans for implementation.

Manage contracts, leases, and agreements; develop, evaluate, monitor, and mediate procurement and implementation of service contracts; assess contract provisions, successes, and the need for future modifications; maintain appropriate records and prepare reports.

Gather and evaluate information for budget review and requests; summarize program descriptions; prepare justifications; assess requests in terms of statutory requirements; prepare justifications for new personnel and equipment; monitor budget and cost effectiveness to meet program objectives and increase efficiency.

Review, evaluate and oversee program operations; review reports and statistics; analyze information regarding new technology and methods available; conduct field inspections; assess program quality and results; develop and recommend alternative approaches; develop and revise emergency procedures as needed; prepare summary reports.

Organize, coordinate, and oversee specialized programs and activities for statewide implementation; manage the statewide preventive maintenance program; prepare and administer bid specifications for automobiles, trucks, and equipment, including parts and repairs, for fleet maintenance operations; prepare new vehicles and equipment for distribution to Fire, Camp, and Natural Resource programs; manage all statewide specialty equipment.

Manage and provide oversight for the Federal Excess Property Program (FEPP), to include acquisition, build-up, and disposal of the FEPP property; establish and maintain current records for all NDF's vehicles and equipment to include type, license or property number, assigned location and budget account, mileage and type of services performed; prepare equipment property transfers and excess property forms and submit to the Forestry Program Manager or the State Office for approval; conduct/manage annual inventory of all agency Capital Equipment and submit results to Department of Administration; maintain an accurate inventory of the Division's assets using appropriate databases; ensure equipment/maintenance shops are maintaining inventory control of all shop supplies and materials utilizing appropriate fleet database; prepare purchase orders for tools, manuals, supplies and services as needed.

May supervise professional, technical, and/or administrative staff as assigned to include performance appraisals, work performance standards, scheduling, work assignment and review, training, and discipline.

\*\*\*\*\*

## MINIMUM QUALIFICATIONS

### **SPECIAL REQUIREMENT[s]:**

- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- \* ~~[The position requires a valid Nevada Class A or B driver's license at the time of appointment and as a condition of continuing employment.]~~

### **INFORMATIONAL NOTE:**

- \* Incumbents may be required to obtain and maintain certification as an Agency Certified Contract Manager.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, public administration, or related field and two years of professional experience which included responsibility for planning, organizing, and directing the operations of an equipment repair facility(s) or managing fleet operations in a government setting; developing operating procedures; reviewing specifications for bids; and budget development; one year which included supervision of staff; **OR** graduation from high school or equivalent education and four years of professional experience as described, one year which included supervision of staff; **OR** two years of experience as an Equipment Mechanic IV in Nevada State service; **OR** an equivalent combination of education and experience as described above. (See *Special Requirement[s]* and *Informational Note[s]*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

**Working knowledge of:** principles and practices of equipment utilization and fleet management; inventory procurement and management. General knowledge of: principles and practices of management and supervision; budget development and oversight. **Ability to:** plan, organize and coordinate one or more statewide maintenance facilities; establish goals, objectives and timetables consistent with the division's mission; develop and implement policies and procedures; analyze problems and develop and recommend effective solutions; develop and justify budgetary requests; perform statistical and cost management analysis; supervise staff; coordinate and implement training of staff located at all statewide maintenance facilities; negotiate contracts, leases and agreements; read, interpret and explain technical documents applicable to assigned programs; communicate effectively both verbally and in writing; establish and maintain cooperative working relationships with federal, State and local entities, and private contractors.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

**Working knowledge of:** Division goals principles and practices of State budgeting and purchasing; State and agency administrative rules, policies, and procedures; federal and State laws, rules and regulations pertaining to the Division's operations; and principles and practices of supervision. **Ability to:** prepare and monitor an annual budget; supervise staff including hiring, training, assigning, and reviewing work, establishing work schedules and priorities, administering discipline and evaluation performance.

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.

1.804

ESTABLISHED: 12/8/23UC  
**REVISED:** 4/11/25UC