



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

**Meeting Notice**

**DATE:** Friday, December 4, 2020

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

**This meeting will be held via teleconference only.**

Pursuant to Governor Sisolak's Declaration of Emergency Directives 026 and 029 the requirement contained in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate is suspended in order to mitigate the possible exposure or transmission of COVID-19 (Corona Virus). Accordingly, anyone planning to participate in the meeting must participate by using the teleconference number.

Meeting materials are available on the Division of Human Resource Management's website at: [http://hr.nv.gov/Boards/Master Meetings Calendar/](http://hr.nv.gov/Boards/Master_Meetings_Calendar/)

**Teleconference Access:**  
**Teleconference Number – 877-848-7030**  
**Participant Code – 4277490#**

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

**Agenda**

- I. Call To Order, Welcome, Roll Call, Announcements.**
- II. Public Comment:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been

specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

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| <b>FOR POSSIBLE ACTION</b> | <b>III. Approval of Minutes of Previous Meeting Dated September 18, 2020.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>INFORMATIONAL ITEM</b>  | <b>IV. Discussion and Possible Amendments to the Hearing Officer Rules of Procedure.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>FOR POSSIBLE ACTION</b> | <b>V. Prohibitions and Penalties: Discussion and Approval of Specific Activities Considered Inconsistent, Incompatible or in Conflict with Employee' Duties and the Process of Progressive Discipline</b><br><br>A. Department of Administration<br>B. Department of Sentencing Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>FOR POSSIBLE ACTION</b> | <b>VI. Discussion and Approval of Proposed Regulation Changes to Nevada Administrative Code, Chapter 284.</b><br><br>A. LCB File No. R123.19<br>Sec 1. NEW Employee who is authorized by law and carries a concealed firearm: Notification to appointing authority required.<br>Sec 2. NAC 284.650 Causes for disciplinary or corrective action.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>FOR POSSIBLE ACTION</b> | <b>VII. Discussion and Approval of Proposed Emergency Regulation Changes to Nevada Administrative Code, Chapter 284.</b><br><br>A. Sect 1. NEW Furlough leave.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>FOR POSSIBLE ACTION</b> | <b>VIII. Discussion and Approval of Addition of Classes or Positions for Pre-employment Screening for Controlled Substances.</b><br><br>A. The Office of the Military requests the addition of the following positions to the list approved for pre-employment screening for controlled substances:<br><br>1. Classes and positions requested for approval of pre-employment screening for controlled substances:<br><br>2.210 Administrative Assistant IV, PCN: 4006<br>2.211 Administrative Assistant III, PCN: 4007, 4008, 4010-4015, 4030<br>2.212 Administrative Assistant II, PCN: 4003<br>2.836 Supply Technician I, PCN: 4029<br>3.206 Food Service Cook/Supervisor I, PCN: 4025-4028<br>7.643 Program Officer III, PCN: 4016<br>7.647 Program Officer II, PCN: 4005, 4009, 4017<br>U9068 Deputy Administrator, NV Youth Challenge Program, PCN: 4002 |
| <b>FOR POSSIBLE ACTION</b> | <b>IX. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

- A. Engineering & Allied
  - 1. Subgroup: Environmental & Land Use Services
    - a. 6.713 Chief, Hydrology Section
- B. Mechanical & Construction Trade
  - 1. Subgroup: Equipment Operator
    - a. 9.200 Special Equipment Operator Series
  - 2. Subgroup: Equipment Management, Maintenance & Repair
    - a. 9.334 Fleet Service Worker Series
  - 3. Subgroup: Skilled Trades & Allied
    - a. 9.460 Painter Series
    - b. 9.463 Plumber Series

**INFORMATIONAL ITEM X. Report of Uncontested Classification Plan Changes Not Requiring Personnel 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: #26-20
  - 5.205 Education Programs Series
- Posting: #01-20
  - 10.527 Public Health Rating & Survey Officer

**XI. Discussion and Announcement of Dates for Upcoming Meetings. Next Meeting Scheduled for March 19, 2021.**

**XII. Commission Comments**

**XIII. Public Comment:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

**XIV. Adjournment**

Supporting material for this meeting is available at the Division of Human Resource Management at 209 E. Musser Street, Suite 101, Carson City, Nevada, 89701; 555 E. Washington Avenue, Suite 1400, Las Vegas, Nevada, 89101, or on our website [http://hr.nv.gov/Boards/PersonnelCommission/Personnel\\_Commission\\_-\\_Meetings/](http://hr.nv.gov/Boards/PersonnelCommission/Personnel_Commission_-_Meetings/). To obtain a copy of the supporting material, you may contact Missy Stanford at (775) 684-0131 or [m.stanford@admin.nv.gov](mailto:m.stanford@admin.nv.gov)

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

We are pleased to make reasonable accommodations for individuals who wish to attend this meeting. If special arrangements or audiovisual equipment are necessary, please notify the Division of Human Resource Management in writing at 209 E. Musser Street, Suite 101, Carson City, Nevada, 89701, no less than (5) five working days prior to 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 Missy Stanford at (775) 684-0131 or [m.stanford@admin.nv.gov](mailto:m.stanford@admin.nv.gov) to make such requests.

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

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

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