

Steve Sisolak  
Governor



Laura E. Freed  
Director

Matthew Tuma  
Deputy Director

Frank Richardson  
Administrator

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*

209 E. Musser Street, Suite 101 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

**PERSONNEL COMMISSION**

**Meeting Notice**

**DATE:** Friday, March 25, 2022

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

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

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

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

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

**Agenda**

- I. Call to Order, Welcome, Roll Call, Announcements.**
- II. Public Comment:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken (NRS 241.020).

**FOR POSSIBLE ACTION**

- III. Approval of Minutes of Previous Meetings:**
  - A. Held September 24, 2021.....4-13

**FOR POSSIBLE ACTION**

**IV. Prohibitions and Penalties: Discussion and Approval of Specific Activities Considered Inconsistent, Incompatible, or in Conflict with Employee’s Duties and the Process of Progressive Discipline.....14-28**

A. Tourism and Cultural Affairs

**FOR POSSIBLE ACTION**

**V. Discussion and Approval or Denial of Proposed Emergency Regulation Changes to Nevada Administrative Code, Chapter 284.....29-31**

Sec. 1. NEW Succession plan; appointments.

Sec. 2. NEW Certification of employees who prepare succession plans.

Sec. 3. NAC 284.058 “Eligible person” defined.

Sec. 4. NAC 284.313 Limitation of competition in recruitment; applications.

**FOR POSSIBLE ACTION**

**VI. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions.....32-57**

A. Fiscal Management & Staff Services

1. Subgroup: Business Management

a. 7.219 Business Enterprise Officer Series

2. Subgroup: Public Information

a. 7.846 Museum Attendant Series

B. Mechanical & Construction Trades

1. Subgroup: Skilled Trades & Allied

a. 9.434 Events Center Technician Series

b. 9.475 Water System Manager/Operator Series

2. Subgroup: Semi-Skilled General Labor

a. 9.485 Maintenance Repair Worker Series

**INFORMATIONAL ITEM**

**VII. Report of Uncontested Classification Plan Changes Not Requiring Personnel Commission Approval per NRS 284.160.....58-64**

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: #01-22

7.700 State Education Funding Manager/Specialist Series

Posting: #02-22

13.101 Agricultural Enforcement Officer Series

Posting: #03-22

7.208 Organizational Change Manager, OPM\*\*\*

Posting: #04-22

11.600 Deputy Administrator, Emergency Management\*\*\*

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

**IX. Commission Comments**

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

**XI. Adjournment**

Supporting material for this meeting is available at the Division of Human Resource Management at 209 E. Musser Street, Suite 101, Carson City, Nevada, 89701; 555 E. Washington Avenue, Suite 1400, Las Vegas, NV, 89101; or on our website [http://hr.nv.gov/Boards/PersonnelCommission/Personnel\\_Commission\\_-\\_Meetings/](http://hr.nv.gov/Boards/PersonnelCommission/Personnel_Commission_-_Meetings/). To obtain a copy of the supporting material, you may contact Michelle Garton at (775) 684-013 or [mgarton@admin.nv.gov](mailto:mgarton@admin.nv.gov).

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

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

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

[http://hr.nv.gov/Services/HRM\\_Email\\_Subscription\\_Management/](http://hr.nv.gov/Services/HRM_Email_Subscription_Management/). If you do not wish to subscribe to LISTSERV and wish to receive notice of meetings, you must request to receive meeting notices and renew the request every 6 months thereafter per NRS 241.020(3)(c), which states in part, "A request for notice lapses 6 months after it is made." Please contact Michelle Garton at (775) 684-013 or [mgarton@admin.nv.gov](mailto:mgarton@admin.nv.gov) to make such requests.

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

**Carson City**

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

**Las Vegas**

Grant Sawyer Building, 555 East Washington Avenue

**Online**

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