



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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HUMAN RESOURCES COMMISSION

Meeting Notice

DATE: Friday, December 13, 2024

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

- 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.
- FOR POSSIBLE ACTION III. **Approval of Minutes of Previous Meetings:**
 - A. September 27, 2024
- FOR POSSIBLE ACTION IV. **Discussion and Possible Decision Regarding the Preference of the Commission for Viewing Updated Class Specifications**

FOR POSSIBLE ACTION

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

A. LCB File No. R172-24

Sec. 1. 284.5775 Temporary total disability: Use of sick leave, compensatory time, annual leave and catastrophic leave; leave of absence without pay.

Sec. 2. NAC 284.598 Breaks in continuous service.

INFORMATIONAL ITEM

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

Posting: #35-24

9.475 Water System Operator II

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/. To obtain a copy of the supporting material, you may contact Roxanne Hardy at (775) 684-0131 or 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.

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.

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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 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

ITEM III

**STATE OF NEVADA
HUMAN RESOURCES
COMMISSION**

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

**MEETING MINUTES
September 27, 2024
(Subject to Commission Approval)**

COMMISSIONERS PRESENT:

Mr. Mark Olson, Chairperson
Ms. Angela Scurry, Commissioner
Mr. Andreas Spurlock, Commissioner
Mr. Rick McCann, Commissioner
Ms. Patricia Hurley, Commissioner
Mr. Armen Asherian, Commissioner
Mr. Greg Ott, Senior Deputy Attorney General

STAFF PRESENT:

Ms. Bachera Washington, Administrator, DHRM
Ms. Michelle Garton, Deputy Administrator, DHRM
Mr. Brian O'Callaghan, Deputy Administrator, DHRM
Ms. Carrie Hughes, Supervisory Human Resources Analyst, DHRM

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

Chairperson Olson: For announcements this morning, we do have something from Administrator Washington, if you please.

Bachera Washington: The Department of Administration, as directed by the 2023 legislative session, through AB 451 is conducting a classification compensation study of both classified and unclassified employees with the executive branch. This is a goal-oriented effort in alignment with the Governor's effort to attract and retain employees, expand our candidate pool and properly align (inaudible) with their job duties by creating statewide standards of classification. This study is being conducted in partnership with the Simmons Group. With the Simmons Group, the Division of Human Resource Management has reviewed approximately 1,800 to 2,000 classification specifications. So the initial drafting of the new classification specifications have been completed, the form has been revised, the final classification study will recommend changes to position titles and the consolidation, compression of various classifications. It may also recommend that certain positions be changed from unclassified to classified or vice versa. Now that the classification study is complete, the compensation study has begun and is not scheduled to be completed until the end of this year. In our next meeting we will go over some of the finalized job classifications in detail and discuss how you would like to move forward with the review of those classifications. We have essentially compressed the 18-to-2,000 job classifications to approximately 500 or so.

Commissioner McCann: As you compress this from 1,800 to 2,000 down to about 500, no's going to be left out I'm assuming, correct?

Bachera Washington: Yes.

Commissioner McCann: Everyone who has a job is going to keep the job?

Bachera Washington: Yes.

Commissioner McCann: If some job goes from currently classified to unclassified, are they going to lose their collective bargaining rights?

Bachera Washington: That is a possibility. The majority of the positions that we have reviewed that would be moving from a classified to unclassified would be higher professional positions.

Commissioner Spurlock: Is there an appeal process during this? I mean, how long will the appeal process take on that challenge a the classification?

Bachera Washington: We are in the process of creating those procedures. If an appeal process will be created, we will outline that between now and the finalization of the study.

Chairperson McCann: There is currently an appeal process in effect is there not?

Bachera Washington: Yes.

II. PUBLIC COMMENT

Chairperson Olson: Is there any public comment in the south? Seeing and hearing none, is there anyone in the north for public comment?

III. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

A. April 5, 2024

Chairperson Olson: Are there any changes, updates, corrections? Any comments? I did notice that my name was listed twice. Commissioner Spurlock was not at the meeting, but there's several references to Commissioner Spurlock in the minutes. We were just going to correct that. So with that change, are there

any others? And if not, do I have a motion to approve Item 3A, the minutes from April 5th?

The motion passes.

MOTION: Moved to approve the April 5, 2024 meeting minutes with any changes that may be necessary.
BY: Commissioner McCann
SECOND: Commissioner Scurry
VOTE: Commissioner Spurlock abstained. The motion passed.

B. June 28, 2024

Commissioner Olson: This is the meeting from June 28th. Are there any changes, updates, corrections, comments? Hearing none, if I could get a motion on item 3B, please?

The motion passes unanimously.

MOTION: Moved to approve the June 28, 2024 meeting minutes.
BY: Commissioner Spurlock
SECOND: Commissioner Hurley
VOTE: The motion passed unanimously.

IV. PROHIBITIONS AND PENALTIES: DISCUSSION AND APPROVAL OR DENIAL OF SPECIFIC ACTIVITIES CONSIDERED INCONSISTENT, INCOMPATIBLE, OR IN CONFLICT WITH EMPLOYEE'S DUTIES AND THE PROCESS OF PROGRESSIVE DISCIPLINE

A. Office of the Chief Information Officer

Carrie Hughes: I am the Supervisory Human Resource Analyst for the Division of Human Resource and Management's Consultation, Accountability, and Regulations group. In accordance with NAC 284.742, an agency shall identify specific activities considered inconsistent, incompatible, or in conflict with employees' duties and identify the penalties for such actions. The Office of the Chief Information Officer has developed new prohibitions and penalties for their office based on the Department of Administration's prohibitions and penalties previously approved and in effect since December 4, 2020. Prior to the submittal of this document, it was provided to their Employee Engagement Committee for comment and suggestions. The document has been reviewed by the Division and the items are in general consistent with those already approved by the Commission. Clarifying changes were made to the forward language, two new items were added to the Use of Alcohol, Controlled Substances or Drugs section to address existing Nevada Administrative Code Chapter 284 requirements. And additionally, item 5 in the Safety and Health section was split to address both negligent and malicious violation of that prohibition. A representative for the Office of the Chief Information Officer is available to answer any questions you may have. Thank you for your consideration of this item.

Chairperson Olson: Are there any questions from the Commission? Comments?

Commissioner McCann: One question I did have earlier is Chief Information Officer probably reports directly to the governor or one of the Governor's people, wouldn't really make a decision on the final disposition of it if it happens to be the Governor, he works for the Governor in that sense, is there going to be any issues about conflicts or otherwise there?

Bachera Washington: There should be no issue. The OCIO is an agency just like all the other agencies within the state, and with the Chief CIO, they would be the final determining factor and the processes that we currently have in place still be in place.

The motion passes unanimously.

MOTION: Moved to approve Item 4a.
BY: Commissioner Hurley
SECOND: Commissioner Asherian
VOTE: The motion passed unanimously.

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

A. LCB File No. R165-24

Carrie Hughes: Assembly Bill 163 of the 2023 State of Nevada Legislative Session that was signed into law by the Governor in part expanded existing provisions for leave and reasonable accommodation due to domestic violence to include sexual assault. The statutory language provides for employee leave if the employee or a household member of the employee is a victim of sexual assault, an accommodation for an employee if the employee or a household member of the employee is a victim of sexual assault. The amendments in this file proposed by the Division of Human Resource Management will adopt a statutory definition of sexual assault and amend existing employee provisions to conform to these expanded protections.

The motion passes unanimously.

MOTION: Moved to approve Item 5A.
BY: Commissioner Scurry
SECOND: Unidentified Commissioner
VOTE: The motion passed unanimously.

B. LCB File No. R168-24

Carrie Hughes: The Division of Human Resource Management is proposing the repeal of NAC 284.179 in Section 5 of this LCB File. There are no individuals employed with the state of Nevada to which this regulation would apply since they would've had to have been continuously employed for over 48 years. The amendment to NAC 284.172 in Section 1 is a conforming change based on the proposed repeal. The amendment in Section 2, NAC 284.254, proposed by the Division of Human Resource Management requires the agency an employee is leaving to pay the compensatory time an employee has accrued. This change will result in the payment of compensatory time by the agency in which the hours were actually accrued and not allow the liability to be placed on another agency. The amendment in Section 3, NAC 284.444, proposed by the Division of Human Resource Management allows an appointing authority to waive the probationary period of an employee who transfers from the unclassified or non-classified service. The amendment in Section 4, NAC 284.576, proposed by the Division of Human Resource Management will provide flexibility to work with the upcoming Human Resource Information System implementation while still allowing agencies and employees to utilize the provisions in the regulation. The intent is not to remove the current forms and processes at this time, but to be prepared to transition.

The motion passes unanimously.

MOTION: Moved to approve Item 5B.
BY: Commissioner McCann
SECOND: Commissioner Asherian
VOTE: The motion passed unanimously.

C. LCB File No. R171-24

Carrie Hughes: The amendments in this LCB File make changes to various regulations in Nevada Administrative Code Chapter 284 based on Senate Bill 431 of the 2023 State of Nevada Legislative Session that was signed into law by the Governor. Sections 1 through 8 of this file make conforming changes to terminology for conformity with the Nevada Revised Statutes, specifically replacing personnel management with the human resources management system, personnel office of a department or agency with a human resources office of a department or agency, personnel file of an employee with a human resources file of an employee, personnel action with a human resources action, personnel representative with a human resources representative, and personnel documents with human resource documents.

Commissioner Asherian: Looking at section 7 of the LCB File, NAC 284.696. I'm the Title IX Coordinator. Technically the Title IX Coordinator is not an HR position, its own separate department. Without appointing authorities, I don't have that disciplinary power. Some of the institutions may call them equal employ opportunity officers. I'm not. Does this regulation include people coming to the Title IX Coordinator at Institution of Higher Education?

Michelle Garton: The language that you're referring to is current language in the regulation, there's no change there, but I can let someone with our EEO office or Administrator Washington speak to that in case there may be consideration for another change in future.

Bachera Washington: There was no change to the current language other than the Section or Subsection V, which replaces personnel with human resources. Is it your comment that you would like us to review NAC 284.696 to ensure that proper language is included for NSHE representatives?

Commissioner Asherian: Let's give it one more eyeball and look at it.

Chairperson Olson: As I understand in number 6, the office charged with the Affirmative Action, Commissioner doesn't believe or is questioning does that apply to your organization?

Commissioner Asherian: To me it does as I'm the Affirmative Action officer at College of Southern Nevada. I don't know if that's the case for the other institutions, they also have that responsibility. If that's the case, then everyone should become affirmative action officers. I just don't know that answer.

Chairperson Olson: Since that is outside the scope of this particular item, I believe we are okay to move forward with the provision that the administrator will follow up. Any other questions on Item 5C? Okay. Do I hear a motion on 5C?

The motion passes unanimously.

MOTION: Moved to approve Item 5C.
BY: Commissioner Asherian
SECOND: Commissioner Scurry
VOTE: The motion passed unanimously.

VI. REVIEW AND POSSBLE ADOPTION OF LANGUAGE ACCESS PLAN TO ADDRESS BARRIERS TO INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY PURSUANT TO NRS 232.0081

Millicent Thomas: I'm the EEO officer in the Division of Human Resources Management. You have before you for action adoption of the Language Access Plan. In the 2021 session, Senate Bill 318 requires that all state agencies prepare a Language Access Plan. The Language Access Plan is a plan that identifies how we provide services for individuals with limited English proficiency. This Plan mirrors the Division of Human Resource Management's Plan. The Plan outlines that if an individual has a limited English proficiency, we, the Human Resource Commission will provide interpreters or translational materials, their English sign language interpreters, so that they can understand the content materials. The Plan identifies your commitment to having a Language Access Plan, your commitment to writing access to services. It identifies that the responsibility rests with the Human Resource Commission to provide the services of cost to the individual requesting them, and to provide those services in the preferred language of the individual. It also identifies myself, I'm the EEO Officer, and Kimberly Smith, the EEO Administrator, as the language access coordinators. And then it also identifies that we will access bilingual safety employees who have bilingual skills; or we may reach out for contracted vendors that provide these services to the state.

Chairperson Olson: Should I assume all the Boards and Commissions throughout the state have the same program?

Millicent Thomas: That is an accurate assumption.

Commissioner Scurry: So, you identified that you're going to access other employees that actually have the ability to speak the language or understand language. Is there some levels of confidentiality associated to those employees in regards to what the conversations are, what the questions could be going on? What is this about? I mean, how do you ensure that that's going to happen when someone has another employee for the state that's going to be participating in that conversation? So that is a fresh reminder of the services that they're going to go.

Millicent Thomas: We have a confidentiality form that serves as a fresh reminder that the services they provide are confidential.

Chairperson Olson: You having experienced this before, when you use this on a state employee, is there any consideration of compensation at all?

Bachera Washington: We currently have a list of employees who are receiving bilingual pay. Those employees on that list are aware that in receiving that compensation, they can be called to provide and utilize the services that they have throughout the state.

Commissioner Asherian: So the bilingual contact list includes right now, Spanish, Arabic, French, Chinese, Mandarin, Filipino, Korean, Serbian, Croatian, along with American Sign Language. Although I'm guessing that right now, those are the dominant languages that exist, how are we going to keep up with what's the profile of languages needs?

Millicent Thomas: Commissioner, those are the languages of the employees that are currently on the bilingual list. We have access to vendors for any other languages.

Commissioner Asherian: And this is part of our ADA plan as well?

Millicent Thomas: It addresses an ADA requirement to have accessibility for our interpreters, it addresses the federal laws of Title IV, and addresses Senate Bill 318.

Chairperson Olson: Any other questions for Ms. Thomas? Hearing none, may we have a motion on this item, please?

The motion passes unanimously.

MOTION:	Moved to Approve Item VI
BY:	Commissioner Asherian
SECOND:	Commissioner Hurley
VOTE:	The vote was unanimous in favor of the motion

VII. REPORT OF SUCCESSION PLAN DATA

Michele Garton: We are happy to report a successful, largely successful, outcome of the succession plan program so far. We have reported 83 percent positive rate and that removes a termination that left state service for the private sector. So that's not something we would consider a failure at a succession plan. The transfer moved agencies by no fault of her own. So, if we look at that, then what's remaining is the 83 percent positive rate. The Division, in working with the agencies, it's the mission to set employees up for success. The program remains to be a very good tool for agencies to use, considering all I just described. What I will say, one final comment is just that I will let everybody know one note: all succession plans that have been approved under this new administration have either been successful or are ongoing.

Commissioner Asherian: You said, by and large successful. This is successful. You also mentioned in the back of this in thinking initiative like this is tremendous. People get into a position they feel lost and demoralizes folks and there's so much

there, so much potential there that most employers miss out on. So, yeah, you know, marching band and (inaudible) trial place and celebrating.

Chairperson Olson: Thank you for that, Commissioner. Excellent comment. And those of who've been around a little bit know the long road this particular program has taken to get to where we are today is particularly significant in my opinion. Given the state's hiring challenges, should we assume that there's widespread knowledge throughout the agencies pertaining to this availability of this program?

Bachera Washington: Yes, Chair there is, and we are currently reviewing our procedures and processes and even the form to make it more efficient for agencies as well as the employees to be able to complete and participate.

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

Chairperson Olson: Any pending comments or questions? Okay, very good. That makes it easy.

IX. DISCUSSION OF DATES FOR UPCOMING MEETINGS

Chairperson Olson: Item Number IX, upcoming date, think we proposed December 13.

Bachera Washington: Friday, December 13 is the proposed date for the next HR Commission meeting.

Chairperson Olson: Any issues with that, please reach out to staff.

X. COMMISSION COMMENTS

Chairperson Olson: Any comments from any Commissioners?

XI. PUBLIC COMMENT

Chairperson Olson: Any comment by the public down south? Hearing none, up north, any public comment?

XII. ADJOURNMENT

Chairperson Olson: Very good. And with that, we will adjourn.

ITEM IV

This will be a verbal presentation.

ITEM V

EXPLANATION OF PROPOSED CHANGE
Permanent Regulations

LCB File No. R172-24

Explanation of proposed change: The amendment to NAC 284.5775, proposed by the Division of Human Resource Management in consultation with the Risk Management Division, clarifies that an employee may not receive compensation for a temporary total disability (i.e., 66 ^{2/3}% of wages) at the same time as paid family leave (i.e., 50% of wages).

The amendment to NAC 284.598 in Section 2 of this LCB File, proposed by the Department of Wildlife, will allow a seasonal employee to be rehired into a seasonal or permanent position within a year of their seasonal layoff without having a break in service.

**PROPOSED REGULATION OF THE
HUMAN RESOURCES COMMISSION**

LCB File No. R172-24

August 27, 2024

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: § 1, NRS 284.065; § 2, NRS 284.065 and 284.155.

A REGULATION relating to human resources; making an employee of the Executive Department of the State Government who is receiving benefits for a temporary total disability ineligible to take paid family leave; clarifying that a seasonal layoff does not constitute a break in continuous service if an employee is reemployed in a seasonal or permanent position within a prescribed time period; and providing other matters properly relating thereto.

Legislative Counsel’s Digest:

Existing law requires the Human Resources Commission in the Division of Human Resource Management of the Department of Administration to adopt regulations to carry out the provisions relating to the State Human Resources System. (NRS 284.065) Existing law provides that certain employees of the Executive Department of the State Government are entitled to take paid family leave for certain purposes. (NRS 284.356) **Section 1** of this regulation makes an employee who is receiving benefits for a temporary total disability ineligible to take paid family leave.

Existing law requires the Human Resources Commission to adopt a code of regulations for the classified service. (NRS 284.155) Existing regulations make the receipt of certain benefits by an employee contingent upon the amount of continuous service completed by an employee. (NAC 284.446, 284.5395, 284.5405, 284.541) Existing regulations define “continuous service” to mean service which is not broken by a separation. (NAC 284.0525) Existing regulations provide that a seasonal layoff does not constitute a break in continuous service if the employee is reemployed within 1 year after the end of the previous seasonal appointment. (NAC 284.598) **Section 2** of this regulation clarifies that, for a seasonal layoff to not constitute a break in continuous service, an employee must be reemployed in a seasonal or permanent position within 1 year after the end of the previous seasonal appointment.

Section 1. NAC 284.5775 is hereby amended to read as follows:

284.5775 1. An employee who is receiving benefits for a temporary total disability pursuant to chapters 616A to 616D, inclusive, or chapter 617 of NRS *is not eligible for paid family leave pursuant to NRS 284.356. Such an employee* may:

(a) Elect to receive payment for all or part of the difference between his or her normal pay and the benefits received by:

(1) Using his or her accrued sick leave as provided in subsection 1 or 3 of NRS 281.390;

(2) Using his or her accrued compensatory time;

(3) Using his or her accrued annual leave if he or she:

(I) Is on family and medical leave for a serious health condition that prevents him or her from performing one or more of the essential functions of his or her position; or

(II) Elected to use his or her accrued sick leave pursuant to NRS 281.390 and has exhausted all of his or her accrued sick leave; or

(4) Using catastrophic leave if he or she has exhausted all of his or her accrued annual leave, sick leave and compensatory time and his or her request for catastrophic leave has been approved pursuant to NAC 284.576; or

(b) Elect to be placed on leave of absence without pay in accordance with subsection 5 of NRS 281.390.

2. An employee who does not have enough paid leave to make up the difference between his or her normal pay and the benefits for a temporary total disability pursuant to paragraph (a) of subsection 1 must be placed on leave of absence without pay for the time he or she is receiving such benefits and the balance of time not covered by paid leave.

Sec. 2. NAC 284.598 is hereby amended to read as follows:

284.598 The following are not breaks in continuous service:

1. Military leave for active service if the person returns from leave within 90 calendar days after an honorable discharge from military service.
2. A layoff if the employee is reemployed within 1 year after the date he or she was laid off.
3. A seasonal layoff if the employee is reemployed *in a seasonal or permanent position* within 1 year after the end of the previous seasonal appointment.
4. A separation as a result of a permanent disability arising from a work-related injury or occupational disease, if the employee is reemployed within 1 year after the date on which he or she sustained the permanent disability as determined pursuant to NAC 284.6013.

ITEM VI

Human Resources Commission Meeting
December 13, 2024

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 4 through 6 which reads as follows:

“4. 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.

5. 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.

6. 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#: 35-24
Effective: 11/07/2024

CURRENT				APPROVED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EEO-4
9.475	Water System Manager	36*	G		<i>No Change</i>		
9.498	Water System Operator II	33*	G	9.498	<i>Water System Operator II</i>	33*	<i>G</i>
9.478	Water System Operator I	31*	G		<i>No Change</i>		
9.499	Water System Worker	29*	G		<i>No Change</i>		

Basis for Recommendation

At the request of the Department of Conservation & Natural Resources, Division of State Parks, the Division of Human Resource Management (DHRM) conducted a review of the Special Requirements of the Minimum Qualifications for the Water System Operator II class, State Parks option.

In coordination with subject matter experts from State Parks and DHRM, and in consultation with the Division of Environmental Protection it is recommended that the Special Requirements be amended to change the requirement for the Water Treatment Operator II, grade 2 certification be changed to reflect that only some positions require this certification at the time of appointment and will be identified at the time of recruitment.

In addition, it is also recommended that the requirement for the Water Distribution Operator, grade 1 be required at the time of appointment and the Water Distribution Operator, grade 2 be changed from being required at the time of appointment to within twelve months of appointment and as a condition of continuing employment.

This change will allow the agency more flexibility in the hiring process by broadening the applicant pool.

Throughout the review management and staff within DCNR, State Parks, Environmental Protection, and DHRM participated by offering recommendations and reviewing changes as the process progressed and they support the recommended changes.



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>
WATER SYSTEM MANAGER	36*	G	9.475
WATER SYSTEM OPERATOR II	33*	G	9.498
WATER SYSTEM OPERATOR I	31*	G	9.478
WATER SYSTEM WORKER	29*	G	9.499

SERIES CONCEPT

Water System Operators perform technical duties related to testing and treatment of ground and surface water, the operational duties associated with the collection and storage of ground and surface water, and the treatment and distribution of water.

Operate and maintain a water treatment and distribution system; monitor compliance with State health regulations and Environmental Protection Agency regulations and implement corrective water treatment procedures; analyze treated water samples for turbidity, pH level, TPH, and chlorine residual tests; monitor contaminate levels to ensure compliance with regulatory requirements; adjust chemical dosages on analysis; collect water samples on a periodic basis and forward samples to the Nevada State Public Health Laboratory as required.

Route stream water into reservoir feed lines by installing and maintaining a catchment system including aprons, culverts, sand traps and transmission pipes.

Control reservoir levels and water distribution by releasing or retaining water through manual or computer systems; install and maintain the water-pumping system as needed to replenish water levels.

Perform preventive maintenance and repairs on the water system by inspecting distribution systems and maintaining pumps, valves, motors, air lines, and related machinery; rebuild motors, pumps and pipelines as necessary; clear debris; flush sand traps; repair pressure relief boxes, valves and pumps using a variety of hand and power tools, welders, dump trucks, loader and backhoe; maintain access roads within the water system by grading road surface and using a snow plow; transport vehicles and equipment on public roads and highways.

Assist supervisor in overseeing the management, collection, treatment, and distribution of water resources; gather information including reservoir levels, water released and diverted, snow depth information, and system activities; develop reports, cost estimates and projections related to water collection, treatment, and distribution.

May provide supervision to lower-level operators and workers, seasonal staff, and the work of inmates.

Perform related duties as assigned.

CLASS CONCEPTS

Water System Manager: Under general direction, in addition to performing the duties described in the series concept, the incumbent oversees the management and collection of the State's water resources distributed to Carson City and Storey counties and the treatment and distribution of water to the Stewart building complex. The incumbent is certified as a Water Distribution Operator, grade 2 and may require certification as a Water Treatment Operator, grade 1. The incumbent participates with Carson City and Storey counties, the Carson Water Subconservancy District, special interest groups, and legislative committees in developing water policies, long

* Reflects a 2-grade, special salary adjustment granted by the 2007 legislature to improve recruitment and retention.

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CLASS CONCEPTS (cont'd)

Water System Manager: (cont'd)

range water needs assessments, water budgeting and distribution plans, and conservation and education plans and initiatives; oversees the development and maintenance of the collection (lake and run-off) system, maintenance or replacement of pipelines and equipment, and operation of the Stewart well and treatment and distribution system.

This position also develops and oversees a dedicated budget including projecting revenues and expenditures; monitors expenditures during the fiscal year; ensures the proper payment for water distributed to Carson City and Storey counties; assists the Division Administrator in the development of water supply contracts; supervises operators, workers, and seasonal employees, and directs the work of inmates.

Water System Operator II:

Buildings & Grounds: Under general direction, incumbents function as a lead worker over lower-level Water System Operator and/or Water System Worker positions to include training, work assignment and review, and providing input regarding performance evaluations and work performance standards. Incumbents function at the journey level and are certified as a Water Distribution Operator, grade 2 and may require certification as a Water Treatment Operator, grade 1.

State Parks: Under general direction, incumbents work at the advanced journey level on a water system designated by the Nevada Division of Environmental Protection as requiring certification as a Water Treatment Operator, grade 2 or higher or a Water Distribution Operator, grade 2. Duties at this level require advanced knowledge of treatment technology and operation of associated equipment.

Water System Operator I: Under general supervision, incumbents perform most of the duties described in the series concept and may direct the work of seasonal employees and inmates. Incumbents function as an entry-level operator and may require certification as Water Treatment Operator, grade 1. Operators at this level must become certified as a Water Distribution Operator, grade 1 within 12 months of appointment.

Depending on the needs of the agency, incumbents may be permanently assigned to this level and function below the journey level, or progress to the next level in the series upon attainment of the required certification, license endorsement, meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

Water System Worker: Under close supervision, incumbents participate in a training program consisting of a course of self-study and on-the-job training to acquire the necessary skills and experience required to perform the duties described in the series concept and become certified as a Water Treatment Operator, grade 1. This is the trainee level in the series and progression to the next level in the series may occur upon attainment of the required certification, license endorsement, meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid Class C driver's license and/or commercial drivers license Class A or B at the time of appointment and as a condition of continuing employment. These positions will be identified at the time of recruitment.

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MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS: (cont'd)

- * Working outdoors is required. Duties frequently require walking to elevations over 6000 feet and using snowmobiles and snowshoes to inspect and maintain the water system and equipment.
- * Working weekends may be required.
- * Positions are subject to callout or callback.
- * Water System Manager positions require certification as a Water Distribution Operator, grade 2 at the time of appointment and as a condition of continued employment.
- * Some Water System Manager positions may require certification as a Water Treatment Operator, grade 1 at the time of appointment and as a condition of continuing employment. These positions will be identified at the time of recruitment.
- * Water System Operator II, Buildings & Grounds, positions require certification as a Water Distribution Operator, grade 2 at the time of appointment and as a condition of continuing employment.
- * Some positions at the Water System Operator II, Buildings & Grounds may require certification as a Water Treatment Operator, grade I at the time of appointment and as a condition of continuing employment. These positions will be identified at the time of recruitment.
- * *Some* Water System Operator II, State Parks, positions require certification as a Water Treatment Operator, grade 2 [~~and Water Distribution Operator, grade 2~~] at the time of appointment and as a condition of continuing employment. *These positions will be identified at the time of recruitment.*
- * *Some Water System Operator II, State Parks, positions require certification as a Water Distribution Operator, grade 1 at the time of appointment and certification as a Water Distribution Operator, grade 2 within 12 months of appointment and as a condition of continuing employment. These positions will be identified at the time of recruitment.*
- * Water System Operator I positions require certification as a Water Distribution Operator, grade 1 within 12 months of appointment and as a condition of continuing employment.
- * Some Water System Operator I positions may require certification as a Water Treatment Operator, grade 1 at the time of appointment and as a condition of continuing employment. These positions will be identified at the time of recruitment.

INFORMATIONAL NOTES:

- * Some Water System Worker positions may be required to obtain a commercial driver's license with hazardous materials and tanker endorsements within 12 months of appointment.
- * All licenses, endorsements, and certifications must be issued by the State of Nevada and must be maintained as a condition of continuing employment.

WATER SYSTEM MANAGER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience in the operation and maintenance activities of a water treatment or water distribution system, one year of which included supervising lower-level water treatment or distribution operators; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)

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

Detailed knowledge of: principles and techniques of operating and maintaining a reservoir water system including reservoir management and intake structures, coagulation and flocculation, sedimentation, filtration, disinfections, corrosion control, taste and odor control, plant operation, safety, and laboratory procedures; principles and techniques of surveying water sources and surface storage for capacity and potential contamination, and operation of water distribution system including storage facilities, distribution system operation and maintenance, disinfections, and safety; computer logging and graphing methods related to water treatment and distribution; federal statutes regarding water quality, treatment, and reporting requirements.

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MINIMUM QUALIFICATIONS (cont'd)

WATER SYSTEM MANAGER (cont'd)

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

Ability to: establish work performance standards, assign and review work, provide work direction, evaluate performance, and provide counseling and discipline to subordinate staff; read and interpret statutes and regulations regarding water quality, distribution, water rights, easements, and right-of-way; organize work and direct staff and inmates; prepare monthly reports from field data and maintenance logs; establish and maintain effective working relationships with staff and interested parties; *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: State statutes and regulations regarding water quality, treatment, and reporting requirements. **Working knowledge of:** State rules and regulations regarding personnel management, fiscal management, and purchasing; preparation of grants and grant reporting requirements. **Ability to:** oversee the management and collection of the State's water resources distributed to Carson City and Storey counties and the treatment and distribution of water provided to the Stewart building complex; work effectively with special interest groups, interested parties, and legislative committees who are developing water policies, long range water needs assessments, water budgeting and distribution plans, and conservation and education plans and initiatives; oversee the development and maintenance of Sierra water collection; establish maintenance or replacement schedules for equipment, facilities, pipelines, and catchments; develop and oversee a dedicated budget including projecting revenues and expenditures; monitor expenditures during the fiscal year; ensure the proper payment for distributed water; assist in the development of water supply contracts.

WATER SYSTEM OPERATOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience in the operation and maintenance of a water treatment or water distribution system; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

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

Working knowledge of: principles and techniques of operating and maintaining a reservoir water system including reservoir management and intake structures, coagulation and flocculation, sedimentation, filtration, disinfections, corrosion control, taste and odor control, plant operation, safety, and laboratory procedures; principles and techniques of surveying water sources and surface storage for capacity and potential contamination, and operation of water distribution systems including storage facilities, distribution system facilities, distribution system operation and maintenance, disinfections, and safety; computer logging and graphing methods related to water treatment and distribution; federal and State rules and regulations regarding water quality, treatment, and reporting requirements; transportation of fuel using a tanker truck. **Ability to:** provide first-line supervision to lower-level employees and inmates; *and all knowledge, skills, and abilities required at the lower levels.*

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Water System Manager.)

WATER SYSTEM OPERATOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience in the operation and maintenance of a water treatment or water distribution system; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

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

General knowledge of: principles and techniques of operating and maintaining a reservoir water system including reservoir management and intake structures, coagulation and flocculation, sedimentation, filtration, disinfections, corrosion control, taste and odor control, plant operation, safety, and laboratory procedures;

MINIMUM QUALIFICATIONS (cont'd)

WATER SYSTEM OPERATOR I (cont'd)

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

principles and techniques of surveying water sources and surface storage for capacity and potential contamination; federal and State rules and regulations regarding water quality, treatment, and reporting requirements; transportation of fuel using a tanker truck. **Ability to:** operate a water treatment plant according to federal and State statutes and regulations regarding water quality and treatment; analyze water samples and calculate correct chemical dosages; inspect equipment to assess maintenance and replace needs; use tools and operate heavy equipment to maintain roads, and maintain, repair or replace pipelines, culverts, valves, pumps,

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

meters and other devices; conduct on-site inspections and maintain inspection logs of equipment, pipelines, catchments, and reservoirs; record and chart data using computer graphing software; direct the work of seasonal employees and inmates; *and all knowledge, skills, and abilities required at the lower level.* **Working knowledge of:** operation of water distribution systems including storage facilities, distribution system facilities, distribution system operation and maintenance, disinfections, and safety procedures. **Ability to:** oversee assigned projects and provide work direction to seasonal employees and inmates; read plans and determine materials and equipment needs to complete a project; develop reports, cost estimates and projections related to water collection, treatment, and distribution.

WATER SYSTEM WORKER

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of semi-skilled experience maintaining equipment, operating machinery, constructing pipelines, and/or other related work experience; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

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

General knowledge of: algebra and geometry; the operation, repair, and maintenance of valves, meters, pipes, gages, and culverts. **Ability to:** operate and transport vehicles weighing 26,001 pounds or more; collect field data and prepare maintenance logs; enter and retrieve data using a computer; perform heavy physical labor; use hand tools and equipment used in maintaining roads, pipelines, culverts, valves, pumps, and meters; perform mathematic computations; read and comprehend administrative policy, regulatory laws and procedures, safety and equipment publications; read and understand water flow meters and snow depth gauges; communicate effectively both orally and in writing.

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

(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Water System Operator I.)

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.

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ESTABLISHED:	8/17/01R 7/5/02UC	6/22/70	12/26/91R	12/26/91R

WATER SYSTEM MANAGER
WATER SYSTEM OPERATOR II
WATER SYSTEM OPERATOR I
WATER SYSTEM WORKER

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REVISED:		1/24/84-3	11/3/92UC	11/3/92UC
REVISED:		3/3/89		
REVISED:		7/1/91P		
		11/29/90PC		
REVISED:		4/17/02R	4/17/02R	4/17/02R
		7/5/02UC	7/5/02UC	7/5/02UC
REVISED:	6/27/03PC	6/27/03PC	6/27/03PC	6/27/03PC
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG	7/1/07LG
REVISED:	1/24/08UC	1/24/08UC	1/24/08UC	1/24/08UC
REVISED:	3/25/22PC	3/25/22PC	3/25/22PC	3/25/22PC
REVISED:		3/20/23UC		
REVISED:	5/8/24UC	5/8/24UC	5/8/24UC	5/8/24UC
REVISED:		XX/24UC		