

**STATE OF NEVADA
PERSONNEL COMMISSION**

Held at the Nevada Department of Transportation, 1263 S. Stewart Street, Rooms 301 & 302, Carson City, NV 89712; and via video conference in Las Vegas at the Nevada Department of Transportation, 123 E. Washington Ave., Training Room B, Las Vegas, NV 89101

**MEETING MINUTES
Thursday, December 7, 2017**

**COMMISSIONERS PRESENT
IN CARSON CITY:**

Ms. Katherine Fox, Chairperson
Ms. Patricia Knight, Commissioner
Ms. Mary Day, Commissioner

**COMMISSIONERS PRESENT
IN LAS VEGAS:**

Mr. David Sanchez, Commissioner
Mr. Gary Mauger, Commissioner

STAFF PRESENT IN CARSON CITY:

Mr. Peter Long, Administrator, Division of Human Resource Management (DHRM)
Ms. Shelley Blotter, Deputy Administrator, DHRM
Ms. Cassie Moir, Deputy Administrator, DHRM
Ms. Dawn Buoncristiani, Deputy Attorney General, Office of the Attorney General
Ms. Carrie Hughes, Personnel Analyst, DHRM
Ms. Beverly Ghan, Supervisory Personnel Analyst, DHRM
Ms. Michelle Garton, Supervisory Personnel Analyst, DHRM
Ms. Carrie Lee, Executive Assistant, DHRM

STAFF PRESENT IN LAS VEGAS:

Ms. Heather Dapice, Supervisory Personnel Analyst, DHRM
Ms. Amy Taylor, Administrator, Equal Employment Opportunity, DHRM

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

Chairperson Fox: Opened the meeting at approximately 9:00 a.m. She welcomed everyone, took roll and noted the presence of a quorum. There were changes to the definition of the establishment of a quorum during the last legislative session; five Commissioners must be present to constitute a quorum. During this meeting, alternate Commissioner Mary Day will be serving for Commissioner Spurlock, who is absent. Alternate Commissioner Priscilla Maloney is available in the north and Alternate Commissioner Armen Asherian is available in the south. The five Commissioners that make up the quorum will be actively participating in the meeting.

II. PUBLIC COMMENT

Chairperson Fox: Advised that 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. She asked if there were any public comments. None were put forth.

III. APPROVAL OF MINUTES OF PREVIOUS MEETING – Action Item

Chairperson Fox: Called for revisions, additions or deletions. There were none recommended.

Held September 29, 2017

MOTION: Moved to approve the minutes of the September 29, 2017, meeting.
BY: Commissioner Mauger
SECOND: Commissioner Sanchez
VOTE: Motion passed. Commissioner Day abstained due to the fact she was not present at the September 29, 2017, meeting.

IV. DISCUSSION AND APPROVAL OF REMOVAL AND ADDITION OF CLASSES OR POSITIONS APPROVED FOR PRE-EMPLOYMENT SCREENING FOR CONTROLLED SUBSTANCES – Action Item

- A. The Division of Human Resource Management in concurrence with the Department of Public Safety requests the removal of positions to the list approved for pre-employment screening for controlled substances:

7.901 Chief IT Manager, PCN: 0005
7.902 IT Manager III, PCN: 0127
7.904 IT Manager I, PCN: 0020
7.921 IT Professional IV, PCN: 0010, 0025, 0036, 0040, 0045, 0100, 0111, 0125
7.925 IT Professional III, PCN: 0055, 0070, 0105, 0112, 0115, 0120, 0128, 0130, 0135, 0145
7.926 IT Professional II, PCN: 0015, 0050, 0110, 0200, 0201, 0202, 0251, 0260, 0450, 0677, 0681, 0129
7.928 IT Technician VI, PCN: 0026, 0204, 0205
7.929 IT Professional I, PCN: 0090
7.935 IT Technician IV, PCN: 0065, 0075, 0080, 0085, 0095, 0096
7.943 IT Technician Trainee, PCN: DPS – All PCNs
7.951 IT Professional Trainee, PCN: DPS – All PCNs

Carrie Hughes: Introduced herself as a Personnel Analyst for the Division of Human Resource Management (DHRM). She explained that NRS 284.4066 provides for the pre-employment screening for controlled substances of candidates for positions affecting public safety prior to hire. The statute requires an appointing authority to identify the specific positions that affect public safety, subject to the approval of the Personnel Commission. Additionally, federal courts have indicated that pre-employment drug screening by public entities may constitute a search within the meaning of the Fourth Amendment and, if so, must be justified by a special need that outweighs a reasonable expectation of privacy. DHRM, in concurrence with the Department of Public Safety, is requesting the removal of the positions listed in Agenda Item IV-A as a housekeeping item. Some or all of these positions have been moved from the Department of Public Safety to the Department of Administration's Enterprise IT Services. These position numbers were approved specifically as Department of Public Safety positions and they no longer exist within the Department of Public Safety.

Commissioner Mauger: Inquired as to the rationale for discontinuing controlled substance screenings, particularly in light of the fact that the positions are within the Department of Public Safety. **Carrie Hughes:** Explained that DHRM did reach out to the Department of Administration's Enterprise IT Services. Their administrator indicated that they are not seeking pre-employment drug screening for these positions at this time; candidates do complete a background screening, however. **Commissioner Mauger:** Asked for clarification that the screening would be done prior to employment. **Shelley Blotter:** Clarified that both would be done prior to employment. Unfortunately, the

Administrator for the Enterprise IT Services Division was unable to attend today. The information provided by the Administrator is that they were not intending to pursue pre-employment drug testing. The positions no longer exist within the Department of Public Safety. It would be up to the appointing authority, the Administrator of the Enterprise IT Services Division, to make the request to have them added back on with their position control numbers, if they so choose to. **Chairperson Fox:** Summarized that the positions no longer exist within the Department of Public Safety. The positions are provided by Enterprise IT Services in a broader group within the State of Nevada, as well as the Director's thought is that the background investigation is a more robust, comprehensive check to ensure that the positions meet the requirements. **Shelley Blotter:** Believed that is an accurate description.

Chairperson Fox: Asked if there were additional questions or public comment. There were none. Hearing no questions or comments, she entertained a motion.

MOTION: Moved to approve Item IV-A.
BY: Commissioner Mauger
SECOND: Commissioner Sanchez
VOTE: Motion passed unanimously.

- B. The Department of Public Safety requests the addition of positions to the list approved for pre-employment screening for controlled substances:

12.616 Parole & Probation Specialist III, PCN: 3740-1251, 3740-0564

Carrie Hughes: Explained that the Department of Public Safety has requested to add the requirement of pre-employment screening for controlled substances to the Parole & Probation Specialist III positions. Approval of these positions is recommended as safety sensitive, as they will be working in correctional facilities and interacting with inmates on a regular basis. Additionally, similar positions were approved at the September 29th meeting. Mavis Affo, representing the Department of Public Safety, is available for questions.

Chairperson Fox: Asked if there were questions or public comment. She asked that the record indicate that the position is part of a program which has the purpose of helping support the efforts to successfully reintroduce offenders into the community and their work locations will be in correctional and transitional housing facilities.

Chairperson Fox: Invited public comment. None was put forth.

MOTION: Moved to approve Item IV-B.
BY: Chairperson Fox
SECOND: Commissioner Knight
VOTE: Motion passed unanimously.

Chairperson Fox: Stated that before addressing Agenda Item V for possible action, Commissioner Sanchez has a specific request for the Division related to the Affirmative Action Program with the State as well as the 700-Hour Program. **Commissioner Sanchez:** Clarified that he has a question regarding V-A, Section 4. He previously served under Governor Miller as a member of the Governor's Committee on Employment of People with Disabilities. He would like an update in terms of how individuals who are seeking employment from the State are certified as being disabled. In addition, he would like clarification on the logic behind the 700-hour rule.

Janice John: Introduced herself as the Deputy Administrator of the Rehabilitation Division, DETR [Division of Employment, Training & Rehabilitation]. She noted that the 700 regulation was originally approved in 1965 under Governor Sawyer. Since then, there have been a number of amendments to the regulation to remain in compliance with federal ADA regulations and guidelines. The process of certifying people as being disabled during their employment application process falls onto the Vocational Rehabilitation Division. Clients with disabilities come to

the Division to enter the eligibility program. Clients are certified that they have a disability that is an impediment to employment. The Division becomes an agent able to recommend the individual for a State position in the 700-Hour Program; counselors working in the program are all Master's level employment experts. An applicant's qualifications, education, work experience and skills are matched to State positions. The Division writes a letter, which is certified through State Personnel [Division of Human Resource Management]. The applicant completes their application and accompanied with the Division's letter, are submitted to State Personnel [Division of Human Resource Management] for review and matching to applicable positions.

Commissioner Sanchez: Asked a follow-up question. If there is a combat veteran with PTSD certified by the Veterans Administration who comes to apply for job at the State, does the individual have to complete vocational rehabilitation or follow another process to become certified? **Janice John:** Explained that if the individual wished to become certified 700-hour, they would apply through the program. The Division makes the determination in terms of vocational rehabilitation and is the only agency with the authority to submit the supporting letter on behalf of the applicant to State Personnel [Division of Human Resource Management] for review to a matching position.

Commissioner Sanchez: Referenced Agenda Item V-D, Section 5. He asked how the Affirmative Action Program is operating and who are the individuals responsible for operating the program in the State of Nevada. **Amy Taylor:** Introduced herself as Administrator, Equal Employment Opportunity, DHRM. The office works in conjunction with Recruitment and Placement (sic), Consultation and Accountability, and with minority outreach groups. They interact with Nevada educational institutions to provide information regarding opportunities for State employment. They offer quarterly EEO meetings, during which EEO and HR professionals come together to discuss challenges in affirmative action in an effort to achieve parity. They review statistics on a quarterly basis and share the information with agency regional EEO Officers in an effort to achieve parity with the U.S. Census Bureau. They conduct outreach to agencies, commissions and departments and offer services.

Commissioner Sanchez: Asked if there is a published affirmative action plan that is regularly revisited. **Amy Taylor:** Confirmed that there is a regularly reviewed plan which is currently in the midst of being updated. **Commissioner Sanchez:** Inquired as to whether there is any interaction between the Affirmative Action [EEO] Office and the Nevada Human Rights Commission on cases. **Amy Taylor:** Confirmed that there is frequent interaction. **Commissioner Sanchez:** Asked if the office has staff in the north. **Amy Taylor:** Confirmed there is staff working in the north.

Chairperson Fox: Addressed Ms. Taylor's reference to parity with the U.S. Census Bureau and posed a procedural question. That is, whether the Affirmative Action [EEO] Office looks at both applicants as well as the workforce (i.e. adverse impact analysis of applicants and how they are doing in the selection process) or is that a separate unit in the State or is her role to look truly at employees within the organization and how they compare to numbers in the U.S. Census. **Amy Taylor:** Explained that the office has dual responsibilities. Along with the work with current State employees, the office also reviews applicants, quotas and ratios.

V. DISCUSSION AND APPROVAL OF PROPOSED REGULATION CHANGES TO NEVADA ADMINISTRATIVE CODE, CHAPTER 284 – Action Item

- A. LCB File No. R034-17
 - Section 1. NAC 284.358 Types of lists and priority for use.
 - Sec. 2. NAC 284.360 Reemployment lists; certification or waiver of lists.
 - Sec. 3. NAC 284.361 Use of lists and consideration of eligible persons.
 - Sec. 4. NAC 284.364 Lists of persons with disabilities who are eligible for temporary limited appointments.

Sec. 5. NAC 284.618 Layoffs: Voluntary demotions.

Sec. 6. Effective date.

Chairperson Fox: Opened the discussion on Item V and indicated items will be heard separately before rendering a decision. **Beverly Ghan:** Introduced herself as a Supervisory Personnel Analyst, DHRM, and explained that the changes proposed in LCB File No. R034-17 are, in part, a result of the 2017 Legislative Session. Assembly Bill 192 amends NRS 284.327 to require appointing authorities to make appointments from the list of persons with disabilities who are eligible for temporary, limited appointments to vacant positions, unless the individual receives benefits from the hiring agency or there is an actual or potential conflict of interest. This list is commonly referred to as the 700-hour eligible list. The amendment proposed in Section 1 by DHRM to NAC 284.358, clarifies the order when using the list of eligible persons and makes mandatory the use of the 700-hour eligible list pursuant to NRS 284.327. The amendment proposed in Section 2 of NAC 284.360 establishes the order of the list to be used when filling a vacancy. The amendment proposed in Section 3 of NAC 284.361 establishes a time frame for offers of employment to be accepted. It is necessary to expand this portion of the regulation, so that the hiring agency can move to the next type of list, if an offer of employment is not answered in the established time frame. The amendment proposed in Section 4 to NAC 284.364 includes language mandating the appointment to the 700-hour list and details how appointments should be made from the list when one or more applicants from the list is qualified. The amendment proposed in Section 5 by the Legislative Counsel Bureau to NAC 284.618 makes a conforming change. The amendment changes the reference from Subsection 2 of NAC 284.361 to Subsection 3 of NAC 284.361, because that regulation is proposed for amendment in Section 3 of the LCB file, and the subsection number has changed as a result. If adopted and approved, these regulations are effective January 1, 2018, or upon filing with the Secretary of State's Office, whichever is later.

Chairperson Fox: Asked if there were questions or public comment. Hearing none, she entertained a motion.

MOTION: Moved to approve Item V-A

BY: Commissioner Mauger

SECOND: Commissioner Sanchez

VOTE: Motion passed unanimously

- B. LCB File No. R035-17 and response to Commission comments regarding general discharges made at the September 29, 2017, meeting.
Section 1. NAC 284.325 Preferences for veterans.

Peter Long: Stated that prior to the presentation on Agenda Item V-B, Section 1, he would address questions that arose during the September meeting on this regulation. The Commissioners have been provided a handout that notes the various types of discharges that can be granted from service with the military as well as the benefits associated with each type of discharge. There had been a concern that the bill indicated that a veteran was someone with other than a dishonorable discharge. He clarified the definition for a veteran in the bill does indeed refer to an individual with other than a dishonorable discharge. It is the same definition the Division has been using even prior to the current changes. Another concern from a change in the bill was that the veteran's preference was limited to residents of the State. This is also accurate. However, due to changes in the bill, veterans will receive additional preference now for promotional recruitments that they did not receive before. In the past, they were limited to using veteran's points one time on a promotional recruitment. They are now able to use their points on an unlimited basis. The concerns expressed will be forwarded to the Governor's Office veteran's staff to determine what, if anything, we could do next session to change that back to all veterans versus just residents of the State.

Commissioner Sanchez: Clarified that the document provided by Mr. Long indicates that individuals with general discharges other than honorable and bad conduct charges would be eligible under the State. He asked whether this is a correct understanding. **Peter Long:** Confirmed that this is correct and noted that this is not a change from how the

policy has been applied in the past. **Commissioner Sanchez:** Noted that he and Commissioner Mauger are veterans. Under the document Mr. Long provided, it states that the Veterans Administration uses the Honorable DD 256-A Form. He stated that he is a little shocked, because we both have Form DD-214s and there may have been a change in the designation of honorable discharges. **Peter Long:** Stated that there are various forms that can express honorable discharge status. As long as a form shows military service and the type of discharge, it is accepted. The typical form received is the DD-214.

Commissioner Sanchez: Noted that the State of Nevada is no longer administering written tests. Given that, under Section V-B, there is discussion regarding competitive examinations for veterans. If there are no longer any written tests, he questioned whether the examinations are considered competitive to add 10 points to a non-written test or better. **Peter Long:** Clarified that there are competitive tests in the form of training and experience (T & E) exams; they would have additional points added to those types of lists. **Commissioner Sanchez:** Asked for confirmation that additional credit would be added for T & E. **Peter Long:** Confirmed this. **Commissioner Sanchez:** Inquired as to whether interview scores were subject to the additional credit. **Peter Long:** Stated that they do not receive additional credit.

Chairperson Fox: Asked whether the Department of Public Safety still uses written exams, i.e., for an NHP officer or a Correctional Officer. **Peter Long:** Stated that the Department of Public Safety requested permission to still use written exams and they continue to do so through their own system. **Chairperson Fox:** Sought clarification that that is where the 10 points would be applied upon a passing score. **Peter Long:** Stated he did not believe the points would be added there, as they are unranked lists and additional points would not be of any benefit.

Commissioner Sanchez: Stated that in the past, the State of Nevada was using an item analysis program to determine adverse impacts, etc. He asked whether this has been abandoned in terms of reviewing the information about the selection process. **Peter Long:** Explained that they can still determine adverse impact on the selection process. He believed the adverse impact Commissioner Sanchez was referring to was if the exam was appropriate and if the exam showed any adverse impact on the test results.

Chairperson Fox: Asked whether promotional exams are generally T & E rankings or something other than that? **Peter Long:** Replied it is a mixed bag. Currently all lists are unranked for classes up to the advanced journey level. Supervisory and managerial exams are ranked. **Chairperson Fox:** Stated that, for example, the Department of Public Safety for DPS Sergeant would probably use a written exam to promote to sergeant or lieutenant. **Peter Long:** Said he would defer this question to the DPS representative. He believes that for sergeant and lieutenant or above, they use oral exams. **Mavis Affo:** Introduced herself as a Personnel Officer 3, Department of Public Safety, and stated that the Department currently uses a written exam for DPS Sergeant only as a method of screening. It is unranked and is pass/fail only. Afterwards, there is a T & E 50 percent weighted screening as well as an oral exam, also weighted 50 percent.

Chairperson Fox: Inquired as to whether the veteran points would be applied to the T & E. **Mavis Affo:** Said they would apply to the oral exam when combined and processed. Because the written exam is pass/fail only, those who fail do not proceed to the next phase. **Chairperson Fox:** Asked about the ranks of lieutenant and captain. **Mavis Affo:** Explained that the process utilizes the oral exam and T & E as well. **Chairperson Fox:** Summarized that a veteran working at DPS who tests for sergeant receives the application of the points at the sergeant level so long as he receives a passing score. They can then be applied again for the rank of lieutenant and captain as long as passing scores are received. **Mavis Affo:** Confirmed the accuracy of the summary.

Commissioner Sanchez: Asked whether the written test was purchased or developed in-house. **Mavis Affo:** Explained that the exam was developed in-house in consultation with DHRM at that time. **Commissioner Sanchez:** Inquired as to whether the written test is updated on a regular basis in terms of item analysis. **Beverly Ghan:** Clarified that the exam used by DPS essentially mirrors the one used by DHRM and has only recently started being

used, so there has not yet been time for updates to occur, only a few months. DHRM would presume through the delegated agreement, DPS will follow that process as required. **Commissioner Sanchez:** Asked without an item analysis, how is adverse impact determined on any written test administered in the State of Nevada. **Beverly Ghan:** Answered that the exam currently being used did have the item analysis done initially. When DPS begins the update process, DHRM will assist them. **Chairperson Fox:** Asked if the written exams for sergeant, lieutenant and captain are based on the KSAs to determine the necessary successful performance at that rank. **Mavis Affo:** Added that written exams are not used for lieutenant, captain and major; they are only given at the sergeant level.

Beverly Ghan: Stated the proposed amendment is a result of Assembly Bill 309 of the 2017 Legislative Session. The amendment to NAC 284.325 was adopted by the Personnel Commission, endorsed by the Governor and filed with the Secretary of State as an emergency regulation, which became effective October 1, 2017. The regulation in this LCB file virtually mirrors the emergency regulation that was adopted, except for the reference to AB 309, which was not included in the emergency regulation. The regulation now allows veteran preference points to apply to any recruitment, when applicable, and confirms that the verification for eligibility must be with the initial application.

Chairperson Fox: Asked if there were questions or public comment. Hearing none, she entertained a motion.

MOTION: Moved to approve Item V-B.
BY: Commissioner Sanchez
SECOND: Commissioner Mauger
VOTE: Motion passed unanimously.

- C. LCB File No. R036-17
 - Section 1. NAC 284.374 Active lists: Removal and reactivation of names; refusal to consider certain persons.
 - Sec. 2. NAC 284.321 Convictions: Disclosure; factors for consideration.
 - Sec. 3. Effective date.

Beverly Ghan: Stated that Agenda Item V-C is a proposed amendment as a result of Assembly Bill 384 of the 2017 Legislative Session. Assembly Bill 384 amends NRS 284 to add a new section providing that the criminal history of an applicant or other qualified person under consideration for employment in the classified or unclassified service may not be considered until after the final interview has been conducted, a conditional offer of employment has been made or the applicant has been certified by the Administrator. The amendment to NAC 284.374, proposed by the Legislative Counsel Bureau, removes the failure to disclose convictions because NAC 284.321 is proposed for repeal in Section 2 of this LCB File. If adopted and approved, these regulations will be effective January 1, 2018, or upon filing with the Secretary of State, whichever is later.

Chairperson Fox: Asked if there were questions or public comment. Hearing none, she entertained a motion.

MOTION: Moved to approve Item V-C.
BY: Commissioner Knight
SECOND: Commissioner Day
VOTE: Motion passed unanimously.

- D. LCB File No. R088-17
 - Section 1. Amends Chapter 284 to add Sections 2 and 3.
 - Sec. 2. NEW "Domestic partner" defined.
 - Sec. 3. NEW "Spouse" defined.
 - Sec. 4. NAC 284.010 Definitions.
 - Sec. 5. NAC 284.114 Affirmative action program and equal employment opportunity.
 - Sec. 6. NAC 284.2508 Compensatory time: Use.
 - Sec. 7. Effective date.

Michelle Garton: Introduced herself as a Supervisory Personnel Analyst, DHRM. She explained that Section 1 incorporates the two new regulations proposed in Sections 2 and 3 of this LCB file into Chapter 284 of the Nevada Administrative Code. Section 2, “Domestic partner” defined, is a newly proposed regulation, which will define domestic partner for use in Chapter 284 of the Nevada Administrative Code. A person will be considered a domestic partner, based on NRS 122A.030, which is a person in a registered domestic partnership entered into either in Nevada or another state. Section 3, “Spouse” defined, is a newly proposed regulation, which defines the term spouse to include a domestic partner, so that any reference to a spouse in Chapter 284 of the Nevada Administrative Code is equally a reference to a domestic partner. The amendment to the regulation under Section 4, NAC 284.010, “Definitions,” makes a conforming change to include the new defined terms, domestic partner and spouse, into the general provisions of Chapter 284 of the Nevada Administrative Code. For Section 5, NAC 284.114, “Affirmative action program and equal employment opportunity,” NRS 122A.200 states that a public agency shall not discriminate against a person on the basis that that person is in a domestic partnership. It also states that domestic partners have the same right to nondiscriminatory treatment as is provided to spouses. As such, DHRM is proposing that the addition of domestic partnership be included in NAC 284.114. In regard to Section 6, NAC 284.2508, “Compensatory time: Use,” Senate Bill 361 of the 2017 Legislative Session provides new employment benefits and requirements related to domestic abuse and violence. At the September meeting, the Personnel Commission adopted regulations requiring the approval of annual leave, sick leave and leave without pay to an employee who is a victim of an act of domestic violence, or his or her family or household member is a victim of domestic violence. The amendment to this regulation will allow an employee to use compensatory time for this purpose as well. In addressing Section 7, “Effective date,” Sections 1 through 5 of this LCB file become effective upon filing with the Secretary of State. The effective date of Section 6 of this LCB file is based on Senate Bill 361 of the 2017 Legislative Session, which has an effective date of January 1, 2018. Section 6 will become effective on January 1, 2018, or upon filing with the Secretary of State, whichever is later.

Chairperson Fox: Asked if there were questions or public comment. Hearing none, she entertained a motion.

MOTION: Moved to approve Item V-D.
BY: Commissioner Mauger
SECOND: Commissioner Sanchez
VOTE: Motion passed unanimously.

VI. DISCUSSION AND APPROVAL OF PROPOSED CLASS SPECIFICATION MAINTENANCE REVIEW OF CLASSES RECOMMENDED FOR ABOLISHMENT – Action Item

- A. Agriculture & Conservation/Agriculture & Related
 - 1. Subgroup: Conservation/Forestry
 - a. 1.803 Deputy State Forester
- B. Fiscal Management & Staff Services
 - 1. Subgroup: Public Information
 - a. 7.860 Cultural Resource Technician

Heather Dapice: Introduced herself as a Supervisory Personnel Analyst in Classification, DHRM, and stated she was present to recommend abolishment of the Deputy State Forester class specification in the Agriculture & Conservation/Agriculture & Related occupational group in the Conservation/Forestry subgroup. In 2015, the Deputy Administrator Forestry series was amended to separate duties into two options: fiscal management and operations management. The duties allocated to the Deputy State Forester were reallocated to the Deputy Administrator, Forestry. As the duties previously associated with the Deputy State Forester have been reallocated and the class is no longer being utilized, it is recommended that this class be abolished effective this date. Moving on to Item VI-B-1-a, DHRM recommends for abolishment the Cultural Resource Technician class of the Fiscal Management & Staff Services occupational group, Public Information subgroup. As part of the biennial Class Specification Maintenance Review process, DHRM conducted a review of the Cultural Resource Technician class. This class was solely being

utilized by the Cultural Resource Division of the Harry Reid Center at UNLV. During the review, and in conjunction with subject matter experts from UNLV, it was determined that this class has not been recruited for since 2006, there is no incumbent, is not currently being utilized and is not expected to be utilized in the future. It is therefore recommended that the Cultural Resource Technician class specification be abolished.

Chairperson Fox: Asked if there were additional questions or public comment. Hearing none, she entertained a motion.

MOTION: Moved to approve Item VI-A-1-a and VI-B-1-a.
BY: Commissioner Mauger
SECOND: Commissioner Sanchez
VOTE: Motion passed unanimously.

VII. REPORT OF UNCONTESTED CLASSIFICATION PLAN CHANGES NOT REQUIRING PERSONNEL COMMISSION APPROVAL PER NRS 284.160

- Posting: #1-18
 - 7.776 Fiscal/Business Professional Trainee
- Posting: #2-18
 - 7.208 Organizational Change Manager, PMO
- Posting: #3-18
 - 7.209 Director, Office of Project Management
- Posting: #4-18
 - 7.210 Administrator, Office of Project Management
- Posting: #5-18
 - 7.753 Grants & Projects Analyst III
 - 7.755 Grants & Projects Analyst II
 - 7.757 Grants & Projects Analyst I
 - 7.759 Grants & Projects Analyst Trainee
- Posting: #6-18
 - 7.856 Cultural/Natural Resource Specialist III
 - 7.857 Cultural/Natural Resource Specialist II
 - 7.858 Cultural/Natural Resource Specialist I
- Posting: #7-18
 - 12.619 Parole & Probation Supervisor
 - 12.618 Parole & Probation Specialist IV
 - 12.616 Parole & Probation Specialist III
 - 12.614 Parole & Probations Specialist II
 - 12.615 Parole & Probation Specialist I
- Posting: #8-18
 - 7.215 Administrative Services Officer IV
 - 7.216 Administrative Services Officer III
 - 7.217 Administrative Services Officer II
 - 7.218 Administrative Services Officer I

Chairperson Fox: Asked if there were questions. There were none.

VIII. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS. NEXT MEETING SCHEDULED FOR MARCH 2, 2018.

Chairperson Fox: Noted that the next meeting is scheduled for March 2, 2018. Discussion ensued regarding the date for the June meeting. There was agreement that the June meeting would occur on June 8, 2018.

IX. COMMISSION COMMENTS

Chairperson Fox: Invited comments from Commissioners. **Commissioner Mauger:** Jested that he is getting a complex as he is the only non-HR member on the Board. **Chairperson Fox:** Stated that she values the perspective Commissioner Mauger brings and that he plays a critical role for the Commission in terms of the balance of the needs of management as well as the needs and concerns of employees.

X. PUBLIC COMMENT

Chairperson Fox: Advised 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. She asked if there were any public comments. **Peter Long:** Commented that Deputy Attorney General Dawn Buoncristiani is retiring with her last day being December 14th. He thanked Ms. Buoncristiani for her service to DHRM. **Dawn Buoncristiani:** Thanked Mr. Long for the kind words and noted that it is time to retire after 21 years. She expressed best wishes to everyone. **Chairperson Fox:** Added that Ms. Buoncristiani would be missed and she wished her luck.

XI. ADJOURNMENT

Chairperson Fox: Adjourned the meeting.