

**STATE OF NEVADA  
PERSONNEL COMMISSION**

Pursuant to Section 1 of Governor Sisolak’s Emergency Directive 006, there was no physical location for this meeting.

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**MEETING MINUTES  
March 19, 2021**

**COMMISSIONERS PRESENT  
IN CARSON CITY:**

Ms. Katherine Fox, Chairperson  
Ms. Patricia Hurley, Commissioner  
Ms. Priscilla Maloney, Commissioner  
Ms. Mary Day, Alternate Commissioner

**COMMISSIONERS PRESENT  
IN LAS VEGAS:**

Mr. Andreas Spurlock, Commissioner  
Mr. Armen Asherian, Alternate Commissioner, non-voting

**STAFF PRESENT IN CARSON CITY:**

Mr. Peter Long, Administrator, Division of Human Resource Management (DHRM)  
Ms. Michelle Garton, Deputy Administrator, DHRM  
Ms. Beverly Ghan, Deputy Administrator, DHRM  
Ms. Denise Woo-Seymour, Supervisory Personnel Analyst, DHRM  
Ms. Rachel Baker, Personnel Analyst, DHRM  
Ms. Keisha Harris, Personnel Analyst, DHRM  
Ms. Carrie Hughes, Personnel Analyst, DHRM  
Ms. Patty Kreymborg, Personnel Analyst, DHRM  
Ms. Dan Nubel, Deputy Attorney General, Office of the Attorney General

**STAFF PRESENT IN LAS VEGAS:**

Ms. Heather Dapice, Supervisory Personnel Analyst, DHRM

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

**Chairperson Fox:** Called the meeting to order on Friday, March 19, 2021, at approximately 9:00 a.m. She welcomed everyone, noting Alternate Commissioners Armen Asherian was also in attendance.

**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 under NRS 241.020. She asked if there were any public comments; there were none.

**III. APPROVAL OF MINUTES OF PREVIOUS MEETING DATED DECEMBER 4, 2020 – Action Item**

**Chairperson Fox:** Asked if there were any corrections or changes to be made on the minutes from December 4, 2020. There were none.

MOTION: Moved to approve minutes of the December 4, 2020 meeting.  
BY: Chairperson Fox  
SECOND: Commissioner Maloney  
VOTE: The vote was unanimous in favor of the motion.

**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 – Action Item**

- A. Department of Indigent Defense Services
- B. Department of Energy
- C. Governor's Office
- D. Governor's Finance Office
- E. Public Employees' Benefits

**Denise Woo-Seymour:** Good morning Madame Chair and members of the Commission. I am Denise Woo-Seymour, a Supervisory Personnel Analyst for the Division of Human Resource Management.

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 activities. These Prohibitions and Penalties are subject to the approval of the Personnel Commission.

The Department of Indigent Defense Services is a new agency, therefore the Prohibitions and Penalties before you for approval are newly created. Input was requested from department employees and the employee associations. Prohibition #H-5 on page 26 of your binder, is the first time a penalty range will be proposed to the Commission with language from regulation LCB File #R123-19 adopted by the Commission this last December, allowing licensed Concealed & Carry Weapon State employees to carry at their place of employment with prior notification to their appointing authority.

To add clarification, the language was adopted by the Personnel Commission on 12/4/2020. The date of 12/29/2020 listed in #H-5's side comment is the effective date the adopted language was approved by the Legislative Commission. This will apply to all agencies proposing this language as a new or amended prohibition. Apologies for the confusion.

Also, the proposed penalty range is the same as other agencies proposing this as a new or amended prohibition today. Otherwise, these new Prohibitions and Penalties have been reviewed by the Division and are consistent with those already approved by the Commission.

Representatives from the Department of Indigent Defense Services and Agency HR Services are available to answer any questions.

**Chairperson Fox:** Asked if there were any comments or questions from the Commissioners or the public. There were none.

MOTION: Moved to approve Item IV-A.  
BY: Commissioner Hurley  
SECOND: Commissioner Day  
VOTE: The vote was unanimous in favor of the motion.

**Denise Woo-Seymour:** Again, for the record, Denise Woo-Seymour from the Division of Human Resource Management.

The Department of Energy has updated their Prohibitions and Penalties previously approved by the Personnel Commission and in effect since December 9, 2011. Prior to the submitted revised version, department employees and the employee associations were requested to submit comments and suggestions.

The clarification I provided in Item IV-A also applies to Prohibition #H-7 on page 44 of your binder, which contains the additional language adopted by the Commission this last December and already has the same penalty range for this prohibition as other agencies proposing this as a new or amended prohibition today.

Several prohibitions on pages 36, 39 and 40, have been deleted and noted as incorporated in other existing prohibitions. Otherwise, the items submitted for approval have been reviewed by the Division and are consistent with those already approved by the Commission. Revisions have been tracked with new matter in blue font and deletions as red strikethroughs. Prohibitions

that were relocated from a section to a more appropriate section were not noted since language had already been previously approved by the Commission.

Representatives from the Department of Energy and Agency HR Services are available to answer any questions.

**Chairperson Fox:** Commissioners please note, in the new Prohibitions and Penalties, DHRM defined coaching as taking place prior to beginning the disciplinary process and the Letter of Instruction (LOI) and any other means of coaching are not part of the disciplinary process.

That was the change and it is clear the intention of the LOI is for informational, in structural training for the employee.

**Chairperson Fox:** Asked if there were any comments or questions from the Commissioners or the public. There were none.

MOTION: Moved to approve Item IV-B.  
BY: Chairperson Fox  
SECOND: Commissioner Spurlock  
VOTE: The vote was unanimous in favor of the motion.

**Denise Woo-Seymour:** Again, for the record, Denise Woo-Seymour from the Division of Human Resource Management.

The Prohibitions and Penalties before you for approval are newly created for the Governor's Office which employs approximately 13 classified staff. Input was requested from department employees and the employee associations. Prohibition #H-5, on page 59, proposes the same penalty range as other agencies proposing new or amended prohibitions and penalties today for the highlighted language adopted by the Commission this last December. Again, the clarification I provided in Item IV-A applies to this prohibition.

Otherwise, these new Prohibitions and Penalties have been reviewed by the Division and are consistent with those already approved by the Commission.

Representatives from the Governor's Office and Agency HR Services are available to answer any questions.

**Chairperson Fox:** Asked if there were any comments or questions from the Commissioners or the public. There were none.

MOTION: Moved to approve Item IV-C.  
BY: Commissioner Spurlock  
SECOND: Commissioner Hurley  
VOTE: The vote was unanimous in favor of the motion.

**Denise Woo-Seymour:** For the record, Denise Woo-Seymour from the Division of Human Resource Management.

The Prohibitions and Penalties before you for approval are newly created for the Governor's Finance Office. Input was requested from department employees and the employee associations. Again, clarification I provided in Item IV-A applies to Prohibition #H-6, on page 73, which is also proposing the same penalty range as other agencies proposing this as a new or amended prohibition today.

Otherwise, these new Prohibitions and Penalties have been reviewed by the Division and are consistent with those already approved by the Commission.

Representatives from the Governor's Finance Office and Agency HR Services are available to answer any questions.

**Chairperson Fox:** Asked if there were any comments or questions from the Commissioners or the public. There were none.

MOTION: Moved to approve Item IV-D.  
BY: Commissioner Hurley  
SECOND: Commissioner Spurlock  
VOTE: The vote was unanimous in favor of the motion.

**Denise Woo-Seymour:** For the record, Denise Woo-Seymour from the Division of Human Resource Management.

The Public Employees' Benefits Program or PEBP, has updated their Prohibitions and Penalties previously approved by the Personnel Commission and in effect since March 16, 2012. Prior to the submitted revised version, department employees and the employee associations were requested to submit comments and suggestions.

Prohibition #H-8 on page 88, contains the additional language adopted by the Commission last December and is amending the penalty range to be consistent with other agencies proposing the same prohibition and penalty range as new or amended today. The clarification I provided in Item IV-A also applies to this prohibition.

Several prohibitions on pages 84 and 85, have been deleted and noted as incorporated in other existing prohibitions. Otherwise, the items submitted for approval have been reviewed by the Division and are consistent with those already approved by the Commission. Revisions have been tracked with new matter in blue font and deletions as red strikethroughs. Prohibitions that were relocated from a section to a more appropriate section were not noted since language had already been previously approved by the Commission.

Representatives from PEBP and Agency HR Services are available to answer any questions.

**Chairperson Fox:** Asked if there were any comments or questions from the Commissioners or the public. There were none.

MOTION: Moved to approve Item IV-E.  
BY: Chairperson Fox  
SECOND: Commissioner Hurley  
VOTE: The vote was unanimous in favor of the motion.

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

**A. Sec 1. NEW Furlough Leave**

**Commissioner Maloney:** I have a matter. After reviewing a concern with DHRM who then referred this to their DAG, and got back to me, I think it is mutually agreed upon, in the abundance of caution, that pursuant to Nevada's law's, statutes, case law precedent and regulations on disclosures and potential conflict of interest, I need to disclose I am a self-employed government affairs specialist contractor for AFSCME 4041, Retirees Chapter for the legislative sessions and the interim.

I sit in a labor representative seat, so it is understandable that I would be employed in some capacity in a labor function in the State of Nevada.

The Retirees Chapter is a stand-alone subdivision of the classified part of AFSCME 4041, they have their own constitution and bylaws. My consultant fees come from separate, Retiree Chapter funds not co-mingled with the funds of AFSCME 4041.

My work is directed by a separate Executive board and I do not believe my work with the AFSCME Retirees Chapter will in any way affect the impartiality of my vote.

Chairperson Fox: Thank you Commissioner Maloney for providing that information.

**Michelle Garton:** Good morning, this is Michelle Garton, Deputy Administrator for DHRM.

This regulation is furlough leave and as you are aware, AB3 of the 31<sup>st</sup> Legislative special session of the Nevada Legislature requires furlough leave to be taken by most employees for the six months of January 2021 through June 2021.

In December this regulation was adopted on an emergency basis by the Commission. It was filed with the Secretary of State's office.

There was a change that was made quite soon after the regulation was submitted to the Secretary of State's office; the Legislative Counsel Bureau, submitted a replacement page for DHRM and the changes made and are considered non-substantive, "work week" was changed to "pay week" and in subsection 7, where the Governor's Finance Office or the Chief Financial Officer of the Nevada System of Higher Education would be the approving entity for that subsection which is allowing overtime, regular time and furlough.

The way the regulation is being proposed for temporary adoption today through June 30, 2021 is on pages 100 and 101 in your binder.

I am happy to answer any questions from the Commission.

**Chairperson Fox:** Asked if there were any further comments or questions from Commissioners or the public. There were none.

MOTION: Moved to approve Item V-A.  
BY: Commissioner Spurlock  
SECOND: Commissioner Day  
VOTE: The vote was unanimous in favor of the motion.

**VI. DISCUSSION AND APPROVAL OF ADDITION OF CLASSES OR POSITIONS FOR PRE-EMPLOYMENT SCREENING FOR CONTROLLED SUBSTANCES– Action Item**

A. The Office of the Military requests the addition of the following positions to the list approved for pre-employment screening for controlled substances:

1. Classes and positions requested for approval of preemployment screening for controlled substances:
  - a. 10.365 Licensed Practical Nurse I, PCN 4023
  - b. 10.379 Registered Nurse, BBYCA, PCN 4022
  - c. 12.380 Cadre Team Leader, PCN 4031, 4032, 4033, 4034, 4035, 4036, 4037, 4038, 4039, 4040, 4041, 4042, 4043, 4044, 4045, 4046, 4047, 4048, 4049, 4050, 4051, 4052

12.382 Cadre Team Supervisor, PCN 4018, 4019, 4020, 4021

B. Request for approval of class specification changes to include preemployment screening for controlled substances for the following:

1. 10.379 Registered Nurse, BBYCA
2. 12.380 Cadre Team Leader  
12.382 Cadre Team Supervisor

**Chairperson Fox:** Indicated the Commissioners would hear Items VI-A item 1a and 1b together, VI-A item 1c.

**Carrie Hughes:** My name is Carrie Hughes, and I am a Personnel Analyst with the Division of Human Resource Management.

The State of Nevada Office of the Military is requesting the addition of the requirement of pre-employment screening for controlled substances for the positions listed in agenda item VI-A 1a and 1b.

The Office of the Military has outlined various reasons for identifying these positions for pre-employment screening for controlled substances in their request. NRS 284.4066 indicates that the basis for determining whether a position should be approved for preemployment screening for controlled substances is whether a position "affects the public safety". For this reason, the most notable basis for these positions is that the incumbents will have contact with 16 to 18-year-old youths at a residential academy and may be required to transport the youths in a motor vehicle.

Thank you for your consideration of this item. A representative of the Office of the Military has been requested to be available to answer questions you may have.

**Chairperson Fox:** Asked if there were any further comments or questions from Commissioners or the public. There were none.

MOTION: Moved to approve Agenda Item VI-A item 1a and 1b.  
BY: Chairperson Fox  
SECOND: Commissioner Hurley  
VOTE: The vote was unanimous in favor of the motion.

**Carrie Hughes:** Again, for the record my name is Carrie Hughes.

The State of Nevada Office of the Military is also requesting the addition of the requirement of pre-employment screening for controlled substances for the positions listed in agenda item VI-A 1c.

Again, the Office of the Military has outlined various reasons for identifying these positions for pre-employment screening for controlled substances in their request. However, in light of NRS 284.4066, the most notable basis for these positions is that the incumbents will have contact with 16 to 18-year-old youths at a residential academy and may be required to transport the youths in a motor vehicle.

Thank you for your consideration of this item.

**Chairperson Fox:** Asked if there were any further comments or questions from Commissioners or the public. There were none.

MOTION: Moved to approve Agenda Item VI-A item 1c.  
BY: Commissioner Maloney  
SECOND: Chairperson Fox  
VOTE: The vote was unanimous in favor of the motion.

**Carrie Hughes:** Again, for the record my name is Carrie Hughes.

With agenda item VI-B we are requesting a change to the class specifications to reflect the approval of the requirement of pre-employment screening for controlled substances for positions in the classes.

Thank you for your consideration of this item.

**Chairperson Fox:** Asked if there were any further comments or questions from Commissioners or the public. There were none.

MOTION: Moved to approve Agenda Item VI-B item 1 and 2.  
BY: Commissioner Hurley  
SECOND: Commissioner Maloney  
VOTE: The vote was unanimous in favor of the motion.

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

- A. Engineering & Allied
  - 1. Subgroup: Engineering Support Services
    - a. 6.361 Cartographic/Graphics Technician series
    - b. 6.370 Engineering Drafter series
  - 2. Subgroup: Environmental & Land Use series
    - a. 6.711 Land Use Planner series
    - b. 6.729 Landscape Architect series
- B. Mechanical & Construction Trade
  - 1. Subgroup: Equipment Operations

- a. 9.209 Grounds Equipment Operator series
- 2. Subgroup: Equipment Management, Maintenance & Repair
  - a. 9.326 Equipment Mechanic-In-Training series
- 3. Subgroup: Skilled Trades & Allied
  - a. 9.431 Locksmith series
  - b. 9.439 Carpenter series
- 4. Subgroup: Semi-Skilled General Labor
  - a. 9.481 Maintenance Repair Aid series
- 5. Subgroup: Facility & Grounds Management
  - a. 9.610 Grounds Supervisor series
- 6. Subgroup: Building & Grounds Maintenance
  - a. 9.630 Grounds Maintenance Worker series

**Patricia Kreymborg:** Good morning Madam Chair and members of the Commission. For the record, my name is Patricia Kreymborg, Personnel Analyst with the Division of Human Resource Management, Classification Unit.

As part of the Biennial Class Specification Review Process, I am here to present for your approval, this date, recommended changes to Item VII-A 1a Cartographic/Graphics Technician series and Item VII-A 1b Engineering Drafter series on the agenda.

I will begin with Item VII-A 1a, Cartographic/Graphics Technician series. In consultation with Subject Matter Experts from the Nevada Department of Transportation, the Nevada Division of State Parks, the University of Nevada, Reno, and Analysts within the Division of Human Resource Management, it was determined that the Series Concept be updated to reflect current practices employed by positions in this series. The Class Concepts are consistent with current expectations and no changes were required at this time; however, minor changes were made to the Minimum Qualifications/Education & Experience by removing the Associate degree referenced in the Informational Note and adding it as an optional requirement in each level in the series.

Minor changes were also made to the Minimum Qualifications to maintain consistency with verbiage, formatting, and structure.

Moving onto Item VII-A 1b, in consultation with Subject Matter Experts from the Nevada Department of Transportation and Analysts within the Division of Human Resource Management, it was determined that the Series Concept is consistent with current expectations except for one minor change to verbiage. To better define trainee levels, minor changes were also made to the Class Concepts at the Engineering Drafter II and I levels.

It was recommended that a bachelor's degree option be added to Education & Experience for both the Engineering Drafter III and II and that the years of experience that accompany high school graduation be reduced.

Lastly, minor changes were made to the Minimum Qualifications to maintain consistency with verbiage, formatting, and structure.

Supervisory Personnel Analyst Heather Dapice will now present Items VII-A 2a and VII-A 2b on the agenda.

**Heather Dapice:** Good Morning Madam Chair and members of the Commission. For the record, my name is Heather Dapice, Supervisory Personnel Analyst with the Division of Human Resource Management, Classification Unit. As part of the Biennial Class Specification Maintenance Review process, I am here to present for your approval this date, Item VII-A 2a and 2b, the Land Use Planner and Landscape Architect series.

Beginning with Item VII-A 2a Land Use Planner. In consultation with Subject Matter Experts from the Division of State Lands and analysts within the Division of Human Resource Management, it was determined that the Series and Class Concepts met current expectations and no changes were required at this time. However, a minor change was made to the Education & Experience section to include additional bachelor's degrees, in addition to minor changes to the Minimum qualifications to maintain consistency with verbiage, formatting and structure.

Moving on to Item VII-A 2b, Landscape Architect. In consultation with Subject Matter Experts from the Nevada Department of Transportation and Nevada State Parks, it was determined that minor changes be made to the Series and Class Concepts and the Minimum Qualifications to clarify and reflect representative duties currently being performed, clarify experience requirements and equivalencies and to maintain consistency with verbiage formatting and structure. It is further recommended that an Informational Note be added to the Minimum Qualifications to reflect that the Landscape Architect Supervisor and Landscape Architect must maintain licensure as a condition of continuing employment.

Thank you, we would be happy to answer any questions you may have.

**Chairperson Fox:** Asked if there were any further comments or questions from Commissioners or the public. There were none.

MOTION: Moved to approve Agenda Item VII-A item 1 and item 2.  
BY: Chairperson Fox  
SECOND: Commissioner Hurley  
VOTE: The vote was unanimous in favor of the motion.

**Patricia Kreymborg:** Again, for the record, my name is Patricia Kreymborg, Personnel Analyst with the Division of Human Resource Management, Classification Unit.

As part of the Biennial Class Specification Review Process, I am here to present for your approval, this date, recommended changes to Item VII-B 1a, Grounds Equipment Operator Series on the agenda.

In consultation with Subject Matter Experts from the University of Nevada, Reno, the University of Nevada, Las Vegas, the Nevada Department of Veterans Services, and Analysts within the Division of Human Resource Management, it was determined that the Series Concept be amended to clarify duties and update other types of equipment used.

It was also recommended that, at the Grounds Equipment Operator II level, the statement “or an equivalent combination of education and experience” be removed from the Minimum Qualifications as it was determined that there were no equivalent levels of education or experience that could be substituted.

Lastly, it was recommended that minor revisions be made to the Minimum Qualifications to maintain consistency with verbiage, formatting, and structure.

Personnel Analyst Rachel Baker will now present Item VII-B, 2a on the agenda.

**Rachel Baker:** Good morning Madam Chair and members of the Commission. For the record, my name is Rachel Baker, Personnel Analyst with the Division of Human Resource Management, Classification Unit.

As part of the Biennial Class Specification Maintenance Review Process, I am here to present for your approval this date, Item VII-B 2a on the agenda, the Equipment Mechanic-in-Training series.

In coordination with Subject Matter Experts from the Nevada System of Higher Education, the Department of Transportation, and analysts within the Division of Human Resource Management, it is recommended that minor changes be made to the Class Concept for the III level to reflect that incumbents also receive practical training in complex computer diagnostics.

Changes were also made to the Informational Note, and the Minimum Qualifications to broaden the applicant pool and to maintain consistency with verbiage, formatting, and structure.

Thank you. Personnel Analyst Keisha Harris will now present the next item on the agenda.

**Keisha Harris:** Good morning Madam Chair and members of the Commission. For the record, my name is Keisha Harris, Personnel Analyst with the Division of Human Resource Management, Classification Unit.

As part of the Biennial Class Specification Maintenance Review Process, I am here to present for your approval this date, Item VII-B 3a and 3b on the agenda, the Locksmith and Carpenter class specifications.



Beginning with item VII-B 3a, Locksmith series. In consultation with Subject Matter Experts from the Department of Corrections and Nevada System of Higher Education agencies that utilize this series and analysts within the Division of Human Resource Management, it is recommended that changes be made to the Series and Class Concepts and Minimum Qualifications to update occupational language, clarify respective duties, reflect current methods and practices being used, and to maintain consistency with verbiage, formatting, and structure.

Moving on to item VII-B 3b, Carpenter series. In consultation with Subject Matter Experts from the Department of Corrections, Department of Transportation and Nevada System of Higher and Analysts within the Division of Human Resource Management, it is recommended that revisions be made to the Series and Class Concepts and Minimum Qualifications to update occupational language, clarify respective duties, reflect current methods and practices being used, and to maintain consistency with verbiage, formatting, and structure. Additionally, we request an amendment to the class specification to include the revision date effective today, March 19, 2021 as the date was inadvertently left out of the recommended class specification.

Personnel Analyst Rachel Baker will now present Item VII-B, 4a on the agenda.

**Rachel Baker:** Again, for the record, Rachel Baker, Personnel Analyst. I am presenting for your approval this date, item VII-B 4a on the agenda, the Maintenance Repair Aide series.

It was determined that while there are no active positions allocated to the series within the state, NSHE is currently utilizing the series. As such, a minor change to the class titles were made at all levels to indicate that positions serve as assistants to higher-level classes. In addition, revisions were made to the Class Concepts, at all levels, to maintain consistency with verbiage, formatting, and structure.

Thank you. Personnel Analyst Patricia Kreymborg will now present the next item on the agenda.

**Patricia Kreymborg:** As part of the Biennial Class Specification Review Process, I am here to present for your approval, this date, recommended changes to Item VII-B 5a, Grounds Supervisor series and Item VII-B 6a, Grounds Maintenance Worker series on the agenda.

I will begin with Item VII-B 5a, Grounds Supervisor series. In consultation with Subject Matter Experts from the University of Nevada, Reno, the University of Nevada, Las Vegas, and Analysts within the Division of Human Resource Management, it was determined that language in the Series Concept be added to reflect all duties currently being performed by Grounds Supervisors. The Class Concepts are consistent with current expectations and required only minor changes to verbiage at the Grounds Supervisor II level.

It was also recommended that the Special Requirements section under Minimum Qualifications be revised to include possession of a valid class C driver's license at the time of appointment and as a condition of continuing employment.

Lastly, it was recommended that minor revisions be made to the Minimum Qualifications to maintain consistency with verbiage, formatting, and structure.

Moving onto Item VII-B 6a, Grounds Maintenance Worker series. In consultation with Subject Matter Experts from multiple agencies within the State, NSHE, and Analysts within the Division of Human Resource Management, it was determined that the Series Concept is consistent with current expectations. It was recommended; however, that minor revisions be made to the Class Concepts and Minimum Qualifications to maintain consistency with verbiage, formatting, and structure.

Thank you. We respectfully request your approval of these class specifications to include the amended class specification for the Carpenter series with the revision date effective today. We would now be happy to answer any questions you may have.

**Chairperson Fox:** Asked if there were any further comments or questions from Commissioners or the public. There were none.

MOTION: Moved to approve Agenda Item VII B item 1 through item 6.  
BY: Chairperson Fox  
SECOND: Commissioner Hurley

VOTE: The vote was unanimous in favor of the motion.

**VIII. 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: #02-21  
12.382 Cadre Team Leader/Supervisor series

Posting: #03-21  
10.526 Environmental Health Specialist series

Posting: #04-21  
10.379 Registered Nurse, BBYCA

**IX. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS. NEXT MEETING SCHEDULED FOR JUNE 18, 2021.**

**Chairperson Fox:** The next meeting is set for June 18, 2021 and then we are looking to September.

**Peter Long:** The Division has no issue with the dates for September, that would leave the dates of Friday September 17 or Friday September 24 based on the Commissioners preferences and availability.

There were no other issues with Commissioner availability for either date and the Commission chose September 17, 2021.

**X. COMMISSION COMMENTS**

**Peter Long:** I wanted to bring the Commission up to date; the 2019 Legislature through SB135 allowed collective bargaining for a number of State employees.

DHRM has been working diligently since that time and I would like to present a quick overview. There were 11 units detailed in the bill to include labor, maintenance and custodial, clerical, technical aid, professionals non-health care, professionals health care, category I peace officers, category II peace officers, category III peace officers and positions that supervise and firefighters.

The Division worked with the various unions to provide information and ultimately, the unions went to the EMRB for certification and AFSCME became the exclusive representative for Unit A; Labor, maintenance and custodial, Unit B; Professionals health care, Unit F; Non-professionals health care and Unit I; Category III peace officers.

NPU became the exclusive representatives for category I peace officers.

NSLEOA (Nevada State Law Enforcement Officers Association) became the exclusive representatives for category II peace officers and BBFFA (Battle Born Firefighters Association) became the exclusive representatives for firefighters.

At this point in time, the other four units, including clerical, technical aids, professionals in non-healthcare and the supervisory unit have not had anyone certified as their exclusive representative.

After the exclusive representatives were certified, DHRM in conjunction with the Governor's Office, Governor's Finance Office, the Attorney General's Office, and Subject Matter Experts from various agencies started the bargaining process, that has been going on for several months and I will tell you, creating a bargaining agreement from scratch is challenging.

We have, I am happy to report, reached tentative agreements on both economic and non-economic articles with AFSCME, which is a master agreement representing four of the Units and NSLEOA representing category II peace officers that is waiting for ratification of their members and then will go in front of the Board of Examiners.

The economic articles, should they be ratified, will go to the Legislature for review.

We are still working with NPU on category I peace officers and with the BBFFA on firefighters.

**Chairperson Fox:** That's a lot of heavy lifting.

**Peter Long:** It is and kudos to the newly created Labor Relations Unit with a very small staff.

**Chairperson Fox:** I was going to ask if you received additional staffing.

**Peter Long:** We did not receive additional staff in the 2019 Legislature for that unit. We did go to the Interim Finance Committee with a work program to fund out our reserves so we do have a small but powerful unit and when fully staffed, we will have 7 employees to potentially represent a little over 18,000 State employees if they all end up being certified.

**Peter Long:** I would like to let you know, this will be the last Commission meeting that I will be participating in, I will be retiring in May and let all the Commissioners know that it has been a pleasure working with all of you and I appreciate your expertise, your professionalism, and the guidance you have provided me and DHRM over the time you have been serving on the Commission.

The Commissioners wished Mr. Long well and commended him on his tenure as DHRM administrator.

## **XI. 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 under NRS 241.020. There were no public comments.

**Peter Long:** Thanked the Commissioners for their willingness to be accommodating during this time of teleconferencing and non-face-to-face meetings; the Commissioners did a great job handling today's meeting.

**Chairperson Fox:** Thanked Mr. Long and added DHRM always does an extremely good job and is well organized.

## **XII. ADJOURNMENT**

**Chairperson Fox:** Thanked everyone and adjourned the meeting.