



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

**PERSONNEL COMMISSION**

**Meeting Notice**

**DATE:** Friday, June 23, 2017

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

**LOCATION:** Gaming Control Board  
1919 College Parkway  
Carson City, Nevada 89701

Grant Sawyer State Building  
555 East Washington Avenue  
Suite 2450  
Las Vegas, Nevada 89101

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

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

**Agenda**

- I. Call To Order, Welcome, Roll Call, Announcements**
- II. Public Comment:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)
- FOR POSSIBLE ACTION III. Approval of Minutes of Previous Meeting dated March 10, 2017 ..... 1-17**

**FOR POSSIBLE ACTION**

**IV. Discussion and Approval of Addition of classes or positions approved for pre-employment screening for controlled substances and revisions to class specifications ..... 18-40**

A. The Department of Agriculture requests the addition of positions to the list approved for pre-employment screening for controlled substances and requests approval of class specification amendments to include pre-employment screening for controlled substances:

1. Classes and positions requested for approval of pre-employment screening for controlled substances:

1.401 Weights and Measures Inspector IV, PCN: 4551-0011, 4551-0022

1.404 Weights and Measures Inspector III, PCN: 4551-0013

1.407 Weights and Measures Inspector II, PCN: 4551-0014, 4551-0015, 4551-0023, 4551-0024, 4551-0025, 4551-0028, 4551-0045, 4551-0047, 4551-0049, 4551-0102, 4551-0105

1.413 Weights and Measures Assistant (Seasonal), PCN: 4551-8911, 4551-8912, 4551-8913

2. Request for approval of class specification changes to include pre-employment screening for controlled substances for some positions:

a. Weights and Measures Inspector Series

b. Weights and Measures Assistant (Seasonal)

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

1. Classes and positions requested for approval of pre-employment screening for controlled substances:

2.210 Administrative Assistant IV, PCN: 4701-0106, 4701-0155, 4701-0706, 4701-0805, 4701-0870

7.647 Program Officer II, PCN: 4701-0950

**FOR POSSIBLE ACTION**

**V. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions and Abolishment ..... 41-62**

A. Clerical & Related Services

1. Subgroup: Accounts Maintenance

a. 2.300 Accounting Assistant Series

B. Medical, Health & Related Services

1. Subgroup: Psychology & Social Science

a. 10.121 Clinical Program Manager Series

**VI. Update Regarding March 10, 2017, Public Comment Addressing Accounting Technician Class Specification Minimum Qualifications Review and College Credits**

**VII. Report of Uncontested Classification Changes Not Requiring Personnel Commission Approval per NRS 284.160 ..... 63-75**

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: #13-17

- 12.345 Social Work Supervisor II
- 12.352 Social Work Supervisor I
- 12.363 Social Worker III
- 12.361 Social Worker II
- 12.377 Social Worker I

Posting: #14-17

- 12.332 Health Care Coordinator IV – Nurse
- 12.351 Health Care Coordinator IV
- 12.333 Health Care Coordinator III – Nurse
- 12.330 Health Care Coordinator III
- 12.334 Health Care Coordinator II – Nurse
- 12.369 Health Care Coordinator II
- 12.335 Health Care Coordinator I – Nurse
- 12.373 Health Care Coordinator I

Posting: #15-17

- 11.405 Insurance Regulation Liaison

Posting: #16-17

- 7.103 Chief Accountant

Posting: #17-17

- 11.551 Commercial Vehicle Safety Inspector III
- 11.553 Commercial Vehicle Safety Inspector II
- 11.554 Commercial Vehicle Safety Inspector I

Posting: #18-17

- 12.402 Rehabilitation Chief II
- 12.404 Rehabilitation Chief I

Posting: #19-17

- 1.918 Lifeguard II (seasonal)
- 1.919 Lifeguard I (seasonal)

Posting: #20-17

- 7.706 Insurance Actuarial Analyst III
- 7.710 Insurance Actuarial Analyst II
- 7.712 Insurance Actuarial Analyst I

Posting: #21-17

- 10.373 Community Health Nursing Manager

Posting: #22-17

- 10.375 Community Health Nurse IV
- 10.376 Community Health Nurse III
- 10.377 Community Health Nurse II
- 10.378 Community Health Nurse I

Posting: #23-17

- 12.416 Rehabilitation Supervisor
- 12.421 Rehabilitation Counselor III
- 12.427 Rehabilitation Counselor II
- 12.431 Rehabilitation Counselor I

- VIII. **Report of 2017 Legislation Affecting State Employees and DHRM Budget..... 76-86**
- IX. **Acknowledgement of Commissioner Read’s Service to the Personnel Commission**
- X. **Discussion and Announcement of Dates for Upcoming Meetings. Next meeting scheduled for September 29, 2017. Selection of following meeting.**
- XI. **Commission Comments**
- XII. **Public Comment:** No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)
- XIII. **Adjournment**

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

Inquiries regarding the items scheduled for this Commission meeting may be made to Carrie Lee at (775) 684-0131 or [carrie.lee@admin.nv.gov](mailto:carrie.lee@admin.nv.gov).

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

Persons who wish to receive notice of meetings must subscribe to the Division of Human Resource Management LISTSERV HR Memorandums which can be found on the following webpage: [http://hr.nv.gov/Services/HRM Email Subscription Management/](http://hr.nv.gov/Services/HRM_Email_Subscription_Management/). If you do not wish to subscribe to LISTSERV and wish to receive notice of meetings, you must request to receive meeting notices and renew the request every 6 months thereafter per NRS 241.020(3)(c) which states in part, “A request for notice lapses 6 months after it is made.” Please contact Carrie Lee at (775) 684-0131 or [carrie.lee@admin.nv.gov](mailto:carrie.lee@admin.nv.gov) to make such requests.

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

**Carson City**

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

**Las Vegas**

Grant Sawyer Building, 555 East Washington Street

**Internet**

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