



**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 26, 2020

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

**This meeting will be held via teleconference only.**

Pursuant to Governor Sisolak's March 22, 2020, Declaration of Emergency Directive 006, the requirement contained in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate is suspended in order to mitigate the possible exposure or transmission of COVID-19 (Corona Virus). Accordingly, anyone planning to participate in the meeting must participate by using the teleconference number.

Meeting materials are available on the Division of Human Resource Management's website at: [http://hr.nv.gov/Boards/Master Meetings Calendar/](http://hr.nv.gov/Boards/Master_Meetings_Calendar/)

**Teleconference Access:**  
**Teleconference Number – 877-848-7030**  
**Participant Code – 4277490#**

**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 6, 2020.**

**FOR POSSIBLE ACTION**      **IV. Discussion and Approval of Proposed Regulations Changes to Nevada Administrative Code, Chapter 284.**

- A. LCB File No. 047-20
  - Section 1. NAC 284.589 Administrative leave with pay.

**FOR POSSIBLE ACTION**      **V. Discussion and Approval of Addition or Removal of Classes or Positions for Pre-employment Screening for Controlled Substances and Revision to Class Specifications.**

A. The Nevada System of Higher Education, Business Center North, requests the removal of the following classes/positions from the list approved for pre-employment screening for controlled substances:

- 9.534    Research Aid II; All Wolf Pack Meats PCNs
- 9.555    Research Aid I; All Wolf Pack Meats PCNs
- 9.580    Research Technician; All Wolf Pack Meats PCNs

B. The Office of the Military requests the addition of the following 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. Class and positions requested for approval of pre-employment screening for controlled substances:

- 9.501    National Guard Range Specialist; PCN: 103

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

- 9.501    National Guard Range Specialist

**FOR POSSIBLE ACTION**      **VI. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions.**

- A. Library & Archives
  - 1. Subgroup: Archives & Records
    - a. 4.204 State Records Manager/Records Analyst Series
    - b. 4.220 State Archives Manager/Archivist Series
- B. Engineering & Allied
  - 1. Subgroup: Earth Science
    - a. 6.615 Seismic Data Technician Series
- C. Mechanical & Construction Trades

1. Subgroup: Equipment Management, Maintenance & Repair
  - a. 9.303 Equipment Superintendent
  - b. 9.309 Equipment Operations Manager

**INFORMATIONAL ITEM VII. 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: #9-20  
9.549 Meat Plant Manager/Supervisor/Technician Series
- Posting: #10-20  
10.540 Marijuana Program Inspector Series
- Posting: #14-20  
12.457 Disability Adjudicator Series
- Posting: #15-20  
9.501 National Guard Range Specialist
- Posting: #16-20  
12.416 Vocational Rehabilitation Supervisor/Counselor Series (formerly Rehabilitation Counselor Series)
- Posting: #18-20  
1.401 Weights & Measures Inspector Series
- Posting: #19-20  
10.540 Marijuana Program Inspector Series
- Posting: #20-20  
1.868 Conservation Camp Series
- Posting: #21-20  
12.378 Family Readiness Specialist Series
- Posting: #22-20  
12.535 Group Supervisor Series

**VIII. Discussion and Announcement of Dates for Upcoming Meetings. Next Meeting Scheduled for September 18, 2020.**

**IX. Commission Comments**

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

**XI. Adjournment**

Supporting material for this meeting is available at the Division of Human Resource Management at 209 E. Musser Street, Suite 101, Carson City, Nevada, 89701; 555 E. Washington Avenue, Suite 1400, Las Vegas, 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 Michelle Garton at (775)

684-0136 or [mgarton@admin.nv.gov](mailto:mgarton@admin.nv.gov).

We are pleased to make reasonable accommodations for individuals who wish to attend this meeting. If special arrangements or audiovisual equipment are necessary, please notify the Division of Human Resource Management in writing at 209 E. Musser Street, Suite 101, Carson City, 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:

Nevada Public Notice website: <http://notice.nv.gov>

Division of Human Resource Management website: [www.hr.nv.gov](http://www.hr.nv.gov)