

**STATE OF NEVADA
PERSONNEL COMMISSION**

Pursuant to Section 1 of Governor Sisolak’s Emergency Directives 026 and 029, there was no physical location for this meeting.

**MEETING MINUTES
September 18, 2020**

PERSONNEL COMMISSIONER MEMBERS PRESENT:

Ms. Katherine Fox, Chairperson
Ms. Patricia Hurley, Commissioner
Ms. Priscilla Maloney, Commissioner
Mr. Mark Olson, Commissioner
Mr. Andreas Spurlock, Commissioner
Mr. Armen Asherian, Alternate Commissioner, non-voting
Ms. Susana McCurdy, Alternate Commissioner, non-voting

STAFF MEMBERS PRESENT:

Mr. Peter Long, Administrator, Division of Human Resource Management (DHRM)
Ms. Michelle Garton, Deputy Administrator, DHRM
Ms. Beverly Ghan, Deputy Administrator, DHRM
Ms. Rachel Baker, Personnel Analyst, DHRM
Ms. Carrie Hughes, Personnel Analyst, DHRM
Ms. Patricia Kreyborg, Personnel Analyst, DHRM
Ms. Heather Dapice, Supervisory Personnel Analyst, DHRM
Mr. Ian Carr, Deputy Attorney General, Office of the Attorney General

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

Chairperson Fox: Called the meeting to order on Friday, September 18, 2020, at approximately 9:00 a.m. She welcomed everyone, noting Alternate Commissioners Susana McCurdy and Armen Asherian were also in attendance. Thanked Carrie Lee for her service to the Personnel Commission.

Peter Long: Introduced his new AAIV, Missy Stanford, who will be assisting in the future.

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 JUNE 26, 2020 – Action Item

Chairperson Fox: Asked if there were any corrections or changes to be made on the minutes from June 26, 2020. There were none.

MOTION: Moved to approve minutes of the June 26, 2020 meeting.
BY: Chairperson Fox
SECOND: Commissioner Olson
VOTE: The vote was unanimous in favor of the motion.

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

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

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

2.210 Administrative Assist IV; PCNs: 4709-8049, 4709-8050

7.649 Program Officer I; PCNs: 4709-8052, 4709-9020, 4709-9021

11.134 Fingerprint/Records Examiner II; PCN: 4709-8051

Carries Hughes: Personnel Analyst with Division of Human Resource Management. The Department of Public Safety is requesting the addition of pre-employment screening for controlled substances for the positions listed in agenda item IV. The Department of Public Safety has requested these positions be pre-employment tested due to access to criminal history, victims and personal identifiable information. The positions in these classes have been previously approved for the Department of Public Safety. Thank you for your consideration for this item. The Department of Public Safety has indicated that a representative will be attending this meeting to answer any questions you may have.

Chairperson Fox: Asked if there were questions for the Division of Human Resource Management or Department of Public Safety regarding these job classes.

Commissioner Spurlock: Indicated he's tough on these. Stated we should either test across the board or be careful when it comes to applying standards. Asked; it says "PCN: All Positions", looking classifications such as 2.824, 2.827 and 2.836, Supply Technicians 1 or 2 and Supply Assistants, what is in the nature of those jobs? Is there use of heavy machinery, seeing citizens confidential data? What's the nature of those positions that would require pre-employment screening?

Carrie Hughes: I don't believe those are the ones agendized, those are from the previously approved list, correct? Research can be done on those to bring back to the Commission regarding the basis for those at that point in time.

Commissioner Spurlock: No, it's okay. Someone has already looked at that standard. I was just curious because I'm kind of hard on provisions that don't fall under one of those criteria, so I just wanted to see which criteria that fell under.

Chairperson Fox: Asked if there were any additional questions regarding item IV-A.

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

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

A. Library & Archives

1. Subgroup: Library Services

a. 4.106 Librarian Series

b. 4.116 Library Technician/Assistant Series

Rachel Baker: Personnel Analyst for the Classification, Compensation and Recruitment section of the Division of Human Resource Management presented recommended changes to the Librarian Series and Librarian Technician/Assistant Series. As part of the Class Specification maintenance review process and upon review by subject matter experts from Nevada State Library, Archives and Public Records, the Division of Tourism and Cultural Affairs, the Division of Museums and History and the Nevada System of Higher Education it was determined that the Series and Class Concepts are consistent with current expectations and only minor revisions be made for grammatical purposes and terminology. It is recommended that revisions be made to the Education and Experience sections of the Minimum Qualifications in order to accommodate requirements for certification as outlined in NAC 379.020 and to maintain consistency in verbiage, formatting and structure. As a condition of NAC 379.020, a special requirement is recommended to be added indicating that transcripts be required to verify that the applicant has obtained the requisite 21 credits in those subject areas outlined in the informational notes which are also

recommended to be added. With regards to Item V-A-1-b on the agenda, the subject matter experts for the Nevada State Library, Archives and Public Records, the Tourism and Cultural Affairs Museums and History Division, and the Nevada System of Higher Education minor changes were made to the Series Concepts to accommodate updates in technology. It was determined that the Class Concepts of each level be revised to outline that in addition to supervising classified staff, incumbents may also supervise student workers and or volunteers. Specific verbiage relevant to duties performed by incumbents in a college or university has been outlined. Additionally, it is recommended that revisions be made to the Education and Experience section of the minimal qualification and the Knowledge, Skills and Abilities sections in order to enhance recruitment efforts and to maintain consistency with verbiage, formatting and structure. I will be happy to answer questions.

Peter Long: Asked for clarification. In the presentation the analyst talked about credits pursuant to NAC 379 and I thought she said NAC 379.020 yet in the Class Specifications it said NAC 379.010. If we need to ask you to make a revision to the specification, we should probably do that now.

Chairperson Fox: What is the correct citation of NAC? I show in the language for the Librarian Series, NAC 379.020. Mr. Long, are you saying that the correct citation should be NAC 379.010?

Peter Long: Under the informational notes on the proposed, it says NAC 379.010, unless I misunderstood.

Chairperson Fox: I'm on the page 25 of the Commission materials, for the Librarian Series, it says NAC 379.020.

Peter Long: On page 28, looking at the regulations, NAC 379.020 says requirement of certification and NAC 379.010 program or certification of librarian so I'm not sure. NAC 379.020 is very clear on what those requirements are. Rachel, do you know?

Rachel Baker: NAC 379.020 must have completed 21 credit hours from and accredited college or university which include instruction in the following subject as outlined in the information notes that were also recommended to be added.

Pete Long: Under the informational notes on page 28, is the cite for NAC 379.010 correct? Yes, it is, I'm reading it now in paragraph 2. It says not applicable to a person that holds a Master's degree. Sorry about that folks.

Chairperson Fox: The correct citation is NAC 379.020, is what I'm hearing?

Peter Long: What we were saying NAC 379.020 is what we based on our change for the MQs to include those appointments and extra credits and in the informational notes, the credit requirements in the MQs are not required for someone who holds a Master's degree.

Chairperson Fox: So, we don't need to make any revisions to what is being presented to the Commission?

Peter Long: No, I apologize.

Chairperson Fox: Asked for questions. Hearing none, entertained a motion.

MOTION: Moved to approve Item V-A-1.
BY: Commissioner Olson
SECOND: Chairperson Fox
VOTE: The vote was unanimous in favor of the motion.

Commissioner Maloney: Asked if she may ask a clarifying question after accidentally hanging up rather than unmuting.

Chairperson Fox: Stated that there was a motion that's been moved and seconded but agreed to Commissioner Maloney asking a clarifying question.

Commissioner Maloney: Simply that to reiterate what Mr. Long is saying, both NACs, the once that's referenced on page 25 and the one that referenced on page 28 in context are both equally correct?

Chairperson Fox: That's correct.

- B. Fiscal Management & Staff Services
 - 1. Subgroup: Financial

- a. 7.174 Loan Administration Officer
- 2. Subgroup: Property Appraisal & Valuation & Acquisition
 - a. 7.415 State Land Agent Series
 - b. 7.425 Supervisor, Centrally Assessed Properties
 - c. 7.426 Supervisor, Locally Assessed Properties
 - d. 7.433 Property Appraiser Series
 - e. 7.434 Utility Valuation Analyst
- 3. Subgroup: Public Information
 - a. 7.862 Graphic Designer Series

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 the Fiscal Management & Staff Services Occupation Group. Beginning with V-B-1-a, Loan Administration Officer from the Occupational subgroup Financial, in consultation with subject matter experts from the Department of Business and Industry, Housing Division and analysts within the Division of Human Resource Management, it was determined that the Class Concepts and Minimum Qualifications are consistent with current expectations and no changes were required at this time. However, minor changes were made to the Class Concepts to reflect changes in the Housing Division organizational structure and the Minimum Qualifications to maintain consistency with verbiage, formatting and structure. Regarding V-B-2, Property Appraisal & Valuation & Acquisition subgroup, in coordination with subject matter experts from the Department of Conservations and Natural Resources, Division of State Lands, and analysts within the Division of Human Resource Management, it was determined that changes be made to the Series and Class Concepts to reflect current practices in State land management. It is further recommended that changes to the Minimum Qualifications at each level of the series be revised to expand education equivalencies and experience requirements. Changes to the Knowledge, Skills and Abilities at each level in the series are also recommended to better align with duties currently being performed. Minor changes were made to the Class Specifications in order to maintain consistency with verbiage, formatting and structure. Next item V-B-2-b and 2-c on the agenda Supervisor, Centrally Assessed Properties and Supervisor, Locally Assessed Properties; working with subject matter experts from the Department of Taxation and analysts within the Division of Human Resource Management, it was determined that minor revisions be made to the Education and Experience section of the Minimum Qualifications to clarify equivalency. In addition, minor changes were made to the Class Specifications to maintain consistency with verbiage, formatting and structure. Moving on to item V-B-2-d, Property Appraiser; in consultation with subject matter experts from the Department of Taxation and analysts within the Division of Human Resource Management, it was recommended that a Property Appraiser Trainee level be added to expand the pool of qualified applicants for this Series. In addition, minor changes were made to the Class Specifications to maintain consistency with verbiage, formatting and structure. Next item, V-B-2-e, Utility Valuation Analyst; in coordination with subject matter experts for the Department of Taxation and analysts within the Division of Human Resource Management it was determined that the Class Concepts and Minimum Qualifications are consistent with current expectations and require no changes at this time. However, it is recommended that changes be made to the Minimum Qualifications to clarify requirements and to maintain consistency with verbiage, formatting and structure. Lastly, V-B-3-a, Graphic Designer; in consultation with subject matter experts for the Nevada System of Higher Education and analysts within the Division of Human Resource Management, it was determined that Class Concepts and Minimum Qualifications are consistent with current expectations and require no changes at this time. However, it is recommended that changes be made to the Class Specification to maintain consistency with verbiage, formatting and structure. We request approval of these Class Specifications effective this date. I will be happy to answer any questions.

Chairperson Fox: Asked for questions. Hearing none, entertained a motion.

MOTION: Moved to approve Item V-B-1-a, V-B-2a-e, V-B-3-a.
 BY: Commissioner Olson
 SECOND: Chairperson Fox
 VOTE: The vote was unanimous in favor of the motion.

- C. Mechanical & Construction Trades
 - 1. Subgroup: Equipment Management, Maintenance & Repair
 - a. 9.311 Highway Equipment Mechanic Specialist
 - b. 9.312 Highway Equipment Mechanic Supervisor Series

Rachel Baker: Presenting recommended changes to items V-C-1-a and b of the Mechanical & Construction occupational group, Equipment Management, Maintenance & Repair subgroup. With subject matter experts from the Department of Transportation and analysts within the Division of Human Resource Management, it was determined that the Class Concepts and Minimum Qualifications for both the Highway Equipment Mechanic Specialist and the Highway Equipment Mechanic Supervisor Series are consistent with current expectations and do not require revisions at this time. It is recommended that minor revisions be made to the Class Concepts for both of these Class Specifications for grammatical purposes as well as revisions for the Education and Experience sections for recruitment efforts and to maintain consistency with verbiage, formatting and structure.

- 2. Subgroup: Graphics & Printing & Reproduction
 - a. 9.708 Duplicating Machine Operator Series
 - b. 9.737 Sign Production Supervisor

Patricia Kreymborg: As part of the biennial Class Specification review process, I'm going to request your approval, this date, recommended changes to subgroup Graphics & Printing & Reproduction, item V-B-2-a and 2-b on the agenda. Beginning with item V-B-2-a, Duplicating Machine Operator Series; in consultation with subject matter experts from the Nevada System of Higher Education, it was determined that this class is currently only being utilized by the University of Nevada, Reno who employs large incumbents classified at the Duplicating Machine Operator 2 level. As such it was recommended this Series be abolished through attrition. Item 2-b, Sign Production Supervisor; in consultation with subject matter experts with the Nevada Department of Transportation and analysts within the Division of Human Resource Management it was determined that Class Specifications are consistent with current expectations and require no changes at this time. It is recommended that experience as a Sign Writer, Silk Screen Printer or Sign Fabricator in Nevada State service be included in the Education and Experience section of the Minimum Qualifications as additional options to qualify for employment and to create a career path to current State employees. We request approval of these Class Specifications effective this date. I will be happy to answer any questions.

Chairperson Fox: Asked for questions. Hearing none, entertained a motion.

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

VI. 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: #17-20
6.305 Engineering Technician Series
Posting: #23-20
7.869 Historic Preservation Specialist Series
Posting: #24-20
13.321 Forensic Specialist Series

VII. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS. NEXT MEETING SCHEDULED FOR DECEMBER 4, 2020

Commissioner Fox: Stated it is unknown whether the December 4, 2020 meeting will be held via teleconference. Asked Mr. Long if he may have an update.

Peter Long: Indicated there was no update at this time.

Chairperson Fox: We are looking at March of 2021; we have the 5th, 12th or 19th.

Commissioner Discussion: All dates work for Commissioners and Substitutes present.

Peter Long: DHRM prefers the 19th. With the new collective bargaining process, there's potential to have proposed contracts in the arbitration process from March 1st through the 15th and we may need to be available to answer questions in that area

Chairperson Fox: Let's schedule for the 19th per the Division.

VIII. COMMISSION COMMENTS

Chairperson Fox: Hearing None. Moved to Public Comment.

IX. 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.

X. ADJOURNMENT

Chairperson Fox: Thanked everyone and adjourned the meeting.