



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hr.nv.gov

PERSONNEL COMMISSION

MEETING NOTICE

DATE: Friday, December 4, 2015

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 Meetings:**
 - A. Held September 25, 2015.....**1-10**
 - B. Held October 9, 2015.....**11-12**

FOR POSSIBLE ACTION

IV. Discussion and Approval or Denial of Addition of Classes and Positions Approved for Pre-Employment Screening for Controlled Substances13-23

A. The Division of Minerals requests the addition of classes and positions to the list approved for pre-employment screening for controlled substances:.....**24-28**

7.665 Public Service Intern I, PCNs: 09015, 09016, 09017, 09018, 09019, 09020, 09022, 09023

U3916 Program Manager, Oil/Gas and Geothermal, PCN: 0002

U3918 Deputy Administrator, Minerals, PCN: 0006

U3919 Chief for Dangerous Mines, PCN: 0007

U3930 Chief for Mine Regulation, PCN: 0009

U3932 Field Specialist, Minerals PCNs: 0011, 0021, 0031

U4706 Administrator, Minerals, PCN: 0001

FOR POSSIBLE ACTION

V. Discussion and Approval or Denial of DHRM Recommendations Regarding Hearing Officer Contracts. Possible Recommendation to Select Hearing Officers Using a Different Method.....29-30

FOR POSSIBLE ACTION

VI. Discussion and Approval or Denial of Proposed Regulations Changes to Nevada Administrative Code, Chapter 284.....31-54

A. LCB File No. R041-15.....**55-60**

Sec. 1. NAC 284.097 "Reviewing officer" defined.

Sec. 2. NAC 284.470 Preparation, filing, contents, discussion, and distribution of reports; powers and duties of employees; review; adjustment of grievances.

B. LCB File No. R042-15.....**61-71**

Sec. 1. NAC 284.394 Transfers initiated by appointing authorities.

Sec. 2. NAC 284.589 Administrative leave with pay.

Sec. 3. NAC 284.656 Notice.

Sec. 4. NAC 284.778 Request for hearing and other communication.

Sec. 5. Effective Dates

C. LCB File No. R043-15.....**72-80**

Sec. 1. NAC 284.398 Transfers to classified service; certain transfers to unclassified service.

- Sec. 2 NAC 284.470 Preparation, filing, contents, discussion, and distribution of reports; powers and duties of employees; review; adjustment of grievances.
- Sec. 3. NAC 284.580 Leave of absence without pay during fiscal emergency of State or agency.
- Sec. 4. NAC 284.262 Longevity pay: Eligibility
 - NAC 284.270 Longevity pay: Required rating of performance.
 - NAC 284.274 Longevity pay: Dates of payment and eligibility; responsible agency.
 - NAC 284.278 Longevity pay: Formulas for calculation.
 - NAC 284.282 Longevity pay: Particular circumstances.
 - NAC 284.284 Longevity pay: Return to state service.

D. LCB File No. R044-15.....**81-85**

- Sec. 1. NAC 284.726 Access to confidential records.
- Sec. 2. NAC 284.888 Request for employee to submit to screening test: Interpretation of grounds; completion of required form.
- Sec. 3. Effective Dates.

E. LCB File No. R102-15.....**86-95**

- Sec. 1. NAC 284.088 “Promotion” defined.
- Sec. 2. NAC 284.182 Adjustment and retention of pay progression date; restoration of date of appointment and pay progression date.
- Sec. 3. NAC 284.444 Application of probationary period.
- Sec. 4. NAC 284.462 Restoration of promoted employee to former position.
- Sec. 5. Effective Dates.

FOR POSSIBLE ACTION

VII. Discussion and Approval or Denial of Class Specification Maintenance Review.....96-98

- A. Fiscal Management & Staff Services
 - 1. Subgroup: Intern Program
 - a. 7.653 Public Service Intern Series

VIII. Report of Uncontested Classification Changes.....99-104

Postings: #22-15, #23-15, #24-15, #25-15, #26-15

IX. Discussion and Announcement of Dates for Upcoming Meetings

Next Meeting Scheduled for March 4, 2016; Discuss/schedule the following meeting.

- 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

Inquiries regarding the items scheduled for this Commission meeting may be made to Shelley Blotter at (775) 684-0105 or sblotter@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, Room 101, Carson City, Nevada 89701 no less than (5) five working days prior to the meeting.

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 Building, 101 North Carson Street
Nevada Public Notice website: <http://notice.nv.gov>
Division of Human Resource Management website: www.hr.nv.gov

Las Vegas

Grant Sawyer Building, 555 East Washington Street