



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, September 18, 2020

TIME: 9:00 a.m.

This meeting will be held via teleconference only.

Pursuant to Governor Sisolak's March 12, 2020, Declaration of Emergency Directives 026 and 029 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 June 26, 2020.**

- FOR POSSIBLE ACTION** **IV. Discussion and Approval of Addition of Classes or Positions for Pre-employment Screening for Controlled Substances**

 - 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. Classes and positions requested for approval of pre-employment screening for controlled substances:
 - 2.210 Administrative Assistant 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

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

 - A. Library & Archives
 - 1. Subgroup: Library Services
 - a. 4.106 Librarian Series
 - b. 4.116 Library Technician/Assistant Series
 - 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
 - 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
 - 2. Subgroup: Graphics & Printing & Reproduction
 - a. 9.708 Duplicating Machine Operator Series
 - b. 9.737 Sign Production Supervisor

INFORMATIONAL ITEM

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.

VIII. Commission Comments

IX. 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)

X. 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.

Inquiries regarding the items scheduled for this Commission meeting may be made to Michelle Garton at (775) 684-0136 or 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/. 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 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