



**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](http://www.hr.nv.gov)

**PERSONNEL COMMISSION**

**Meeting Notice**

**DATE:** Friday, June 19, 2015

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

**LOCATION:** Gaming Control Board                      Grant Sawyer State Building  
1919 College Parkway                              555 E. Washington Ave., Room 2450  
Carson City, Nevada 89701                      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.

**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) 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 additional public comment on a specific agenda item when the item is being considered.

**FOR POSSIBLE ACTION**

- III. Approval of Minutes of Previous Meeting dated March 20, 2015.....1-11**

**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.....12-35**

A. The Department of Transportation 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:

6.228 Staff II, Associate Engineer, PCN: 018024, 018025, 018036, 018037, 018046, 018047

10.536 Environmental Scientist II, PCN: 018012, 018013

10.545 Environmental Scientist IV, PCN: 018011

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

6.228 Staff II, Associate Engineer

10.536 Environmental Scientist II

10.545 Environmental Scientist IV

**FOR POSSIBLE ACTION**

**V. Discussion and Approval or Denial of Individual Classification Appeal.....36-37**

A. Catherine Reinsch, Social Worker II  
Department of Health and Human Services

**FOR POSSIBLE ACTION**

**VI. Discussion and Approval of Proposed Class Specification Maintenance Review of Classes Recommended for Revisions and Abolishment.....38-62**

A. Clerical & Related Services

1. Subgroup: Mail & Supply Services

a. 2.124 Mail Service Series

2. Subgroup: Legal Support Services

a. 2.159 Legal Assistant

B. Medical, Health & Related Services

1. Subgroup: Environmental & Health Protection

a. 10.505 Health Resource Analyst Series

2. Subgroup: Allied Therapies

a. 10.614 Therapeutic Recreation Specialist Series

b. 10.673 Activities Therapy Technician Series

**VII. Report of Uncontested Classification Changes.....63-68**

Postings #9-15, #10-15, #11-15, #12-15, and #13-15

**VIII. Discussion and Announcement of Dates for Upcoming Meetings – Next Meeting Scheduled for September 25, 2015; Discuss/schedule next meeting for November 2015.**

**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) 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 additional public comment on a specific agenda item when the item is being considered.

## **X. Adjournment**

If anyone has questions or wish to discuss in further detail, the items scheduled for this Commission meeting, please contact Shelley Blotter at (775) 684-0105.

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.

### **NOTE: CARSON CITY**

Blasdel Building, 209 East Musser Street

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

Division of Human Resource Management website:

[www.hr.nv.gov](http://www.hr.nv.gov)

Nevada State Library & Archives Bldg. 100 N. Stewart Street

Nevada State Capitol Building, 101 N. Carson Street

### **LAS VEGAS**

Grant Sawyer Building

555 E. Washington Street